CYNGOR CYMUNED LLANTRISANT
LLANTRISANT COMMUNITY COUNCIL

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Clerk: Mr G E Hopkins JP BA(Hons)

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Clerc: Mr G E Hopkins JP BA(Hons)

Wednesday 7th December 2022

COUNCIL SUMMONS

TO: ALL MEMBERS OF LLANTRISANT COMMUNITY COUNCIL

YOU ARE SUMMONED to a meeting of **LLANTRISANT COMMUNITY COUNCIL** to be held on Tuesday 13th December 2022 at 6.30pm at Caerlan Hall, Llantrisant.

The Agenda for the meeting is attached.

The Meeting will be followed by our annual Christmas Party,

to which you are invited to bring a guest.

Buffet and drinks provided.

This will commence at the close of the Council Business.

The Meeting can be attended online, pursuant to the Local Government and Elections (Wales) Act 2021. You may do so via the following link or meeting ID:

https://us06web.zoom.us/j/86026728409

Meeting ID: 860 2672 8409

Yours faithfully,

Geraint Hopkins

MR. G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL

A MEETING OF LLANTRISANT COMMUNITY COUNCIL

TO BE HELD ON TUESDAY 13TH DECEMBER AT 6.30PM

AT CAERLAN HALL, LLANTRISANT

AGENDA

Item — Page

1. Apologies for absence
To receive any apologies of absence from Members.

2. Declarations of Interest
To receive disclosures of personal interests from Members in accordance with the Code of Conduct.

3. Public Representations to the Council
To receive any representations from members of the public at the discretion of the Chair.

4. Minutes of the Previous Meeting

(i) To approve as a true record the minutes of the Meeting of Council held on 8th November 2022. — 4 to 8

5. Financial Matters

(i) To receive and approve the accounts for payment account for December 2022; — 9 to 10

(ii) To receive and note the income and expenditure account for November 2022. — 11 to 14

6. Budget and Precept for the Financial Year 2023/2024
To note the minutes of the Finance and General Purposes Committee held on 6th December 2022; and consider the Recommendations contained therein:

(i) to make in-year virements between the budget headings detailed in the minutes; — 15

(ii) to set the Council's Budget for the Financial Year 2023/24; and — 16 to 21

(iii) to set the Council's Precept for the Financial Year 2023/24; — 21

and furthermore:

(iv) consider the Recommendation contained therein with respect to improvements to the Penycoedcae Allotments. — 21

(v) consider the Recommendation to note the Interim Report of the Internal Auditor for 2022/23 — 22 to 32

7. **Review of Community Assistance to Food Banks**
To consider the take up of the offer of the Community Assistance Grant by the two food banks operating within the Community Council's jurisdiction. 33

8. **Feedback from Councillor Training the importance of Community & Town Councils in creating resilient spaces for nature.**
To receive representation from Cllr Romney regarding Keep Wales Tidy funding.

9. **Planning and Development Control**
To consider any planning applications and development control matters which have arisen since the previous meeting. 34

10. **Correspondence**
To receive any correspondence to the Council.

11. **Urgent Items**
To consider any matters which the Chair has determined reasonably to be urgent.

MR. G. E. HOPKINS J.P.
CLERK

LLANTRISANT COMMUNITY COUNCIL

MINUTES

OF THE MEETING OF LLANTRISANT COMMUNITY COUNCIL HELD ON TUESDAY 8TH NOVEMBER 2022 AT 6.30PM AT CAERLAN HALL, LLANTRISANT

Present

Cllr Mal Davies (Chair)
Cllr David Brown
Cllr Anne Callow
Cllr Glynne Holmes
Cllr Ron Hunt
Cllr Lynne Murdoch
Cllr David Myles
Cllr Dr Catherine Preston
Cllr Adam Robinson
Cllr Paul Thomas
Cllr Ellie Townsend Jones

In Attendance

Mr Geraint Hopkins JP, Clerk to the Council

FC/22-23/59 Apologies for Absence

Apologies for absence were received from Cllrs David Nicholas and Carys Romney.

FC/22-23/60 Declarations of Interest

No declarations of interest were made by Members.

The Clerk declared for the purposes of their discussion of the Report of the Independent Remuneration Panel for Wales (Minute FC/22-23/67) that he was an elected member of Rhondda Cynon Taf County Borough Council.

FC/22-23/61 Minutes of the Previous Meeting and Action Log

The Minutes of the Meeting of Llantrisant Community Council held on Tuesday 11th October 2022 were approved as a correct record.

FC/22-23/62 Financial Matters

(i) The following Accounts for Payment for November 2022 were **agreed** to: -

				VAT
Plusnet	Broadband/Landline	£	36.70	s

Function28	Web and email Provision	£	54.00	z
Barclaycard	Christmas lights, cables, stamps	£	574.45	-
Tesco Mobile	Mobile Contracts x 3	£	24.05	z
Riatlas	Making Tax Digital subscrition	£	70.80	s
Redbite Solutions Ltd	Itemit User License (Annual Fee)	£	431.71	s
Consortium	Stationery	£	6.70	s
One Voice Wales	Training x2	£	35.00	z
RCTCBC	Costs incurred Elections May 22	£	912.00	s
Ty Hafan	Donation from Chair's Allowance	£	200.00	z
HMRC	NI and Tax (October)	£	2,361.56	z
Wages	Pay (October)	£	7,829.72	z
Pensions	Pensions (October)	£	1,904.87	z
J Akers	Mileage	£	3.78	z
Plusnet	Broadband/Phoneline - Llys y Cwm	£	25.50	s
RCTCBC	Rates - Llys y Cwm	£	177.00	-
RCTCBC	Rates - Caerlan	£	482.00	-
SSE	Gas - Llys y Cwm	£	41.31	f
SSE	Electricity - Caerlan Hall	£	49.12	f
G&C Electrical	Emergency Exit Light	£	90.60	s
SSE	Electricity - Brynteg Allotment	£	46.94	f
PJ Saunders	Rent- Beeches	£	633.00	s
Plusnet	Broadband	£	27.60	s
Beddau Food Angels	w/c 24/10	£	277.09	z
Trade UK	vacuum, socket set, bucket,tape etc	£	380.69	s
Country Timbers	Wood posts and post mix	£	178.20	s
Gallagher Insurance	Van Insurance x 2	£	964.30	z
Gallagher Insurance	Breakdown Cover (Vivaro)	£	80.00	z
UK Fuels	Diesel	£	190.60	s
RCTCBC	Lease for Van (Aug-Sept)	£	46.70	s
Groundwork Services	repalce panels bus shelter	£	336.00	s
L Kingston	Mileage - training	£	27.54	z
Leekes	trowel, bricks	£	18.46	s
GT Vehicle Services Ltd	MOT vivaro	£	35.00	e
SSE	Gas - Caerlan Qtr3	£	156.73	f
Defib Store	replacement cabinet (Caerlan)	£	519.60	s
Auditing Solutions	interim audit	£	576.00	s
Royal British Legion	donation re wreaths	£	60.00	z
	TOTAL	**£**	**19,865.32**	

(ii) It was further **agreed** to note the Income and Expenditure Accounts for October 2022.

FC/22-23/63 NALC Salary Award 2022/2023

The Clerk reported that the Council had received from the National Association of Local Councils the agreement reached at the Local Government Association for the new pay scales for 2022-23 to be implemented from April 1st 2022. As a matter of policy, this Council had agreed to implement the national agreements reached, and as such it was **noted** that the new NALC pay scales for 2022-23 had been awarded to the Council's staff.

FC/22-23/64 Requests for Financial Assistance

(i) A request for financial assistance from Beddau RFC towards Christmas activities was **noted** but not agreed to on the basis that the closing date for grant applications had passed, and that the club had already received a grant the previous month from the Council for this municipal year.

(ii) The Council noted a request from PCSO Warchol for assistance to pay for "Cuppa with a Copper" sessions at Beddau and Tynant Community Library. Cllr Dr Catherine Preston (who happened to be Treasurer of the Library) felt that if PCSO Warchol was to contact her and the committee, they would be minded to offer the library's facilities to him for this purpose free of charge.

FC/22-23/65 Reports from Training

It was noted that Cllr Romney had wanted to report back on a training session she had attended, but as she was not present at the meeting the item was deferred.

FC/22-23/66 Planning and Development Control

The following planning applications received by Rhondda Cynon Taf County Borough Council were **noted** :-

REF	PROPOSAL	LOCATION
22/126/10	Change of use to convert a cow shed/store into a residential unit.	WEST CAERLAN, SCHOOL STREET, LLANTRISANT, PONTYCLUN, CF72 8EN
22/1184/10	3 no. near zero carbon bespoke self-build dwellings within the curtilage of existing dwelling	ST DAVIDS HOUSE, CASTELLAU ROAD, BEDDAU, PONTYPRIDD, CF38 2RA

22/1232/10	Detached garden room.	18 MAES-Y-RHEDYN, TALBOT GREEN, PONTYCLUN, CF72 8AN
22/1208/01	New internally illuminated fascia signage to front and sides of building to replace existing.	UNIT 9, GLAMORGAN VALE RETAIL PARK, TALBOT GREEN, PONTYCLUN, CF72 8RP
22/1182/10	Single storey rear & two storey side extension	7 TALBOT CLOSE, LLANTRISANT, PONTYCLUN, CF72 8AS

Members **agreed** for the Clerk to respond to RCT CBC with regard to application 22/1182/10 to emphasise the importance of maintaining public access to the right of way, during the work and after.

FC/22-23/67 Annual Report of the Independent Remuneration Panel for Wales

The Annual Report of the Independent Remuneration Panel for Wales was received. There was a discussion around the consultation questions, which centred on the value placed on the work and time commitment of members of Town and Community Councils.

It was **agreed** that the Chair, Cllr Mal Davies, would compile and circulate a draft response which provided there would be no objection would be sent to the Panel as a corporate response.

FC/22-23/68 Welsh Government Consultation on Electoral Administration and Reform

The Consultation was noted.

FC/22-23/69 Request for pedestrian water crossing at PROW Llan222

A public request for a footbridge, stepping stones, or some other such crossing at PROW Llan222 was considered, and it was **agreed** at Cllr Glynne Holmes' suggestion (in his capacity as County Borough Councillor for Llantrisant and Talbot Green) that he convene a site meeting with the petitioner and report back with his findings to a future meeting of the Council.

FC/22-23/70 Council Representation on the Llantrisant Guildhall CIO

It was **agreed** that Cllr David Myles replace Cllr David Nicholas as the Council's nominated trustee of the Llantrisant Guildhall.

FC/22-23/71 Food Bank (site for additional distribution capacity)

Cllr Callow requested that Caerlan Hall be available for an hour a week to act as a satellite distribution centre for the Beddau Food Hub (Beddau Food Angels) and this was **agreed to** without charge for the remainder of this financial year.

FC/22-23/72 Information about "Warm Space" provision in Llantrisant

Cllr Callow informed the Council that Tabor Baptist Church would be providing a warm space and food for families on 5th, 6th and 7th January 2022.

FC/22-23/73 Missing signage at the Cwm Welfare Bus Stop, Beddau

Cllr Hunt reported that the bus stop at the Cwm Welfare Hall was missing its signage, which had only been installed recently. The Clerk agreed to reporting this to RCT CBC.

There being no further business the meeting was ended.

CLLR M. DAVIES

CHAIR OF COUNCIL

Accounts for the meeting on the 13th December 2022

					Office Use			
					VAT		account codes	
OFFICE								
Plusnet	02.12.22	Broadband/Landline	£	36.70	s	d/d	4205	101
Function28	31.12.22	Web and email Provision	£	54.00	z	s/o	4202	101
Barclaycard	13.12.22	Ladder, Adobe, fridge, sweets, cleaning, batteries, lights, snow fluid, craft materials	£	2,071.29	-	bacs	split	
Tesco Mobile	22.11.22	Mobile Contracts x 3	£	24.05	z	d/d	4205	101
PEAC	22.12.22	Photocopier lease	£	348.16	s	d/d	4200	101
COUNCILLORS								
One Voice Wales	13.12.22	Chairing Skills Training	£	35.00		bacs	4231	107
STAFFING								
HMRC	13.12.22	NI and Tax (November)	£	3,926.60	z	bacs	4002	102
Wages	15.11.22	Pay (November)	£	10,133.16	z	bacs	4001	102
Pensions	13.12.22	Pensions (November)	£	2,848.97	z	bacs	4003	102
SLCC	13.12.22	Membership (Clerk & RFO)	£	492.00	z	bacs	4015	102
HALLS								
Plusnet	28.11.22	Broadband/Phoneline - Llys y Cwm	£	25.50	s	d/d	4062	205
RCTCBC	15.12.22	Rates - Llys y Cwm	£	177.00	-	d/d	4050	205
RCTCBC	15.12.22	Rates - Caerlan	£	482.00	-	d/d	4050	201
SSE	21.11.22	Gas Llys y Cwm	£	70.70	f	d/d	4061	205
Welsh Water	21.11.22	Water Llys y Cwm	£	290.31	z	d/d	4055	205
SSE	02.12.22	Electric Caerlan	£	48.63	f	d/d	4060	201
PROJECTS								
Consortium	13.12.22	Llantrisant craft materials	£	105.36	s	bacs	4165	106
Viking	22.11.22	Craft materials and stationery	£	172.69	s	bacs	split	
Gills	22.11.22	Fun Fair Stalls	£	600.00	z	bacs	4165	106
Masquerade	22.11.22	Face painting, entertainer	£	715.00	z	bacs	4165	106
Rosa Verge	22.11.22	Christmas Express	£	430.00	z	bacs	4165	106
C Romney	13.12.22	Refreshments Beddau	£	31.93				
Giggles Playgroup	13.12.22	Electricity for Mount Pleasant Tree	£	50.00				
WORKS DEPOT								
PJ Saunders	27.12.22	Rent- Beeches	£	633.00	s	s/o	4073	308
Plusnet	22.11.22	Broadband	£	27.60	s	d/d	4062	308
Community Assistance								
Beddau Food Angels	22.11.22	14/11 to 21/11	£	249.04	z	bacs	4167	106
OUTSIDE WORK								
Trade UK	13.12.22	boots, visor, silicone,sealant,fixings	£	141.41	s	bacs	split	
Les Kirk	13.12.22	Beddau Clock Annual Service	£	260.00	z	bacs	4105	310
Country Timbers	13.12.22	Wood	£	19.35	s	bacs	4103	310
ALLOTMENTS								
Welsh Water	13.12.22	Water Bill - Tynant	£	21.15	z	d/d	4162	305
TRANSPORT								
UK Fuels	07.12.22	Diesel	£	50.60	s	d/d	split	301
RCTCBC	13.12.22	Lease for Van (Sept/Oct)	£	58.38		bacs	4073	301
TOTAL			**£**	**24,571.20**				

TOTAL	**£ 24,571.20**

Date 07/12/2022

Llantrisant Community Council

Time 11:51

Council Detail Report 30/11/2022

		Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME							
101	**Administration**						
1011	Photocopying	120	100	(20)			119.7%
1051	Grants Received	0	100	100			0.0%
1110	Interest	622	30	(592)			2074.9%
	Subtotal	742	230	(512)	0	0	322.7%
103	**Precept**						
1101	Precept	185,519	278,278	92,759			66.7%
	Subtotal	185,519	278,278	92,759	0	0	66.7%
201	**Caerlan**						
1000	Hall Hire	3,360	5,000	1,640			67.2%
	Subtotal	3,360	5,000	1,640	0	0	67.2%
205	**Llys y Cwm**						
1000	Hall Hire	2,569	4,000	1,431			64.2%
	Subtotal	2,569	4,000	1,431	0	0	64.2%
305	**Allotments**						
1007	Penygawsi Allotments	0	44	44			0.0%
1008	Brynteg Allotments	0	70	70			0.0%
1009	Tynant Allotments	0	66	66			0.0%
1010	Pencoedcae Allotment	0	80	80			0.0%
	Subtotal	0	260	260	0	0	0.0%
310	**Outside Work**						
1012	Footpath Agency Agreement	0	835	835			0.0%
	Subtotal	0	835	835	0	0	0.0%
	TOTAL INCOME	**192,190**	**288,603**	**96,413**	**0**	**0**	66.6%
EXPENDITURE							
101	**Administration**						
4200	Photocopying	703	1,700	997		997	41.4%
4202	Computer Costs	1,346	2,500	1,154		1,154	53.8%
4204	Postage	73	120	47		47	60.5%
4205	Telephones	462	700	238		238	65.9%
4206	Stationery	194	250	56		56	77.5%
4210	Sundries	32	100	68		68	31.6%
4215	Audit Fees & Bank charges	879	1,250	371		371	70.4%
4220	General Insurance	4,040	4,000	(40)		(40)	101.0%
4240	Elections	760	16,000	15,240		15,240	4.8%
4250	Contingency Fund	0	6,000	6,000		6,000	0.0%
4255	Office Equipment	609	1,848	1,239		1,239	33.0%
4261	Grant Money Spent	99	0	(99)		(99)	0.0%
	Subtotal	9,196	34,468	25,272	0	25,272	26.7%
102	**Staffing**						

Continued over page

Date 07/12/2022 **Llantrisant Community Council** Page 2

Time 11:51 **Council Detail Report 30/11/2022**

		Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4001	Salaries	56,329	95,000	38,671		38,671	59.3%
4002	PAYE & NI Contributions	14,947	25,000	10,053		10,053	59.8%
4003	Pension contributions	12,773	25,000	12,227		12,227	51.1%
4010	Occupational Health	0	500	500		500	0.0%
4015	Training	1,386	3,000	1,614		1,614	46.2%
4020	Work wear	1,004	1,800	796		796	55.8%
4025	Staff Expenses	121	400	279		279	30.2%
	Subtotal	86,559	150,700	64,141	0	64,141	57.4%
104	**Community Infrastructure Levy**						
4120	CIL Expenditure	5,916	7,617	1,701		1,701	77.7%
	Subtotal	5,916	7,617	1,701	0	1,701	77.7%
105	**Grants**						
4152	Beddau & Tynant Wards	8,450	10,000	1,550		1,550	84.5%
4154	General Grants	1,100	2,000	900		900	55.0%
4156	Talbot Green & Llantrisant	9,200	12,000	2,800		2,800	76.7%
	Subtotal	18,750	24,000	5,250	0	5,250	78.1%
106	**Projects**						
4150	Llantrisant Ward	0	3,000	3,000		3,000	0.0%
4151	Talbot Green Ward	456	3,000	2,544		2,544	15.2%
4152	Beddau & Tynant Wards	256	6,000	5,744		5,744	4.3%
4153	Events/Public Relations	4,878	6,000	1,122		1,122	81.3%
4155	Community Library	0	5,500	5,500		5,500	0.0%
4157	Christmas	285	10,000	9,715		9,715	2.9%
4158	Floral Displays	10,870	10,000	(870)		(870)	108.7%
4159	Charter of Friendship	0	3,989	3,989		3,989	0.0%
4165	Llantrisant Christmas Event	1,069	0	(1,069)		(1,069)	0.0%
4166	Community Plan	0	5,000	5,000		5,000	0.0%
4167	Food Bank Donations	277	0	(277)		(277)	0.0%
	Subtotal	18,091	52,489	34,398	0	34,398	34.5%
107	**Councillors**						
4225	Chairs Allowances	1,956	3,126	1,170		1,170	62.6%
4226	Councillor Allowances	2,375	2,500	125		125	95.0%
4230	OVW Membership	2,335	2,300	(35)		(35)	101.5%
4231	Councillor Training	393	1,000	607		607	39.3%
	Subtotal	7,059	8,926	1,867	0	1,867	79.1%
201	**Caerlan**						
4050	Rates	3,851	5,100	1,249		1,249	75.5%
4055	Water Charges	243	500	257		257	48.5%
4060	Electricity	333	1,200	867		867	27.8%
4061	Gas	282	2,000	1,718		1,718	14.1%
4063	Cleaning Materials	103	350	247		247	29.5%
4065	Maintenance Contracts	1,704	1,800	96		96	94.7%
4066	Repairs & maintenance	2,843	9,118	6,275		6,275	31.2%
4067	Depreciation Fund	433	1,000	567		567	43.3%
	Subtotal	9,793	21,068	11,275	0	11,275	46.5%

Continued over page

		Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
205	**Llys y Cwm**						
4050	Rates	1,412	1,950	539		539	72.4%
4055	Water Charges	523	500	(23)		(23)	104.6%
4060	Electricity	671	900	229		229	74.6%
4061	Gas	416	1,500	1,084		1,084	27.7%
4062	Broadband	153	250	97		97	61.1%
4063	Cleaning Materials	72	300	228		228	24.2%
4065	Maintenance Contracts	1,448	1,800	352		352	80.5%
4066	Repairs & maintenance	176	3,616	3,440		3,440	4.9%
4067	Depreciation Fund	0	1,000	1,000		1,000	0.0%
	Subtotal	4,871	11,816	6,945	0	6,945	41.2%
301	**Transport**						
4070	Fuel	750	1,500	750		750	50.0%
4071	Repairs, Service, MOT	396	1,000	604		604	39.6%
4072	Road Tax	0	550	550		550	0.0%
4073	Rent	149	0	(149)		(149)	0.0%
4074	Van insurance	1,039	2,500	1,461		1,461	41.6%
4090	New Van Fund	480	24,046	23,566		23,566	2.0%
	Subtotal	2,814	29,596	26,782	0	26,782	9.5%
305	**Allotments**						
4160	Penygawsi Allotments	35	480	445		445	7.2%
4161	Brynteg Allotments	280	480	200		200	58.3%
4162	Tynant Allotments	235	480	245		245	49.0%
4163	Pencoedcae Allotments	324	480	156		156	67.4%
	Subtotal	873	1,920	1,047	0	1,047	45.5%
308	**Workshop**						
4055	Water Charges	177	200	23		23	88.7%
4060	Electricity	282	600	318		318	47.0%
4062	Broadband	213	350	137		137	61.0%
4073	Rent	4,621	6,750	2,129		2,129	68.5%
4210	Sundries	0	120	120		120	0.0%
	Subtotal	5,294	8,020	2,726	0	2,726	66.0%
310	**Outside Work**						
4101	Small Tools	76	100	24		24	76.4%
4102	Machine Repairs & Spares	1,287	6,245	4,958		4,958	20.6%
4103	Outside Work	1,719	3,000	1,281		1,281	57.3%
4105	Street Furniture	3,424	9,282	5,858		5,858	36.9%
4110	Depreciation Fund (Equipment)	1,663	0	(1,663)		(1,663)	0.0%
	Subtotal	8,170	18,627	10,458	0	10,458	43.9%
	TOTAL EXPENDITURE	**177,385**	**369,247**	**191,862**	**0**	**191,862**	48.0%
	Total Income	192,190	288,603	96,413			66.6%
	Total Expenditure	177,385	369,247	191,862	0	191,862	48.0%
	Net Income over Expenditure	14,805	(80,644)	(95,449)			

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
plus Transfer from EMR	1,918					
Movement to/(from) Gen Reserve	**16,723**	**(80,644)**	**(97,367)**			

LLANTRISANT COMMUNITY COUNCIL

MINUTES OF THE MEETING OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE
OF LLANTRISANT COMMUNITY COUNCIL HELD AT 2.00PM ON TUESDAY 6TH DECEMBER 2022 AT CAERLAN HALL, LLANTRISANT

Present

Cllr. Ron Hunt (Chair)
Cllr. Julie Barton
Cllr David Nicholas
Cllr Adam Robinson
Cllr Carys Romney
Cllr Ellie Townsend Jones

In Attendance

The Clerk to the Council (Mr G. E. Hopkins J.P.)
The Deputy Clerk and Responsible Financial Officer (Mrs A. Jenkins)

FGP/22-23/01 Apologies for Absence

Apologies were received from Cllr Mal Davies and Cllr Dr Catherine Preston

FGP/22-23/02 Declarations of interest

Cllr Barton declared that she was a volunteer with Beddau and Tynant Community LiCllr David Nicholas declared an interest under Agenda Item 5 (Fees and Charges) in that he is an allotment holder, and this declaration was duly recorded in the Register.

FGP/22-23/03 Section 137 Letter (Expenditure Limit)

Correspondence from Welsh Government was noted, notifying the Council that the appropriate sum for the purposes of Section 137(4)(a) of the Local Government Act 1972 for 2023/24 was £9.83 per elector.

FGP/22-23/04 Accounts for the Year to Date

Following consideraiton of the Report of the Clerk, it was **agreed** to note the Accounts for the financial year to date (to the end of Quarter 2), and further more **agreed to recommend** to Council the following: -

(i) that a virement of £40 be made from the photocopying budget to the General Insurance budget;
(ii) that a virement of £35 be make from Councillor Training budget to the One Voice Wales affiliation fee budget;
(iii) that a virement of £400 be made from the Van Insurance budget to the Van Lease budget

FGP/22-23/05 Budget and Precept 2023/2024

The Report of the Clerk consisting of a Review of Fees and Charges, a Draft Budget for the financial year 2023/2024 and a proposal for the Precept to be levied in 2023/2024 was considered, and it was **agreed to recommend** to Council the following:

(i) That the following fees and charges be levied for Council services in 2023/24

Hall Hire

	Caerlan Hall (£/hr)	Llys y Cwm (£/hr)
Commercial/ One Off Rate	£11.00	£11.00
Community Rate	£7.25	£7.25
Charity Rate	£6.00	£6.00
Meithryn		£5.25

Charges to the four Allotments Committees

Penygawsi Allotments Committee	£48
Brynteg Allotments Committee	£77
Tynant Allotments Committee	£73
Penycoedcae Allotments Committee	£88

Photocopying Charges

	A4	A3
Black and white copies	5p	10p
Colour	10p	20p

(ii) that the following estimates for income and expenditure be adopted as the Council's Budget for the Financial Year 2023/24:

Budget 2023/24

ADMINISTRATION		
	2022/23	**2023/24**
Photocopying	£1,700	£1,700
Computer Costs	£2,500	£2,500
Postage	£120	£120
Telephones	£700	£750
Stationery	£250	£300

Sundries	£100	£100
Audit Fees & Bank charges	£1,250	£1,500
General Insurance	£4,000	£4,250
Elections	£3,000	£3,000
Office Equipment	£750	£750
Grant Money Spent	£100	£0
Contingency Fund	£6,000	£6,000
TOTAL	**£20,470**	**£20,970**

COUNCILLORS		
	2022/23	**2023/24**
Chair's Allowance	£2,500	£1,000
Renumeration	£2,500	£5,000
One Voice Wales	£2,300	£2,500
Councillors Training	£1,000	£750
Travel & Subsistence		£250
TOTAL	**£8,300**	**£9,500**

GRANTS		
	2022/23	**2023/24**
Llantrisant and Talbot Green	£12,000	£11,000
Beddau & Tynant Wards	£10,000	£10,000
General Grants (the "Umbrella Fund")	£2,000	£2,000
Beddau and Tynant Community Library	£5,500	£5,500
Llantrisant Guildhall		£5,000
TOTAL	**£29,500**	**£33,500**

PROJECTS		
	2022/23	**2023/24**
Llantrisant Ward	£3,000	£3,000
Talbot Green Ward	£3,000	£3,000
Beddau & Tynant Wards	£6,000	£6,000
Events/Public Relations	£6,000	£6,000
Christmas	£10,000	£10,000
Floral Displays	£10,000	£6,000

Charter of Friendship	£1,500	£1,500
Community Assistance	£10,000	£10,000
Community Plan	£5,000	£0
TOTAL	**£54,500**	**£45,500**

TRANSPORT		
	2022/23	**2023/24**
Fuel	1500	£2,000
Repairs, Service, MOT	1000	£1,000
Road Tax	550	£300
Garage Rent	0	£500
Van insurance	2500	£1,500
New Van Fund	2000	£2,000
TOTAL	**£7,550**	**£7,300**

ALLOTMENTS		
	2022/23	**2023/24**
Penygawsi Allotments	£480	£500
Brynteg Allotments	£480	£500
Tynant Allotments	£480	£500
Penycoedcae Allotments	£480	£500
TOTAL	**£1,920**	**£2,000**

OUTSIDE WORK		
	2022/23	**2023/24**
Small Tools	£100	£0
Equipment (repairs & spares)	£1,500	£1,500
Equipment fund	£0	£2,000
Outside Work	£3,000	£3,000
Street Furniture	£2,000	£2,000
TOTAL	**£6,600**	**£8,500**

WORKS DEPOT		
	2022/23	**2023/24**
Works Depot	£8,000	
Water Charges		£250
Electricity		£400
Broadband		£300
Rent		£7,500
Sundries		£100
TOTAL	**£8,000**	**£8,550**

STAFFING		
	2022/23	**2023/24**
Salaries	£95,000	£90,000
PAYE &NI	£25,000	£29,000
Penison Contributions	£25,000	£25,000
Occupational Health/ Recruitment	£500	£500
Training	£2,000	£2,000
Work wear	£800	£1,000
Staff Expenses	£400	£400
TOTAL	**£148,700**	**£147,900**

LLYS Y CWM		
	2022/23	**2023/24**
Rates	£1,950	£1,850
Water Charges	£500	£575
Electricity	£900	£1,000
Gas	£1,500	£1,500
Broadband	£250	£250
Cleaning Materials	£300	£300
Maintenance Contracts	£1,800	£1,800
Repairs & maintenance	£1,000	£2,500
TOTAL	**£8,200**	**£9,775**

CAERLAN		
	2022/23	**2023/24**
Rates	£5,100	£5,000
Water Charges	£500	£550
Electricity	£1,200	£1,000
Gas	£2,000	£2,000
Cleaning Materials	£350	£300
Maintenance Contracts	£2,000	£2,200
Repairs & maintenance	£1,000	£1,000
TOTAL	**£12,150**	**£12,050**

PROPOSED BUDGET EXPENDITURE	2023/24	EARMARKED RESERVES
Administration	£20,970	£6,339
Councillors	£9,500	
Grants	£33,500	
Projects	£45,500	£14,727
Transport	£7,300	£23,566
Allotments	£2,000	
Outside Work	£8,500	£8,327
Works Depot	£8,550	
Staffing	£147,900	£2,000
Llys y Cwm	£9,775	£4,317
Caerlan	£12,050	£6,118
CiL		£4,151
TOTAL EXPENDITURE	£305,545	
TOTAL EAR MARKED RESERVES		£69,545

	2022/23	**2023/24**
TOTAL EXPENDITURE	**305,890**	**305,545**

INCOME		

	2022/23	2023/24
Photocopying	£100	£100
Interest	£30	£500
Penygawsi Allotments	£44	£48
Brynteg Allotments	£70	£77
Tynant Allotments	£66	£73
Penycoedcae Allotment	£80	£88
Footpath Agency Agreement	£835	£835
Hall Hire Llys y Cwm	£4,000	£4,000
Hall Hire Caerlan	£5,000	£5,000
Grants		
TOTAL OTHER INCOME	**£10,225**	**£10,721**

(iii) and that the Precept for a Band D equivalent property levied by the Council for 2023/24 be £55.00, generating a precept of £295,315.

FGP/22-23/06 Interim Internal Audit Report 2022/23

The Interim Internal Audit Report for 2022/23 (to the end of Quarter 2), conducted by Auditing Solutions Ltd. was received and it was **agreed to recommend** that Council note the report.

In relation to Recommendation 1 of the Report, whilst the Committee were content that all invoices over the value of £500 were shown to Council and signed by two elected members before the accounts for payment are approved by Council, it was felt that Members did not need to see all invoices below this value.

FGP/22-23/07 Penycoedcae Allotments

Further to a discussion around the works needed at Penycoedcae Allotments Committee, it was agreed that the Clerk commission such works on the steps as may be necessary to bring them into compliance with health and safety regulations.

There being no further business the meeting was concluded.

Cllr. R. HUNT
CHAIR

Mr. G. E. HOPKINS
CLERK

Llantrisant Community Council
Cyngor Cymuned Llantrisant

Internal Audit Report (Interim) 2022-23

Claire Lingard
Consultant Auditor

For and on behalf of
Auditing Solutions Ltd

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return.

This report sets out the work undertaken in relation to the interim Internal Audit process for the 2022-23 financial year. The Interim review took place onsite, on the 20th October 2022.

Internal Audit Approach

In commencing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's Annual Return process, which requires independent assurance over a number of internal control objectives.

Overall Conclusions

We have followed up on the six recommendations made as a result of the 2021-22 internal audit reports and note that all have been addressed and resolutions implemented. As a result of the Interim Review, we have made only three minor recommendations for improvement which are detailed in the main body of this report, and recorded in the appended action plan.

We thank the Clerk, RFO/Deputy Clerk, Council Members and Staff who have, once again provided a consistently high level of services for their constituents. We also thank the Clerk and other members of the Council's staff for their hospitality and assistance during this Interim Internal Audit. Once again, the manner in which the requested documents were presented for audit was exemplary and has made the Internal Audit process relatively straightforward.

We ask that Members consider the content of this report and acknowledge that the report has been formally reviewed and adopted by Council.

Review of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We note that the Council continues to use the Rialtas Omega accounting software platform to maintain its financial records, also noting the existence of two bank accounts with Unity Trust Bank (Current and Reserve). The Council continues to invest its surplus funds in the CCLA Public Sector Deposit Fund.

The Clerk & RFO/Deputy Clerk, and pursuant to Minute reference FY/22-23/08 ii of the Annual Meeting of the Full Community Council on the 17th May 2022, the General Maintenance Manager have access to Barclays Bank Credit Cards with a combined limit of £3,000. We have: -

- Noted that the Council is not yet in receipt of the External Auditor's Report for the 2021-22 financial year.;
- Noted that the Clerk, RFO and Members continue to take all reasonable steps to ensure the Council's continued compliance with the General Data Protection Regulation;
- Ensured that the opening trial balance detail for 2022-23 agrees with that in the 2021-22 Statement of Accounts and certified Annual Return;
- Verified that the financial ledger remains "in balance" as at the 30th September 2022;
- Ensured that the cost and expenditure coding structure is appropriate for purpose;
- Checked detail of the transactions in the current and other account cashbooks to the supporting bank statements for the period of the 1st April to the 30th September 2022, together with all inter-account transactions between accounts;
- Checked and agreed detail on the bank reconciliations as at the 30th April and 30th September 2022 on all accounts;
- Reviewed the procedures in place for security of electronic data noting that it is backed-up both on-site to an external hard drive and a Cloud drive facility; and,
- Considered the controls over the raising and validation of journals, noting that they are raised by the RFO.

Conclusion

We noted that there had been some data-entry issues during the financial year to date and reviewed this with the Clerk and the RFO. These issues occurred during the RFO's recent illness and have subsequently been rectified correctly. Subsequently, there are no issues arising in this area of our review warranting formal comment or recommendation.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust regulatory framework in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to reasonably ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. Consequently, we have: -

- Noted that the Council maintains five Standing Committees;

- Noted that the Council's Standing Orders and Financial Regulations are subject to periodic review and update and are based on the one Voice Wales model documents. The Financial Regulations were readopted with amendment at the Annual Meeting of the Full Community Council on the 17th May 2022 under Minute reference FC/22-23/8.i, and FC/22-23/8.ii respectively;
- Noted that the Deputy Clerk / RFO continues to maintain a well-developed portfolio of Financial Procedures;
- Noted that the Council continues to take all reasonable steps to remain compliant with the General Data Protection Regulation (GDPR);
- Noted that the Council continues to host a bespoke website which, as far as can be ascertained is compliant with the current Accessibility Regulations, and provides a wealth of easily accessible information, including statutory documentation and a variety of updates to the community; and,
- Concluded our review of Council and Standing Committee minutes for the year to determine whether any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation. We compliment the Clerk for the exemplary quality of the Council's Minutes and Agenda Packs which we have reviewed in the year to the 30th September 2022.

Review of Expenditure and VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- The correct expense codes have been applied to invoices when processed, with one exception as mentioned below; and
- VAT has otherwise been appropriately identified and coded to the control account for periodic recovery.

We have examined the processes for incurring expenditure; reviewing resultant trader invoices, payment documents and receipts, and their subsequent approval for payment and consider them appropriate for the Council's requirements. We note that the RFO and members are now evidencing their review of payment documentation in the space designated by the certification stamp affixed to each.

NB: Initialling of invoices by Members as part of the scrutiny process continues to take place on an intermittent basis. We advise the Clerk, RFO and Members that the physical payment document must be subject to Member scrutiny either during the approval process at Full Council or committee, or within an appropriate time period thereafter to ensure proper Internal Controls.

To ensure compliance with the above criteria, we have examined a sample of non-pay related payments in the financial year to date including all those individually in excess of £750 plus every 15th other payment, as recorded in the current account cashbook. Our test sample includes 23 individual payments, totalling, £36,400.66 and equating to approximately 33% of all non-pay related payments made in the Financial Year to the 30th September 2022.

We have also examined six months' credit card transactions, on the Barclays Bank Credit Card account, from the 1st April to the 30th September 2022 ensuring that each also complied with the above criteria and that items using the credit card were of the type we would expect to see procured by the Council.

We note that quarterly VAT reclaims are prepared and now submitted electronically, directly from the Rialtas Software. We have reviewed the first two quarterly VAT returns for the 2022-23 financial year to 30th September 2022, and we have verified the value of each to the underlying Omega control account detail.

Conclusion and recommendations

It is important for all Councils to ensure that they have proper Internal Controls in place, especially when managing public funds. Currently, the initialling of payment documents by Members as part of the payment document scrutiny process only takes place on an intermittent basis. We have advised the Clerk, RFO and Members that the physical payment document must be subject to the scrutiny of two approving Members either during the Payments approval process at Full Council or committee, or within a reasonable time period thereafter to ensure the Council is able to provide a complete evidence chain for the payment document verification and approval process and the payment authorisation process.

R1 *The Clerk and the RFO must ensure that all Payment Documents are subject to proper checking, verification and Member Approval prior to the Payments Authorisations process being undertaken.*

Review of Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

We are pleased to note that the Clerk and Members continue to take a robust approach to Risk Management, conducting individual risk assessments for new projects, events, building and facilities use for example, and public health issues. We note that the Council has once again reviewed its Risk Registers, which were Readopted during the Annual Meeting of the Full Community Council on the 17th May 2022 under Minute Reference FC/22-23/15. The Council continues to utilise the Local Council Risk System to record its Risk Management profile whilst the Risk Analysis Tables in MS Word are used for specific of the Council's activities.

We have also examined the Council's insurance policy schedule, which continues to be placed with Hiscox due to the cost savings achieved, under policy number: 9658328 with the period of cover of the 1st August 2022 to the 30th September 2023, noting that Employers', Products and Public Liability cover all stand at £10 million, together with Officers Liability at

£500,000, Fidelity Guarantee at £180,000, Commercial & Legal Protection at £100K, Internet & Email at £50,000 and Business Insurance – "Loss of Revenue" cover in place at £10,000. We consider these levels appropriate for the Council's present requirements.

We note that the Council is not responsible for the management of any playground, recreation area or facility.

Conclusion

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

Review of Precept Determination and Budgetary Control

Our aim here is to ensure that: -

- The Council has undertaken a budget determination exercise, which forms the basis of the annual precept request from the parent Council;
- The Council has received regular reports identifying the budget position throughout the year;
- The Council has formally approved the establishment of specific reserves;
- The utilisation of reserves and the return of unused balances to the General Fund are reported to the Council at regular intervals; and,
- Year-end reserves and General Fund balances are reviewed to ensure that they are both appropriate and are likely to be utilised.

We noted during the Interim Audit Process that the Council was in the process of undertaking a robust Budget setting and Precept determination process, with the draft Budget and Precept for the 2023-24 financial year scheduled to be considered by Members at the December 2022 meeting of the Full Council.

Finally, in this area of our review, we note that members are provided with regular monthly budget performance reports generated by the Rialtas accounting software during the year. We have reviewed the latest report noting that there are no significant or unanticipated variances existing requiring further examination.

Conclusions

There are no issues arising in this area of our review warranting formal comment or recommendation. We shall extend this area of review during the year-end audit to ensure the proper disclosure of the year end balances in the Annual Return, to review any significant variances requiring more detailed explanation and to ensure that the level of the Councils earmarked, and general reserves are appropriate for the Council's future requirements.

Review of Income

In this review area, we aim to ensure that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale, also that it is banked promptly in accordance with the Council's Financial Regulations.

With the exception of the Precept, Llantrisant Community Council derives income from the following sources:

- Hall hire
- Photocopying
- Allotment Rent
- Footpath Agency agreement with Rhondda Cynon Taff
- Quarterly VAT reclaims
- Bank interest
- Occasional Grants and Donations.

We note that Fees and Charges are subjected to periodic review and approval during the Council's Annual Budget setting and Precept determination process.

We are pleased to note that the Council has acted on our prior year recommendation and has acquired the Rialtas Omega Sales Ledger module which is now in use.

During this interim review we have examined the Council's Hall Hire bookings, via the sales ledger for the financial year from the 1st April to the 30th September 2022. Tracing the booking to the invoice and subsequent entry into the Sales Ledger, receipt of payment confirmed by prime documentation and Cashbook reconciliation statements completed in the Rialtas accounts software.

Finally, in this area, we have examined the detailed nominal ledger income reports for the year to date ensuring that, as far as we are able to reasonably ascertain, all income due to the Council has been received and recorded appropriately. We have reviewed the Sales Ledger Aged Debt report and note that there are three unpaid items dated June 2022 in the amount of £454.50 and one unpaid item dated July 2022 in the amount of £59.40.

Conclusion and recommendation

It is incumbent on the Council to recover all monies owed to the Council in a timely manner. The RFO should take steps to recover the unpaid items recorded in the Sales Ledger.

R2 The RFO should take reasonable and proportionate steps, in consultation with the Clerk, to recover the unpaid items on behalf of the Council.

Review of Petty Cash Account

Whilst the amount of petty cash expenditure annually is very limited, we are required, as part of the annual Internal Audit Report process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities. Consequently, we aim to ensure that petty cash payments are appropriately supported by a trade invoice or relevant till receipt and that, where applicable, VAT has been identified for recovery.

To provide us with assurance as to the soundness of the Council's controls, we have:

- Noted that the Petty Cash Account, due to the extremely low usage, is now run on an informal rather than an impress basis;
- Reviewed payments made from the 1st April 2022 to the 30th September 2022 checking and verifying the Rialtas Omega reconciliations to the Petty Cash control

spreadsheet managed by the RFO, to the electronic copies of payment documents supporting Petty Cash transactions with no issues arising;

- Checked and verified that reimbursements from the current bank account were correctly posted to the petty cash account for the same period bringing the account back to the £150 level; and,
- Checked and verified that VAT on relevant purchases is being identified appropriately for recovery with the quarterly reclaims submitted to HMRC.

Conclusion

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

Review of Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as last amended with effect from 1st April 2018 in terms of employee contribution percentages. To meet that objective, we have:

- Noted that the Council continues to retain the services of six employees;
- Agreed the amounts paid to the Council's six employees in September 2022 by reference to the Council's approved pay scale on the NJC annual schedule of rates payable and to the hourly rate for two of the six employees;
- Noted the continued requirements for the maintenance of Timesheets, (introduced on the 1st October 2021), to allow the formal analysis of hours worked and Time Off In Lieu (TOIL);
- Reviewed the employment contracts for the Clerk, RFO/Deputy Clerk, General Maintenance Manager, General Maintenance Offer and two cleaners, based on SLCC/NALC model documents and which are appropriate for purpose;
- Ensured that tax and NI deductions have been made applying the appropriate tax code and NI Table using MoneySoft Software's Payroll package;
- Ensured that the appropriate employee contributions to the Local Government Pension Scheme, administered by Rhondda Cynon Taff Borough Council have been determined and paid over to the Pension Fund Administrators in accordance with the latest percentage rates applicable;
- Ensured that, where additional hours are worked, appropriate documentation supporting the hours claimed, is in existence and certified accordingly;
- Noted that the remuneration in respect of Members Allowances continues to be properly transacted via the Council's payroll (July 2022) and recorded in corresponding RTI reports;
- Noted that the temporary Finance Assistant who covered during the RFO/Deputy Clerks absence was paid on production of an invoice; and,
- Ensured that individual staff net pay and payments to the relevant agencies (HMRC, pension fund and unions) have been processed accurately and in a timely manner.

Conclusion

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

Review of Investments and Loans

The Council has no funds invested, other than by way of the Unity Trust Reserve Account and the CCLA Public Sector Deposit Fund, on which monthly interest is received: as indicated earlier in this report, we have verified the appropriate receipt of that interest and its recording in the relevant cashbook. We have noted that the Community Council has now has a formal Investment Strategy in place.

As at the 30th September 2022, the Community Council held funds on deposit as follows:

Account	Cashbook Number	Reconciled Value as at 30-09-22
Unity Trust Current Account	CB1	£27,012.23
Unity Trust Current Reserve	CB2	£95,148.54
Petty Cash Account	CB3	£118.45
CCLA PSDF	CB5	£81,565.64
		Total £193,845.05

The detail of each account has been checked and verified against the prime documentation, i.e. bank statements as at the 30th September 2022, cashbook entries and corresponding bank reconciliations.

We take this opportunity to remind the Community Council that it is obliged to protect, as far as is reasonably possible, public funds under its management. Currently the Government's Financial Services Compensation Scheme (FSCS) provides protection for to £85,000 invested in one institution. Resultantly, as of the 30th September 2022, approximately £37,161 *(30th September 2021 £8,161)* of funds under the Council's management were unprotected by the FSCS, an increase in unprotected funds of £29,000 during the past twelve month period.

https://www.bankofengland.co.uk/prudential-regulation/authorisations/financial-services-compensation-scheme

We note that the council continues to hold funds with the CCLA PSDF is a highly efficient investment solution, used by many councils in Wales & England.

The Community Council has no loans repayable, either by it, or to it.

Conclusion

We are pleased to note the adoption of the Council's Investment Strategy drafted by the Clerk. However, we are concerned that during the past twelve months the public funds held on deposit by the Council, which are not covered by the FSCS have increased significantly.

R3 Given the volatility in the financial market and the current economic instability in national and global markets, we encourage the Community Council to continue take all reasonable and proportionate steps to ensure that the public funds under its management are protected to the extent that it is possible to do so, with the objective of ensuring that each of the Community Council's deposits is covered by the Government's FSCS.

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NOTE TO REPORT

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

Rec. No.	Recommendations	Response
Review of Expenditure and VAT		
R1	The Clerk and the RFO must ensure that all Payment Documents are subject to proper checking, verification and Member Approval prior to the Payments Authorisations process being undertaken.	
Review of Income		
R2	The RFO should take reasonable and proportionate steps, in consultation with the Clerk, to recover the unpaid items on behalf of the Council.	
Review of Investments & Loans		
R3	Given the volatility in the financial market and the current economic instability in national and global markets, we encourage the Community Council to continue take all reasonable and proportionate steps to ensure that the public funds under its management are protected to the extent that it is possible to do so, with the objective of ensuring that each of the Community Council's deposits is covered by the Government's FSCS.	

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LLANTRISANT COMMUNITY COUNCIL

COUNCIL MEETING, 13TH DECEMBER 2022

REPORT OF THE CLERK

COMMUNITY ASSISTANCE FUND TAKE UP

1. At its last meeting, the Council agreed to create a Community Assistance Fund of £10,000 in order to support community organisations who may be facing particular challenges this winter.

2. Specifically, the Council allocated £5,000 of this fund to each of the two food banks operating within the jurisdiction of the Council, those being the Taff Ely Food Bank and the Beddau Food Hub.

3. Council requested that I provide a regular report of the take-up of the fund by each of the food banks. This is the first of such reports.

4. To date the Taff Ely Food Bank have not made use of the fund, but they have indicate that they will do so.

5. For the Taff Ely Food Bank, Council stipulated that Fuel Bank referrals should only be made for residents of the Llantrisant Community Council's jurisdiction. Taff Ely Food Bank have informed me that within their processes, this may be difficult and would wish to discuss those terms.

6. Beddau Food Hub have made two claims so far from their £5,000 fund, totalling £526.13. This has funded 37 single-person food parcels, and 42 family food parcels. Two of the family parcels were double-sized as they were both for families of eight people.

7. Going into the fifth week of operation of the Fund, this represents an average rate of £131.53 per week. As an hypothetical projection, should the Beddau Food Hub continue to use the fund at this rate, the fund will last them a further 34 weeks. The rate has, however been lower than expected as the Hub received a generous donation of food from Ysgol Gynradd Gymraeg Castellau. It is anticipated, therefore that over the Christmas period and into the colder two months of the new year, this rate may increase.

MR G E HOPKINS JP
CLERK

LLANTRISANT COMMUNITY COUNCIL
COUNCIL MEETING
As published on 7th December 2022

PLANNING AND
DEVELOPMENT CONTROL

The following planning applications have been received by Rhondda Cynon Taf CBC since the last meeting:

WARD	REF	PROPOSAL	LOCATION
LLANTRISANT	22/1401/10	Conservatory to side elevation	26 Heol-y-Sarn, Llantrisant CF72 8DB
	22/1362/10	Double garage attached to dwelling	4 Belvoir Court, Cross Inn CF72 8BJ
	22/1353/10	Off road parking	14 Church Street, Llantrisant CF72 9EW
BEDDAU	22/1285/10	Porch to front of property	20 Milton Close, Beddau CF38 2TN
TALBOT GREEN	22/1355/10	Garage conversion to lounge, as well as side and rear single-story extension.	16 Talbot Close, Talbot Green CF72 8AS
	22/1110/10	Subdivision of existing floorspace to create two additional units (four in total) and associated works	12-14 Cowbridge Road, Talbot Green CF72 8AA

MR. G. E. HOPKINS J.P.

CLERK