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 June 2023

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 June at 6.30pm at Caerlan Hall, Llantrisant.

The Agenda for the meeting is attached.

The meeting will be accessible online pursuant to the Local Government and Elections (Wales) Act 2021, and you may connect using the following Zoom link:

https://us06web.zoom.us/j/85301892738

Meeting ID: 853 0189 2738

I should be grateful if you would confirm your attendance.

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 JUNE 2023 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** To approve as a true record the Minutes of the Annual Meeting of Council held on 9th May 2023.	4 to11
5.	**Financial Matters**	
	(i) To receive and approve the accounts for payment account for June 2023.	12
	(ii) to receive and note the income and expenditure account for May 2023.	13 to 17
	(iii) to consider the Report of the Responsible Financial Officer considering the opening of a new bank account.	18 to 41
	(iv) To consider a proposal from Cllr Julie Barton to support Beddau Community Centre by paying their annual broadband/wifi costs out of the Beddau/Tynant Project budget.	
	(v) To consider any applications for financial assistance.	
6.	**Reports from Committees**	
	(i) To receive the Minutes of the Events Committee held on 23rd May 2023 and consider any recommendations contained therein.	42 to 47

(ii)	To receive the Minutes of the Assets and Operations Committee held on 7th June 2023 and consider any recommendations contained therein.	To follow

7. Standing Orders

To receive the revised model Standing Orders, redrafted by One Voice Wales in light of recent changes to legislation and adopt them as the Standing Orders of this Council. 48 to 74

8. Planning and Development Control

To consider any planning applications and development control matters which have arisen since the previous meeting. 75

9. Wild Flower Verges

To consider a proposal by Cllr David Myles to investigate the ecological and financial benefits fo developing wild flower verges throughout the community. (Cllr Myles to lead) [

[Cllr Myles wishes to mention for example the scheme at Rotherham Council, found here:

https://www.rotherham.gov.uk/news/article/397/almost-three-and-a-half-miles-of-extra-wildflowers-planted-across-rotherham]

10. Car Parking in Llantrisant

To consider a request from Cllr David Myles to consider the situation of car parking in Llantrisant and the need to improve the car park at Gwaun Ruppera Street, with particular emphasis on the availability of electric charging points.

11. Correspondence

To receive any correspondence to the Council.

12. 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 THE ANNUAL MEETING OF LLANTRISANT COMMUNITY COUNCIL HELD ON TUESDAY 9TH MAY 2023 AT 6.30PM AT CAERLAN HALL

Present

Cllr Julie Barton (Vice Chair 2022/23)
Cllr David Brown
Cllr Anne Callow
Cllr Glynne Holmes
Cllr Lynne Murdoch
Cllr David Myles
Cllr David Nicholas
Cllr Dr Catherine Preston
Cllr Adam Robinson
Cllr Carys Romney
Cllr Paul Thomas
Cllr Ellie Townsend Jones

In Attendance

The Clerk to the Council (Mr Geraint Hopkins JP)
The Responsible Finance Officer and Deputy Clerk (Mrs Alison Jenkins CiLCA)

The outgoing Chair of Council (Cllr Mal Davies) having sent his apologies, the Annual Meeting commenced with the outgoing Vice-Chair, Cllr Julie Barton in the Chair.

FC/23-24/01 Election of Chair of the Council for 2023/2024

Cllr Anne Callow was duly elected to serve as Chair of the Council for the Municipal Year 2023/2024. Cllr Callow signed the Declaration of Acceptance of Office, and was invested with the Chain of Office by the outgoing Deputy Chair, Cllr Julie Barton.

Cllr Callow in the Chair.

FC/23-24/02 Election of Vice Chair of the Council for 2023/2024

Cllr David Myles was duly elected to serve as Vice Chair of the Council for the Municipal Year 2023/24.

FC/23-24/03 Apologies for Absence

Apologies for absence were received from Cllrs Mal Davies and Ron Hunt.

FC/23-24/04 Declarations of Interest

The following relevant Declarations of Interest were made:

Elected Member	Relevant Minute	Nature of Declaration
Cllr A. Callow	FC/23/24/16	Chair of BLT Food Bank
Cllr L. Murdoch	FC/23/24/16	Treasurer of BLT Food Bank

FC/23-24/05 Standing Committees of the Council

In accordance with the report of the Clerk, it was **agreed** to appoint the following five Standing Committees for the municipal year 2023/2024, their respective membership, and their respective committee Chairs and Vice-Chairs:

Standing Committee	Members	
Finance and General Purposes	**Cllr Ron Hunt (Chair)** Cllr Mal Davies (Vice-Chair) Cllr Julie Barton Cllr Anne Callow	Cllr David Nicholas Cllr David Myles Cllr Dr Catherine Preston Cllr Ellie Townsend Jones
Assets and Operations	**Cllr David Brown (Chair)** Cllr David Nicholas (Vice-Chair) Cllr Julie Barton Cllr Mal Davies	Cllr Glynne Holmes Cllr David Myles Cllr David Nicholas Cllr Ellie Townsend Jones
Staffing	**Cllr David Nicholas (Chair)** Cllr Julie Barton (Vice-Chair) Cllr Dave Brown	Cllr Anne Callow Cllr Glynne Holmes Cllr David Myles
Events and Public Engagement	**Cllr Ellie Townsend Jones (Chair)** Cllr Carys Romney (Vice-Chair) Cllr Julie Barton Cllr Anne Callow	Cllr Mal Davies Cllr Lynne Murdoch Cllr David Myles Cllr Dr Catherine Preston
Appeals	**Cllr Ron Hunt (Chair)** Cllr Dr Catherine Preston	Cllr Ellie Townsend Jones

FC/23-24/06 Appointments to Outside Bodies

In accordance with the Report of the Clerk containing a schedule of the outside bodies to which the Council is entitled to make appointments, it was **agreed** that the following appointments be made thereto:

Outside Bodies	Member(s) Representative
SCHOOLS	
Llantrisant Primary (1)	Cllr Adam Robinson until 13/10/2024
Llwyncrwn Primary (1)	Cllr Mal Davies until 02/09/2024
YGG Castellau (1)	Cllr Carys Romney until 2027
Gwaunmeisgyn Primary (1)	Mr Sam Trask JP until 2026
Penygawsi Primary (1)	Cllr David Brown until 2027
Tonysguboriau Primary (1)	Cllr Anne Callow until 2027
Beddau and Tynant Community Library (3)	Cllr Mal Davies Cllr Anne Callow Cllr Lynne Murdoch
RCT CBC Community Liaison Committee (1)	Cllr Anne Callow
One Voice Wales (2)	Cllr Anne Callow Cllr Mal Davies
Llantrisant Town Trust (3)	Cllr Ron Hunt Cllr Ellie Townsend Jones Cllr David Nicholas
Llantrisant Guildhall CIO (1)	Cllr David Myles
CF72 RCT Neighbourhood Network (1)	Cllr David Brown
Llantrisant Business Forum	All four Llantrisant Town Councillors

FC/23-24/07 Review of Standing Orders and Financial Regulations

(i) The Standing Orders of the Council, to which at that time no amendments were being recommended, were **noted** and it was further **noted** that Town and Community Councils across Wales were still awaiting the outcome of work by One Voice Wales and NALC to updated them in line with new legislation.

(ii) The Financial Regulations of the Council, to which no amendments were being recommended were **noted**.

FC/23-24/08 Finance Matters

(a) The Report of the Responsible Financial Officer was noted and the following banking arrangements were **noted**:

(i) The Council current account would continue to be with Unity Trust. All Councillors could be registered signatories and all Councillors have the option and were encouraged to register for internet banking. The staff had access the internet banking but could not authorise payments and were not signatories;

(ii) Council reserves would continue to be held with CCLA Public Sector Deposit Account and Unity Trust Reserve account;

(iii) Further to a recommendation by the Internal Auditor, the Council had agreed to the opening of a further investment account with Swansea Building Society;

(iv) The Clerk, the Responsible Finance Officer (Deputy Clerk) and the General Maintenance Manager would continue to hold a Council Barclaycard Credit Card with a combined credit limit of £3,000;

(v) £150 petty cash would continue to be held in the office safe.

(b) The contracts and leases of the Council as scheduled in the Report of the Clerk were duly **noted**. It was **agreed** that the Clerk be permitted to discuss with Rhondda Cynon Taf County Borough Council the Footpaths maintenance agreement which dates back to 1987, and whether it ought to be reviewed.

(c) The Asset Register, having been lain before the Council in the Report of the Clerk, was duly **noted**.

FC/23-24/09 Annual Report 2022/2023

The draft Annual Report of the Council for the Municipal Year 2022/23 was **approved** for translation and publication.

FC/23-24/10 Annual Return 2022/23

The Annual Return for 2021/2022 was **agreed** upon which it was signed by the Chair in readiness to be returned to the Wales Audit Office.

FC/23-24/11 Annual Governance Statement

The Annual Governance Statements for 2022/2023 were **agreed** in readiness to be returned with the Annual Return to the Wales Audit Office.

FC/23-24/12 Internal Audit Report 2022/2023

The end-of-year Report of the Internal Auditor for the financial year 2021/2022 was **noted**.

Several members spoke to recite the conclusions of the Report which were highly complimentary of the governance of the Council, the presentation of minutes and papers by the Clerk; and furthermore highly commending of the Responsible Financial Officer for the consistent good order of the accounts and financial procedures of the Council. Members thanked the officers for the excellent outcome of the annual audit.

FC/23-24/13 Appointment of the Internal Auditor for 2022/2023

It was **agreed** to appoint Working the Greener Way as Internal Auditor for the financial year 2023/24

FC/23-24/14 Financial and Business Risk Assessments

The Financial and Business Risk Assessments contained in the Report of the Clerk were **approved.**

The business of the Annual Meeting having been concluded at or about 7.30pm, there followed a short recess before the commencement of Ordinary Business, which was as follows:

19.35pm

FC/23-24/15 Minutes of the Previous Meeting

The Minutes of the Council Meeting held on Tuesday 11th April 2022 were **approved** as a correct record.

FC/23-24/16 Financial Matters

In view of her Declaration of Interest (see Minute FC/23-24/04) above, Cllr Callow temporarily vacated the Chair.

Cllr Myles in the Chair.

(i) Before agreeing the Accounts for Payment, the Clerk brought forward correspondence from the Beddau, Llantrisant and Talbot Green Food Bank, in which they had asked whether their annual grant of £5,000 could be paid in one lump sum rather than spread across the year. This was **agreed** to provided that the Council receive an Annual Report from the Foodbank providing data and commentary about their operations and outcomes, and a copy of their annual accounts.

(ii) With that addition, therefore, it was **agreed to approve** the following Accounts for Payment for May 2023, and for Cllrs David Myles and Adam Robinson to authorise the payments online:-

				VAT
Plusnet	Broadband/Landline	£	36.70	s
Function28	Web and email Provision	£	54.00	z
Barclaycard	(Statement provided in Bundle)	£	689.67	-
Viking	copier paper, pens, dividers	£	75.86	s
AD Computers	fix depot computer	£	40.00	z
Auditing Soluntions	EOY Internal Audit	£	576.00	s
Tesco Mobile	3 x mobile contracts	£	27.24	z
Best Workwear	Annual Uniform Order	£	1,089.16	s
HMRC	NI and Tax April	£	2,055.89	z
Wages	Pay April	£	6,778.90	z
RCT Pensions	Pensions April	£	1,914.78	z
RCTCBC	Rates (Caerlan)	£	465.00	o
RCTCBC	Rates (Llys y Cwm)	£	203.00	o
SSE	Electric (March) Caerlan	£	50.61	f
SSE	Electric (Qtr4) Llys y Cwm	£	235.17	f
Initial	Mat price increase	£	33.88	s
SSE	Gas (Llys y Cwm)	£	149.98	f

Llantrisant WM Club	Refreshments French School	£	69.20	z
Monday Club	Coronation Party	£	200.00	z
Greener Llan & TG	Coronation Party	£	300.00	z
PJ Saunders	Rent- Beeches	£	633.00	s
Welsh Water	Water (Oct to Apri)	£	70.39	z
Plusnet	Broadband	£	27.60	s
Trade UK	decorating materials, varnish,	£	203.17	s
Leekes	broom handles, glue, plywood	£	64.31	s
SSE	Electricity (March) Brynteg	£	66.50	f
BLT Foodhub	Annual Grant	£	5,000.00	z
INK signage	van and depot signage	£	349.00	z
Bits4Vans	Roof rack and ladder	£	1,080.00	s
RCTCBC	Hire of Electric Van (March)	£	55.04	s
UK Fuels	Diesel for Van	£	100.10	s
Pest & property Solutions	Squirel Trapping and proofing	£	285.00	e
Llantrisant Guildhall	One off Grant	£	5,000.00	o
Cancer Research Wales	Window competition	£	50.00	o
Sir Gareth Edwards Cancer	Window competition	£	50.00	o
Ty Hafan	Window competition	£	30.00	o
	TOTAL	**£**	**28,109.15**	

Cllr Callow in the Chair.

(iii) It was further **agreed** to note the income and expenditure accounts for April 2023.

<u>FC/23-24/17 Planning and Development Control</u>

The following planning applications received by Rhondda Cynon Taf County Borough Council since the previous meeting were **noted**:

REF	**PROPOSAL**	**LOCATION**
23/0474/10	Double storey rear extension & downsizing of front & rear windows	3 Bronhaul, Talbot Green, CF72 8HW
23/0382/10	Two storey rear extension, front porch, side parking bay / hardstand	Clytha, 31 Danygraig Drive, Talbot Green, CF72 8AQ

23/0286/10	Four stacks for emission of scrubbed gasses or dust of varying height 13.2m, 15m, 16m and 18m, three of which would be 3m above the heigh of the building.	The Royal Mint, Llantrisant.

It was **agreed** that the Clerk query the nature of the emission stacks applied for by the Royal Mint. Members wondered whether this was to deal with additional capacity, or as a replacement for old.

FC/23-24/18 Correspondence

The Clerk of Llantrisant Town Trust had written to invite the new Chair of Council to attend the Annual Court Leet Dinner of the Freemen of Llantrisant, to which the Chair was pleased to accept.

FC/23-24/19 Coronation Window Dressing Competition

The Clerk reported that following the Events and Public Engagements Committee's recommendation to Council, which was accepted at the previous meeting, to hold a Window Dressing Competition for the Coronation for businesses in the area, Cllrs Murdoch and Townsend Jones had judged the following to be worthy of prizes, and this was **agreed to:**

	Business name	Charity of Choice
Joint First Prize (£50 each):	Say it with Flowers, Llantrisant	Sir Gareth Edwards Cancer Charity
	Cancer Research Wales Shop	Cancer Research Wales
Second Prize (£30)	Ty Hafan Shop	Ty Hafan
Highly Commended	The Piety Stall, Llantrisant Total Recoil Vape	

There being no more business the meeting closed at 8.15pm

CLLR ANNE CALLOW

CHAIR

Accounts for the meeting on the 13th June 2023

					Office Use			
					VAT		account codes	
OFFICE								
Plusnet	09.06.23	Broadband/Landline	£	37.98	s	d/d	4205	101
Function28	30.06.23	Web and email Provision	£	54.00	z	s/o	4202	101
Barclaycard	13.06.23	see attached sheet			-	bacs	split	
Tesco Mobile	22.05.23	3 x mobile contracts	£	27.24	z	d/d	4205	101
STAFFING								
HMRC	13.06.23	NI and Tax (May)	£	2,055.89	z	bacs	4002	102
Wages	15.05.23	Pay (May)	£	6,778.90	z	bacs	4001	102
Pensions	13.06.23	Pensions (May)	£	1,914.78	z	bacs	4003	102
HALLS								
RCTCBC	15.06.23	Rates (Caerlan)	£	465.00	o	d/d	4050	201
RCTCBC	15.06.23	Rates (Llys y Cwm)	£	203.00	o	d/d	4050	205
SSE	04.06.23	Electric (Caerlan)	£	43.70	f	d/d	4060	201
SSE	27.05.23	Gas (Caerlan)	£	131.80	f	d/d	4061	201
SSE	22.05.23	Gas (Llys y Cwm)	£	73.85	f	d/d	4061	205
Plusnet	26.05.23	Broadband/Phoneline - Llys y Cwm	£	29.18	s	d/d	4062	205
PROJECTS								
Boverton	13.06.23	Hanging Baskets planting	£	2,842.80	s	bacs	4158	106
WORKS DEPOT								
PJ Saunders	27.06.23	Rent (June)	£	633.00	s	s/o	4073	308
Leekes	13.06.23	Tap Connector	£	9.85	s	bacs	4210	308
Plusnet	23.05.23	Broadband	£	27.60	s	d/d	4062	308
OUTSIDE WORK								
Trade UK	13.06.23	Screwfix Account	£	195.27	s	bacs	4103	310
Cambiran	13.06.23	Outside Equipment Service	£	796.40	s	bacs	4105	310
ALLOTMENTS								
Welsh Water	18.05.23	Tynant Allotments water bill	£	49.26	o	dd	4162	305
TRANSPORT								
UK Fuels	07.06.23	Diesel/ fuel for machines	£	139.68	s	d/d	split	
RCTCBC	13.06.23	Hire of Electric Van (April)	£	50.04	s	bacs	4073	301
TOTAL			**£**	**16,559.22**				

ADDITIONAL PAYMENTS

TOTAL		**£**	**16,559.22**

Date 05/06/2023

Llantrisant Community Council

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Time 15:11

Council Detail Report 31/05/2023

		Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME							
101	**Administration**						
1011	Photocopying	0	100	100			0.0%
1110	Interest	546	500	(46)			109.2%
	Subtotal	546	600	54	0	0	91.0%
103	**Precept**						
1101	Precept	98,438	295,315	196,877			33.3%
	Subtotal	98,438	295,315	196,877	0	0	33.3%
104	**Community Infrastructure Levy**						
1120	CIL Income	1,813	0	(1,813)			0.0%
	Subtotal	1,813	0	(1,813)	0	0	0.0%
201	**Caerlan**						
1000	Hall Hire	799	5,000	4,201			16.0%
	Subtotal	799	5,000	4,201	0	0	16.0%
205	**Llys y Cwm**						
1000	Hall Hire	720	4,000	3,280			18.0%
	Subtotal	720	4,000	3,280	0	0	18.0%
305	**Allotments**						
1007	Penygawsi Allotments	0	48	48			0.0%
1008	Brynteg Allotments	14	77	63			18.2%
1009	Tynant Allotments	0	73	73			0.0%
1010	Pencoedcae Allotment	0	88	88			0.0%
	Subtotal	14	286	272	0	0	4.9%
310	**Outside Work**						
1012	Footpath Agency Agreement	0	835	835			0.0%
	Subtotal	0	835	835	0	0	0.0%
	TOTAL INCOME	**102,330**	**306,036**	**203,706**	**0**	**0**	33.4%
EXPENDITURE							
101	**Administration**						
4200	Photocopying	(77)	1,700	1,777		1,777	(4.5%)
4202	Computer Costs	782	2,500	1,718		1,718	31.3%
4204	Postage	0	120	120		120	0.0%
4205	Telephones	111	750	639		639	14.8%
4206	Stationery	63	300	237		237	21.1%
4210	Sundries	8	100	92		92	8.4%
4215	Audit Fees & Bank charges	240	1,500	1,260		1,260	16.0%
4220	General Insurance	0	4,250	4,250		4,250	0.0%
4240	Elections	0	8,240	8,240		8,240	0.0%
4250	Contingency Fund	0	6,000	6,000		6,000	0.0%
4255	Office Equipment	0	1,990	1,990		1,990	0.0%

Continued over page

		Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
	Subtotal	1,128	27,450	26,322	0	26,322	4.1%
102	**Staffing**						
4001	Salaries	13,754	90,000	76,246		76,246	15.3%
4002	PAYE & NI Contributions	2,056	29,000	26,944		26,944	7.1%
4003	Pension contributions	1,915	25,000	23,085		23,085	7.7%
4010	Occupational Health	0	500	500		500	0.0%
4015	Training	0	3,047	3,047		3,047	0.0%
4020	Work wear	908	1,000	92		92	90.8%
4025	Staff Expenses	0	400	400		400	0.0%
	Subtotal	18,633	148,947	130,315	0	130,315	12.5%
104	**Community Infrastructure Levy**						
4120	CIL Expenditure	0	4,159	4,159		4,159	0.0%
	Subtotal	0	4,159	4,159	0	4,159	0.0%
105	**Grants**						
4152	Beddau & Tynant Wards	0	10,000	10,000		10,000	0.0%
4154	General Grants	0	2,000	2,000		2,000	0.0%
4156	Talbot Green & Llantrisant	0	11,000	11,000		11,000	0.0%
	Subtotal	0	23,000	23,000	0	23,000	0.0%
106	**Projects**						
4150	Llantrisant Ward	0	6,000	6,000		6,000	0.0%
4151	Talbot Green Ward	0	5,544	5,544		5,544	0.0%
4152	Beddau & Tynant Wards	0	11,744	11,744		11,744	0.0%
4153	Events/Public Relations	736	6,000	5,264		5,264	12.3%
4155	Community Library	0	5,500	5,500		5,500	0.0%
4157	Christmas	0	13,732	13,732		13,732	0.0%
4158	Floral Displays	0	6,000	6,000		6,000	0.0%
4159	Charter of Friendship	0	5,489	5,489		5,489	0.0%
4167	Food Bank Donations	6,640	11,687	5,047		5,047	56.8%
4168	Llantrisant Guildhall	5,000	5,000	0		0	100.0%
	Subtotal	12,376	76,696	64,320	0	64,320	16.1%
107	**Councillors**						
4225	Chairs Allowances	69	1,373	1,304		1,304	5.0%
4226	Councillor Allowances	0	5,000	5,000		5,000	0.0%
4230	OVW Membership	2,538	2,500	(38)		(38)	101.5%
4231	Councillor Training	0	750	750		750	0.0%
4232	Travel & Subsistence	0	250	250		250	0.0%
	Subtotal	2,607	9,873	7,266	0	7,266	26.4%
201	**Caerlan**						
4050	Rates	935	5,000	4,066		4,066	18.7%
4055	Water Charges	0	550	550		550	0.0%
4060	Electricity	48	1,000	952		952	4.8%
4061	Gas	126	2,000	1,874		1,874	6.3%
4063	Cleaning Materials	0	300	300		300	0.0%
4065	Maintenance Contracts	1,264	2,200	936		936	57.5%

Continued over page

		Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4066	Repairs & maintenance	299	4,171	3,872		3,872	7.2%
	Subtotal	2,671	15,221	12,550	0	12,550	17.6%
205	**Llys y Cwm**						
4050	Rates	409	1,850	1,441		1,441	22.1%
4055	Water Charges	0	575	575		575	0.0%
4060	Electricity	(1)	1,000	1,001		1,001	(0.1%)
4061	Gas	70	1,500	1,430		1,430	4.7%
4062	Broadband	49	250	201		201	19.5%
4063	Cleaning Materials	0	300	300		300	0.0%
4065	Maintenance Contracts	1,089	1,800	711		711	60.5%
4066	Repairs & maintenance	0	5,721	5,721		5,721	0.0%
	Subtotal	1,616	12,996	11,380	0	11,380	12.4%
301	**Transport**						
4070	Fuel	69	2,000	1,931		1,931	3.5%
4071	Repairs, Service, MOT	1,756	1,000	(756)		(756)	175.6%
4072	Road Tax	(218)	300	518		518	(72.5%)
4073	Rent	(3)	500	503		503	(0.6%)
4074	Insurance	0	1,500	1,500		1,500	0.0%
4090	New Van Fund	284	4,199	3,915		3,915	6.8%
	Subtotal	1,889	9,499	7,610	0	7,610	19.9%
305	**Allotments**						
4160	Penygawsi Allotments	0	500	500		500	0.0%
4161	Brynteg Allotments	242	500	258		258	48.4%
4162	Tynant Allotments	28	500	472		472	5.6%
4163	Pencoedcae Allotments	0	500	500		500	0.0%
	Subtotal	270	2,000	1,730	0	1,730	13.5%
308	**Workshop**						
4050	Rates	279	0	(279)		(279)	0.0%
4055	Water Charges	70	250	180		180	28.2%
4060	Electricity	93	400	307		307	23.4%
4062	Broadband	46	300	254		254	15.3%
4073	Rent	1,055	7,000	5,945		5,945	15.1%
4074	Insurance	449	500	51		51	89.9%
4210	Sundries	65	100	35		35	65.0%
	Subtotal	2,059	8,550	6,491	0	6,491	24.1%
310	**Outside Work**						
4102	Machine Repairs & Spares	14	1,500	1,486		1,486	0.9%
4103	Outside Work	261	3,000	2,739		2,739	8.7%
4105	Street Furniture	80	7,848	7,768		7,768	1.0%
4110	Depreciation Fund (Equipment)	0	4,759	4,759		4,759	0.0%
	Subtotal	355	17,107	16,752	0	16,752	2.1%
	TOTAL EXPENDITURE	**43,604**	**355,498**	**311,894**	**0**	**311,894**	12.3%

Continued over page

Date 05/06/2023

Llantrisant Community Council

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Time 15:11

Council Detail Report 31/05/2023

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Total Income	102,330	306,036	203,706			33.4%
Total Expenditure	43,604	355,498	311,894	0	311,894	12.3%
Net Income over Expenditure	58,726	(49,462)	(108,188)			
plus Transfer from EMR	2,035					
less Transfer to EMR	1,813					
Movement to/(from) Gen Reserve	**58,948**	**(49,462)**	**(108,410)**			

Credit card re-imbursement request for June 2023

May Expenditure

Receipt No.	Date	Payee	Item	TOTAL COST	VAT	Code	Centre
10	19.05.23	Zoom	Meeting software	£ 12.99	£ -	4202	101
11	09.05.23	Filco	refreshments (annual)	£ 8.38	£ -	4210	101
12	15.05.23	Halfords	car wash and wax	£ 6.19	£ 1.03	4071	301
13	17.05.23	Norton	anti virus (staff)	£ 149.99	£ 25.00	4202	101
14	25.05.53	Accu.co.uk	stimmer screws	£ 7.31	£ 1.22	4102	310
15	26.05.23	Accu.co.uk	stimmer screws	£ 9.61	£ 1.60	4102	310
16	25.05.23	Baker Ross	craft activities	53.45	8.91	4153	106
		TOTAL		**£ 247.92**	**£ 37.76**		

TOTAL £ 247.92

LLANTRISANT COMMUNITY COUNCIL

13TH JUNE 2023

REPORT OF THE CLERK

ADDITIONAL RESERVE SAVING ACCOUNT

1. At the March monthly meeting it was agreed to open an additional savings account with Swansea Building Society – offering the best rate of interest and a local branch.

2. Unfortunately, by the time the Responsible Financial Officer was ready to send off the completed application form, Swansea Building Society had withdrawn their business savings account to new applicants.

3. An alternative has been sought and it is proposed to open an Ethical Easy Access Account (Business Savings) with Charity Bank.

4. Interest Is 1.72/1.73 Gross/AER and funds can be accessed via a completed form which can be emailed before 11.30am for payment that day.

5. Charity Bank is entirely owned by charitable foundations, trusts and social purpose organisations. Founded to support charities with loans that they couldn't find elsewhere and to show people how their savings could be invested ethically.

6. The Council's investment would be covered by the FSCS up to £85,000.

7. Other options are Barclays – 0.9% Gross or HSBC 1.41/1.42 Gross/AER rising to 1.43/1.44 if there are no withdrawals for 60+ days.

8. Amounts and signatories would be the same as previously agreed at the March meeting.

MR G. E. HOPKINS J.P.

CLERK

Working to **make a difference**

Social Impact Report 2021

Report Methodology

This report is focused on our lending activity in 2020 and 2021.

We use the standardised social impact monitoring categories widely adopted by UK social investors and promoted by Big Society Capital[1] and follow accounting methodology where each part of a loan is attributed to the year that it was drawn by the borrower.

Every loan application is assessed for both its creditworthiness and its social impact.

The majority of the data for this report is gathered from our ongoing tracking of social and financial data and our impact survey conducted in July and August 2021. The survey was offered to 309 of our current and recently repaid borrowers, with 137 completing the survey in full (a 44% response rate). Recent borrowers (with loans made in the last two years) were sent a longer survey with detailed questions relating to their loan (44 completed this survey); other borrowers were sent a shorter version (97 completed this version).

Data from our saver survey conducted in March 2021 also features in this report. This survey was offered to 604 of our personal savers with 92 completing the survey (a 15% response rate).

We have included the UN Sustainable Development Goals (SDGs)[2] in our report. These are a universal set of targets and indicators designed to support global alignment to end poverty, protect the planet and ensure prosperity for all.Since 2020, we have started to map the SDGs to the work of our borrowers. The applicable SDG symbol can be found alongside the corresponding case studies within this report. The SDGs have been assigned by Charity Bank staff members, but in the future our intention is for our borrowers to make these assessments.

* all references on page 42

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A message from our **CEO**

We feel privileged to work in the social finance sector, being able to apply our skills and experience to support organisations that are working to make a difference. We are inspired by the charities and social enterprises that we support and highly motivated to better equip them to help the disadvantaged, enrich lives and make our communities better places to live.

At a time when the social sector is facing both a growing need for its services and an unprecedented range of challenges to its operating and funding models, we are grateful that we have been able to provide our customers with continued support and flexibility.

Our borrowers use Charity Bank loans to support their communities, expand their services and reduce their reliance on grant funding. Many of these organisations have increased their asset bases and strengthened their financial stability with the help of a Charity Bank loan, putting them in a stronger position to help the individuals and communities that need their services and support.

Charity Bank would not be able to provide these loans without the savers and investors who made the decision to use their money to support positive social change – and it has. It's thanks to them that we've been able to provide over 1,100 loans to charities and social enterprises working across the arts, community, education, environment, faith, health, housing, regeneration, social care and sports sectors.

Our loans are used for a wide range of purposes, from providing accommodation for vulnerable refugees to action sports centres for young people looking for a safe place to skate, to residential and respite care centres for those with profound disabilities.

Our 2021 Impact Report breaks down and demonstrates how saving and investing with Charity Bank makes a positive difference in society by supporting, strengthening, and furthering the work of social purpose organisations.

So, whether you're a saver, investor, borrower, partner or co-worker, I would like to offer you my heartfelt thanks. Together, we're helping to support our communities through the pandemic and beyond.

Sincerely

Ed Siegel
CEO, Charity Bank

We're not just an 'ethical bank', we are a socially conscious, mission driven, values-based bank. We don't just avoid doing harm, we actively use finance to do good.

Vision

Our vision is for a society that fosters vibrant communities and a healthy planet, giving every individual the opportunity to thrive.

Mission

Our mission is to support and strengthen impact driven organisations that improve people's lives whilst empowering savers and investors to put their money to work for positive social change.

Values

Working in harmony

We are all part of a whole, one community working together and depending on one another to deliver our shared mission and vision.

Mutual respect

We want to be known as an organisation that understands, values, and encourages difference. That means respecting the values, ideas and beliefs of our customers and colleagues.

Being the change

Through our choices and actions, we are being the change – empowering charities and social enterprises to make UK society a better place.

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One community, **one goal**

Savers

Our savers want a bank that helps them to put their money where their values are. They believe that banks can do better, and they want their money to be a powerful force for good.

Borrowers

Our borrowers are impact-driven organisations that want to borrow from a bank that is wholeheartedly committed to what they do. They want to work with specialists who understand their unique requirements and who they can rely on as partners with a shared vision.

Shareholders

Our shareholders are all charitable trusts and foundations and other social purpose organisations. They want to invest in a business that puts people and planet before profit. They like the idea of social enterprise – a business solution to a social problem – and see social investment as a sustainable and impactful alternative to investing for maximum financial return.

Employees

We want to express our value in the work that we do. We believe that banks have a fundamental social function to deliver and a vital role to play in helping to create a better world.

Beneficiaries

Our borrowers touch the lives of millions of people across the UK. People are given the chance to rebuild their lives, fulfil their aspirations and work towards a brighter future.

Communities

Whole communities can benefit from our loans, whether through improved services, reduced crime or an increase in opportunities.

The result – a better bank for a better world

We're a bank for people who don't just dream of a better world; they want to help build one. By joining us, you join a community of like-minded individuals all working towards a common goal. Our promise is to be a bank that enables borrowers, savers, shareholders and colleagues to work together to create lasting social change in our communities.

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How we **make a difference**

We are focused on:

- Facilitating social impact through loan finance
- Involving social investors and savers
- Strengthening our borrowers
- Directing investment towards disadvantaged communities
- Improving lives and communities and protecting our planet

1 Need For Finance

A growing number of organisations are moving away from grant reliance and developing innovative business models to tackle social problems. Increasingly, this includes charities and social enterprises seeking loans to increase their social impact and ensure financial stability.

Loan need

74%	Desire to grow
69%	Innovation or new opportunity
55%	Renovation or refurbishment
62%	Acquire facilities or assets
33%	Help access additional funding (e.g., grants)
67%	Diversify / improve sustainability
52%	Improve financial management

2 Contact Charity Bank

Ready for a Charity Bank loan

- A regional manager is assigned and works with the organisation to make a loan application

Not quite ready for a Charity Bank loan

- We work with specialist partners to guide organisations on how to improve their financial position prior to lending
- Refer to receive financial, investment readiness or other support
- Refer to grant funders
- Refer to a more suitable lender

Savers and investors choose Charity Bank

3 Loans to address social needs

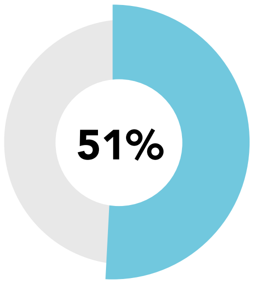
We direct our savers' and investors' money towards organisations dedicated to improving lives and communities across the UK.

4 The impact of a loan

With the help of a Charity Bank loan, our borrowers are able to improve their financial position, improve the quality and reach of their services and are left in a better position to deliver their mission.

Strengthening our borrowers to help deliver their mission

100%	Contributed towards mission
66%	Allowed projects to go ahead
39%	Reduced costs
70%	Financed activities that grant funders would not
89%	Improved quality of service or facilities
68%	Increased likelihood for growth
50%	Improved management accounts
70%	Improved financial planning
45%	Funded activities that have diversified income



Impact on individuals
Our loans help to grow, sustain, and develop charities and social enterprises so that the support they offer can continue to help people rebuild their lives, fulfil their aspirations and work towards a brighter future.

Impact on communities
In 2020 and 2021, **51%** of our lending was directed towards organisations operating in the most disadvantaged areas of the UK.

Impact on the planet
This is an area of growing importance and focus for Charity Bank. Some of the organisations we support are directly seeking to combat climate change and others are looking to reduce their carbon footprint and greenhouse gas emissions.

Why our customers **choose us**

Established in 2002 as an independent regulated bank, we have become a trusted partner for social sector organisations and people who want to make the world a better place. We have made over 1,100 loans in total, worth over £400 million, across a wide range of sectors and causes.

We have made over **1,100 loans** | worth over **£400m** | across a wide range of sectors and causes.

We lend money where its needed most

Charities and social enterprises often need to borrow money to make a bigger impact but can struggle to access affordable loans. High street banks don't always understand the way social organisations work or see the benefit in investing in them. We support and strengthen these impact-driven organisations, providing them with the specialist finance they need.

Other banks struggle to understand what charities are all about. We felt that Charity Bank would better understand our proposal because it works in the charity sector. And, genuinely, we've had a good relationship with everyone we've spoken to at the bank. They have a trusting, respectful way of working with clients.

Bob Humphreys
Chair, Finchley Reform Synagogue

We are here for first time borrowers

Loan finance is seen as business as usual in the private sector, but it's not that way yet in the social sector. **55%** of our survey respondents came to Charity Bank for their first loan. We know that first time borrowers may need additional support, and we provide just that. This is particularly the case for smaller charities or those without the relevant inhouse skills available. It's one of the reasons we match each borrower with a relationship manager to offer support throughout the loans process.

We had a massive amount of support from the people at Charity Bank. It was all new to us, but they made us feel comfortable. If we had a question, they never made us feel daft for asking. It was lovely to see how excited they were for us. They were really engaged, really interested. We never felt like just a business proposition. It can be scary getting a loan, so you want that personal connection. And that's exactly what we got from Charity Bank.

Emily Petts
Family Support Director and Co-Founder, Alice Charity

We understand the social sector

We take time to understand the organisations we lend to and go the extra mile to help them expand their impact. We guide applicants through the complex processes involved in taking out a loan and aim to make our borrowers' journey with us as smooth as possible. **95%** of our borrower survey respondents said that Charity Bank's understanding of charities and social enterprises influenced their decision to borrow from us.

We knew we needed to buy a property to ensure we weren't priced out of the market. We chose Charity Bank for our loan because we wanted a financial partner that shared our values.

Nichole Herbert Wood
Co-Owner, Second Floor Studios & Arts

We are here for charities and social enterprises

Charity Bank is 100% owned by charities and social purpose investors and is dedicated to supporting UK charities and social enterprises. **88%** of our survey respondents said that their decision to borrow from us was influenced by the fact we are part of the social sector.

I found Charity Bank really great to work with. They're always on the other end of the phone. It doesn't feel like they're just providing a loan but like they really connected with us and what we're trying to achieve.

Alan Andrews
Managing Director, Chooselife Wales

We are more than just an ethical option

We offer investors and savers a chance to put their money to work for positive social change, by only lending to organisations who will use our savers' money to make a positive difference to people, communities and the planet.

In the same way that our members can see quite clearly where their investment is going and the good it's doing, receiving a loan from Charity Bank and saving with them allows us to have that same assurance about our investments as a society. That's why I would encourage anyone to invest in a social initiative; you get so much more back than just a financial return.

Ian Bright
Managing Director, Totnes Renewable Energy Society

We are flexible and responsive

We tailor every loan to our borrowers to suit their individual needs and circumstances. We're easy to work with and remain so even when difficulties arise. We're open to new ideas and different approaches and want our customers to receive a solution that is right for them. We responded quickly to COVID-19, relaxing repayment terms on over **25%** of our loans within the first month of the crisis. Most have now returned to their regular repayment terms.

We have felt really well supported by Charity Bank over the last year. They've been in regular contact, have shown genuine interest and concern about how we've been doing and have been active in trying to help us. .

Ian Little
Chair, Hope Church Ipswich

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The ripple effect of **Social Impact**

An investment in Charity Bank has far-reaching effects. As illustrated in the graphic below, the 'ripple effect' of our lending can extend well beyond the direct beneficiaries of our charity and social enterprise borrowers.

Savers & investors

facilitate loans which impact on the

Borrower

Whose work impacts on

Beneficiaries

Employees of borrower

The change they experience impacts on

Families of beneficiaries

Local communities

Families of employees

Successes and learnings can impact on

Policy makers

Other organisations

Government

Individuals requiring access to public services

What does this look like?

Case study: Ruby's Fund

Ruby's Fund rented its building for several years. The centre had almost everything the charity needed, including offices, playrooms and a café. So, when the landlords told the charity they were going to sell the building, Ruby's Fund were understandably very worried. Fortunately, Ruby's Fund contacted Charity Bank and alongside grants and fundraising money, a £177k loan from Charity Bank meant that they could buy the centre.

Without the loan I think we would have given up. I don't think I would have had the fight in me to do it again, because this has been our life. It is such a huge relief now that we have the security of the building.

Alison Parr
Founder, Ruby's Fund

When families come here for the first time they often feel very alone, very afraid and vulnerable, like they are the only family in that position. When they come, we get it. We don't judge, we listen. We offer practical, logical support from our own experiences and what we know within our community.

Megan Morris
Finance and Business Development Manager, Ruby's Fund

I originally came here to benefit from the services Ruby's Fund provides. They helped me get back my resilience and confidence, and really built me up as a person, as well as a mum. I then became a volunteer, and now I work here helping to support others like me who come through these doors. Being able to buy the building has meant that as an employee, my job is secure as well. Work for me means I'm not just Megan's mum anymore, I'm a person in my own right and my skills and qualifications can be put to good use.

Helen Davies
Staff Member, Ruby's Fund

125
school staff trained in understanding the sensory process

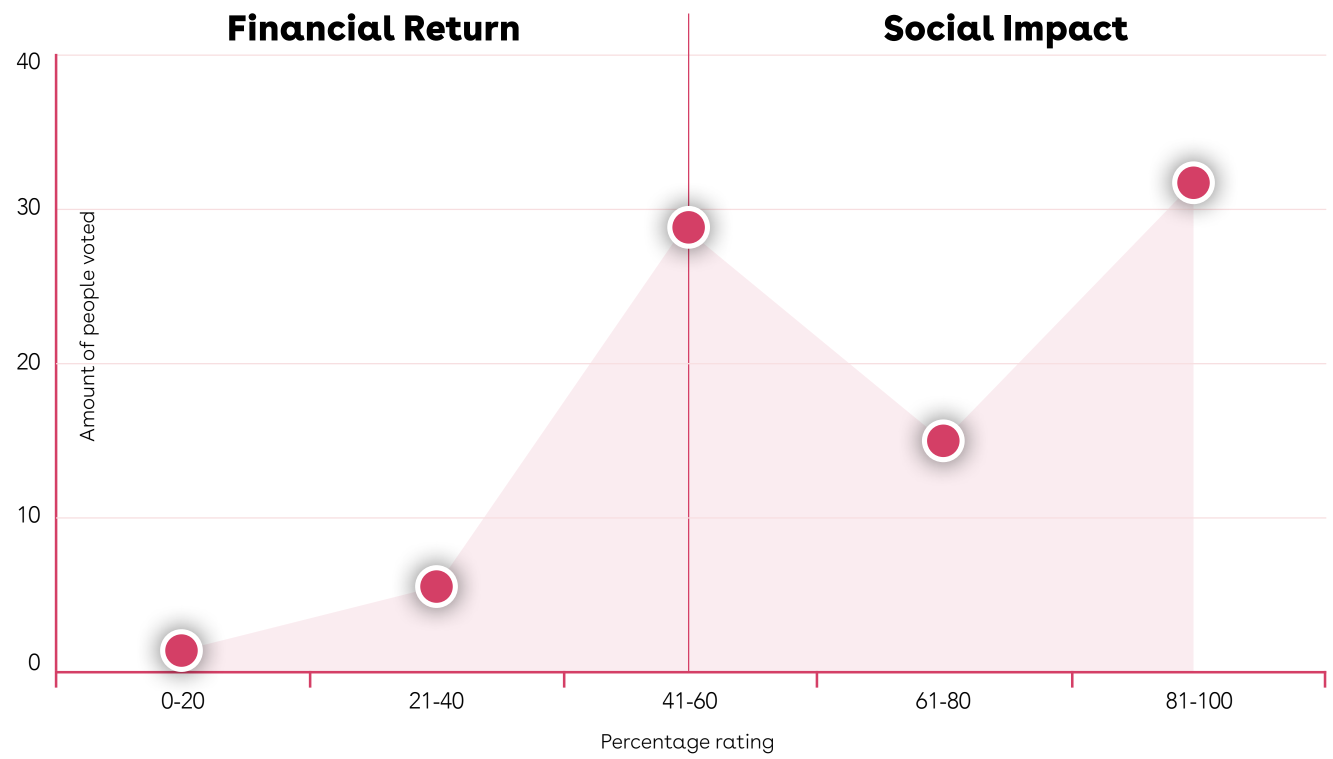
104
health, education, social care and other social sector professionals reached with a termly newsletter

Savings that **make a difference**

More than an ethical option.

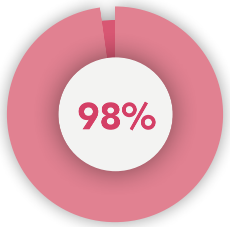
We are helping to change the way that savers think about their money and the power that it can have for effecting positive social change. A deposit with Charity Bank is not just an 'ethical' option; it is a positive and intentional choice that gives our savers the assurance that their funds will only be invested in impact-led organisations that are working to bring about essential social change.

Our savers were asked on a scale of 0-100 for their main reason for saving with Charity Bank. The chart below demonstrates how, for many of our savers both financial return and social impact were important. The majority were primarily driven by the social value achieved by saving with Charity Bank.



Especially now, when a lot of charities have been hit very hard by the pandemic, to have an organisation that provides loans to keep them going is really great. The fact that my savings are helping a vast and diverse range of charities across the UK is a real bonus; that's what real values are all about: helping others.

Gordon Roome
Charity Bank saver



of savers would recommend Charity Bank

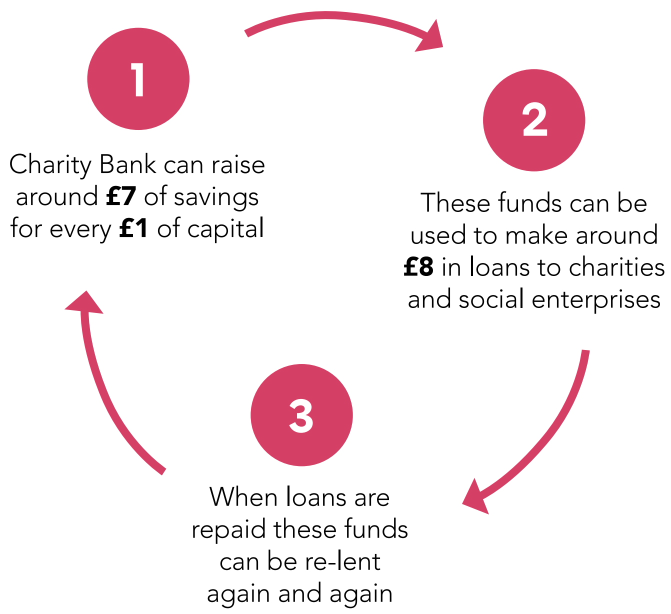
Investing to **benefit society**

Charity Bank's ability to respond to the ongoing needs of the social sector and support an even wider range of social sector organisations is dependent on our level of capital investment. This is why our shareholders and subordinated debt investors are such a critical component to our ongoing success and impact.

Social impact multiplier

£1 of capital enables £8 of loans

- For every £1m of investment capital (equity and subordinated debt), Charity Bank can raise around £7m of savings and thereby make around £8m of social loans
- When the loans are repaid, these funds can be recycled again and again, generating even greater multiples of social impact
- In addition, over half of our borrowers were, as a result of our loan, able to unlock additional finance from other sources



"Charity Bank's offering to the third sector is particularly needed in the current economic climate and we believe that their innovative, can-do approach will unlock other avenues of funding which will aid those most in need of help.

Richard Winstanley
Clerk, The Drapers' Company, Shareholder

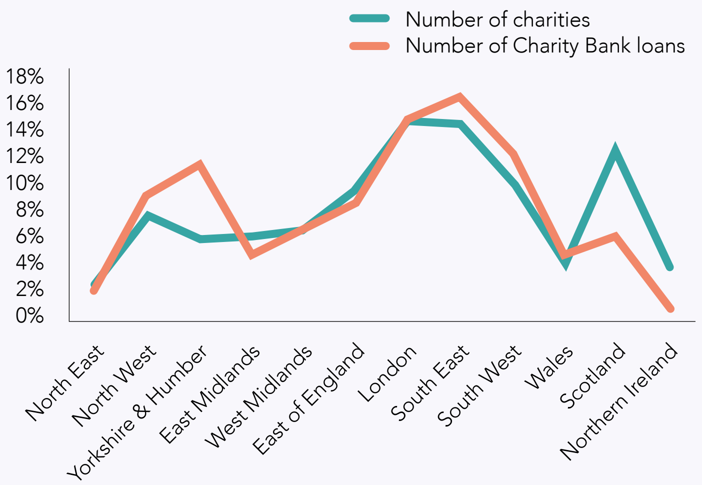
"We see social investment as complementary to the range of services that we provide to our clients, and a highly effective way of expanding our reach and maximising the impact of our resources.

Michael Field
Chair of the Finance & Investment Committee, The Bank Workers Charity, Shareholder

Reaching people and **communities**

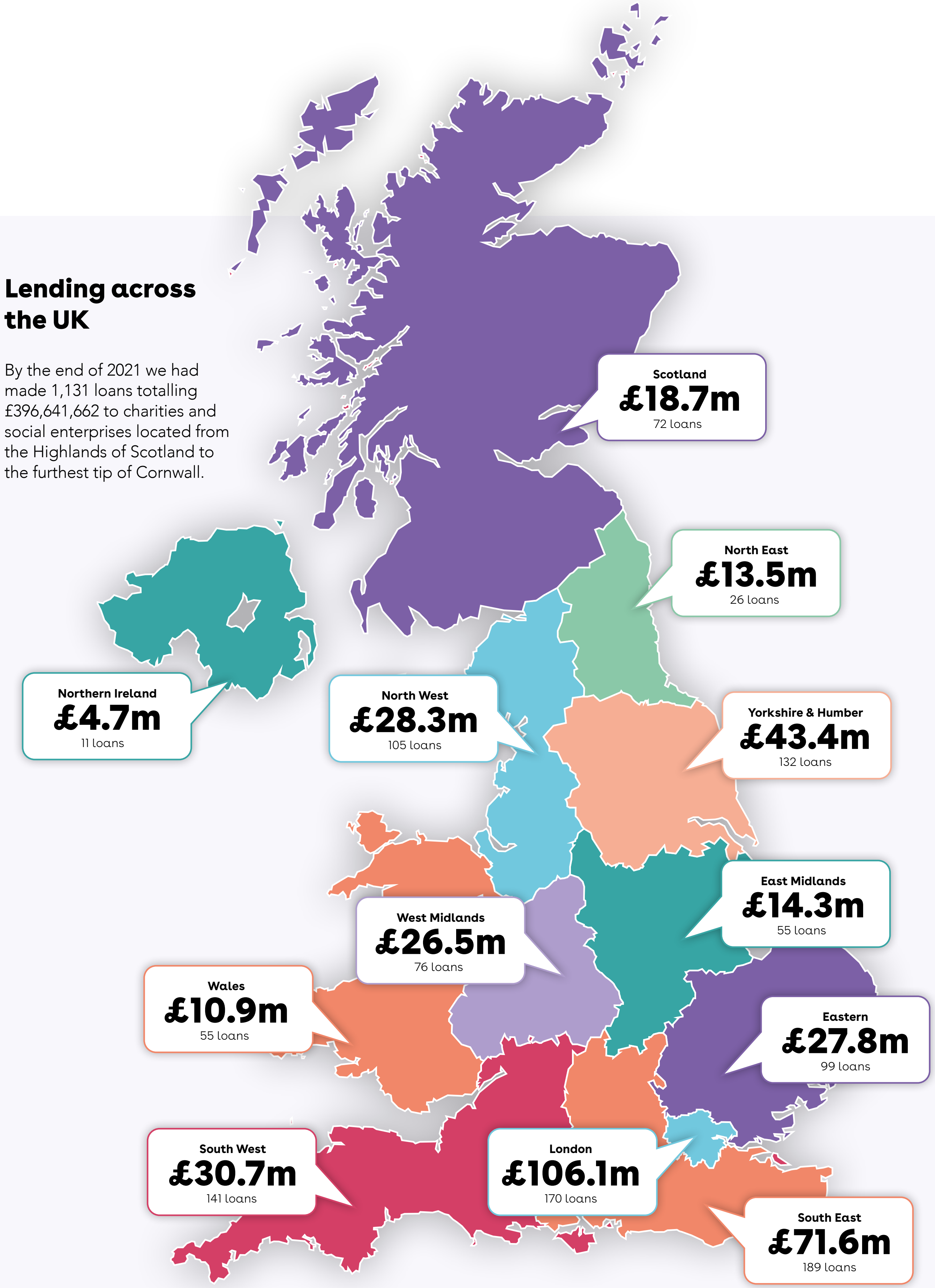
Responding to demand

Our regional managers serve organisations across England, Scotland, Wales and Northern Ireland. As the charts below show, our lending closely mirrors the location of UK charities and total income by region.[3] The exception is Scotland, where we have not been as active as we would like to be. Addressing this gap is part of our current planning.



Lending across the UK

By the end of 2021 we had made 1,131 loans totalling £396,641,662 to charities and social enterprises located from the Highlands of Scotland to the furthest tip of Cornwall.



Watford Mencap: Enriching the lives of people who have a learning disability

Impact area: **Social Care** | Location: **Watford** | Loan amount: **£1m**

© iStock

800
service users and carers supported

117
volunteers give their skills and time to the charity

"I have been coming to Watford Mencap for as long as I remember. My favourite things to do are bowling and golf and I really like to go to the Friday Night Club Nights that Watford Mencap run. My mum says that she gets a break when I go to activities run by Watford Mencap. I also have a break from my mum and get to spend time socialising with my friends.

Watford Mencap
Service User

Watford Mencap offers a wide range of activities for children and adults who have a learning disability. From quizzes and youth clubs to discos, bowling, gardening and fitness classes, there's something on offer for everyone.

With the help of a £1 million loan from Charity Bank, Watford Mencap has bought a much larger building with a vast garden and plenty of car parking spaces. The new community hub will benefit hundreds of people every year. It will also support the charity's ambitious plans to expand its services. It hopes to build supported accommodation on the site, giving young adults the chance to transition from the family home to independent living.

Manchester Maccabi: Engaging the Jewish community through sport

Impact area: **Wellbeing** | Location: **Manchester** | Loan amount: **£350k**

© iStock

1500
people of all ages visit the club on a weekly basis

17
other groups and organisations use Manchester Maccabi's facilities to host their activities

"Charity Bank have been fantastic throughout. They've been extremely flexible and have proactively worked with us to help us through. They used their expertise to suggest grants that we could apply for, and to help us create a new business plan. We're in a good place now and becoming a viable, sustainable organisation.

Bernie Yaffe
Treasurer, Manchester Maccabi

Manchester Maccabi engages the Jewish community through sporting, social, cultural and educational activities. People in North Manchester from all faiths, cultures and backgrounds can enjoy a wide range of sports, including netball, rounders, boxing, table tennis and self-defence. But Manchester Maccabi is not just about helping people to stay fit and healthy; it's also about building and strengthening community spirit.

In 2006 the charity built its sports club with the help of a £350,000 loan from Charity Bank. Since then, Manchester Maccabi's relationship with the bank has grown even stronger. The flexibility offered by Charity Bank has been crucial in helping Manchester Maccabi to overcome all of the hurdles it's faced.

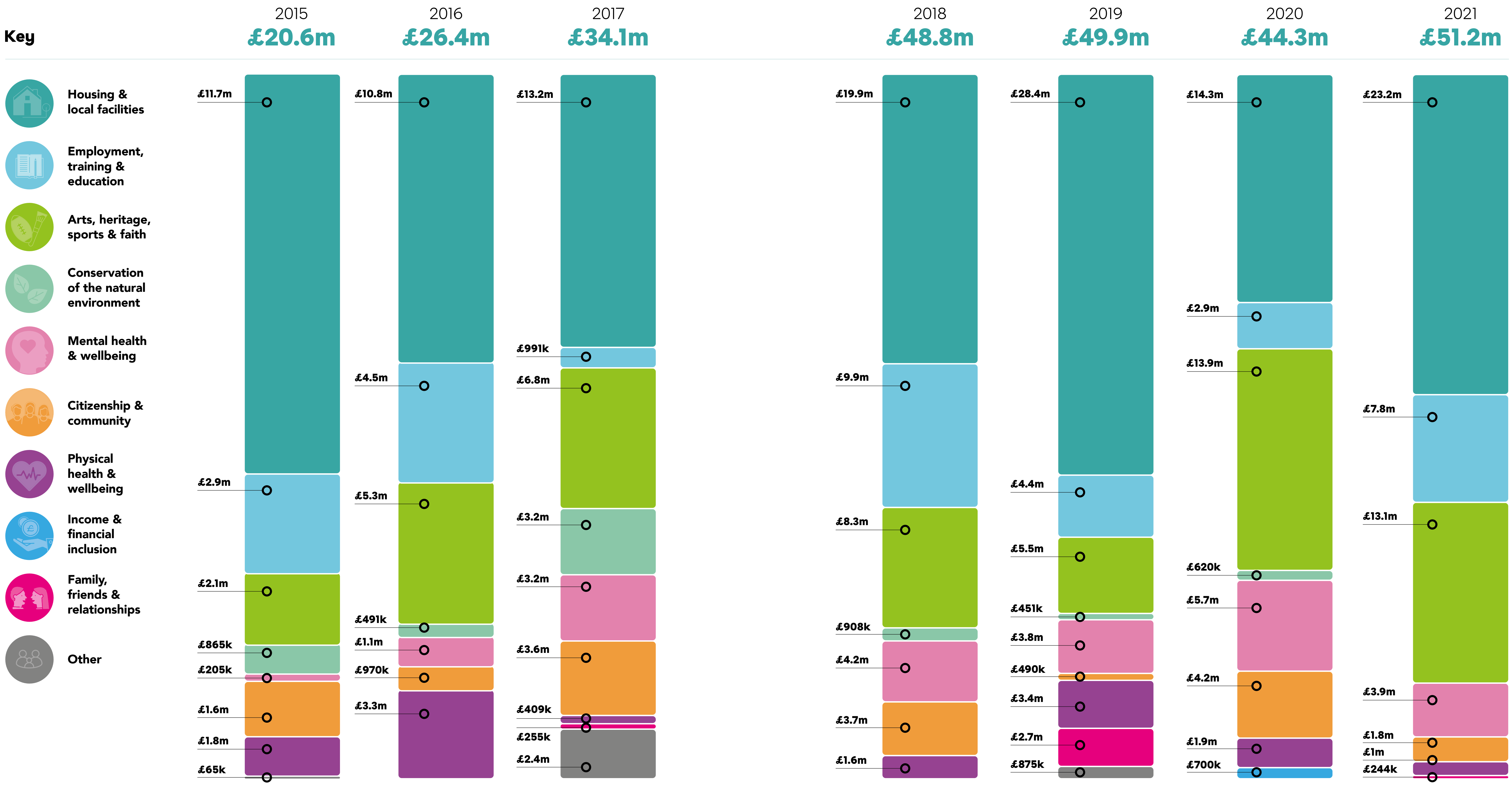
Charity Bank agreed that Manchester Maccabi could take payment holidays when it was really struggling. Once it was back on stable ground, the club was able to pay off a large portion of its loan early, with no prepayment penalty. And during the COVID-19 national lockdown in 2020, Charity Bank granted the charity a capital repayment holiday to ease pressure during the uncertainty.

Lending where it's **needed most**

During 2020 and 2021, we lent over **£95.4 million** to **132** different charities and social enterprises.

Our borrowers work with some of the most disadvantaged people in the UK, from vulnerable children and abuse survivors to those living with disabilities.

Support is targeted to beneficiaries' individual needs, and ranges from education and training to housing, mental health services and arts programmes.



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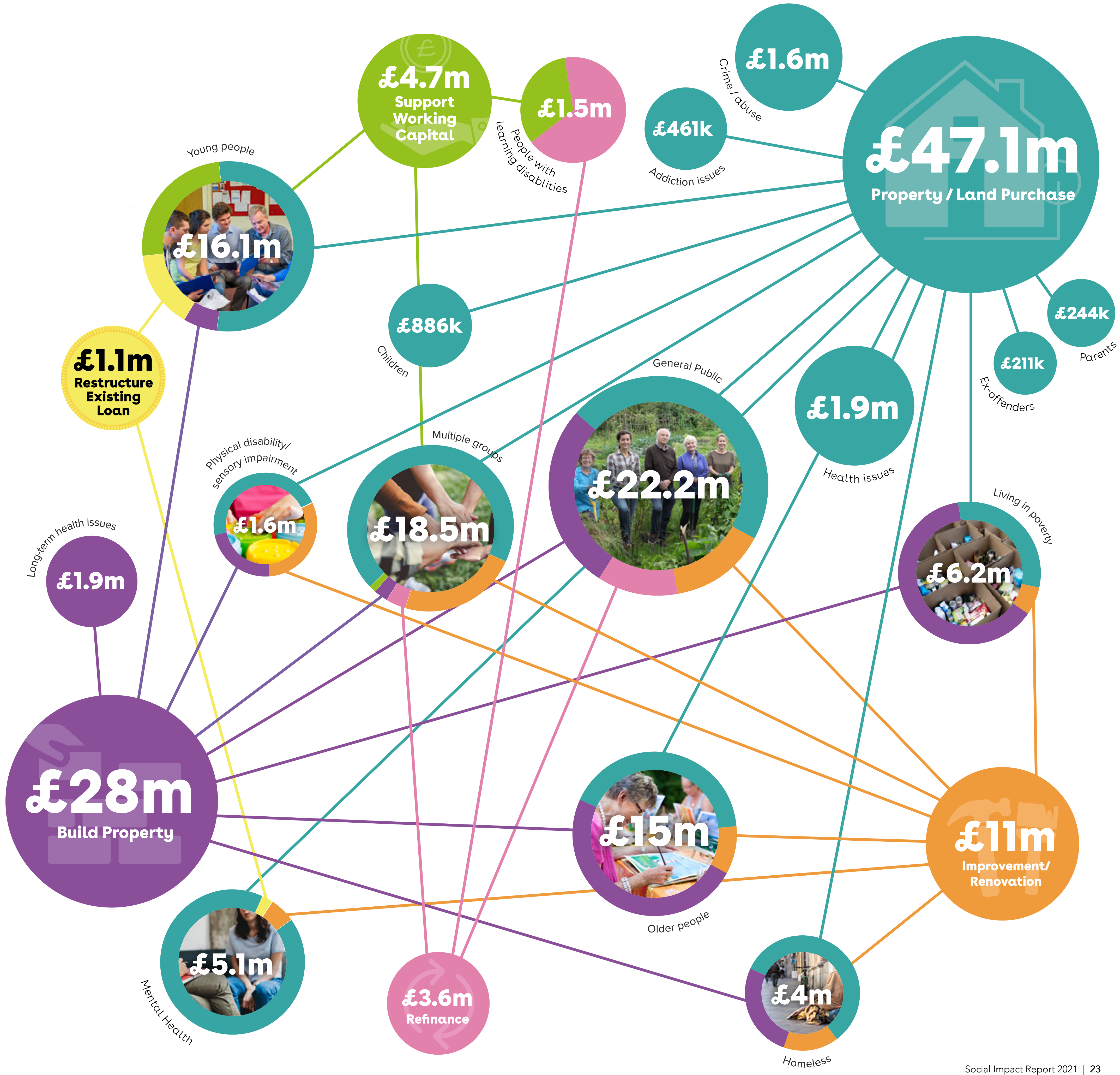
From investment to **social purpose**

When we lend, we lend for a specific purpose – this could be to help an organisation purchase a property so it can extend its work, renovate a property to improve its services, or bridge a gap in finance while waiting on a grant. This in turn helps our borrowers to help the people and communities they work to support.

The infographic shows the purpose of a Charity Bank loan and the people who benefit. The colour coded loan purpose graphics have lines of funding to each of the beneficiary groups. The coloured sections surrounding each beneficiary group shows the percentage of the total amount for each loan purpose.

The loan purpose accounting for the greatest share of our lending from 2020-2021 was Property and Land Purchase (£47.4 million). These loans were to organisations working in a variety of fields and reaching 14 different beneficiary groups ranging from vulnerable children and people living in poverty to ex-offenders and people with long-term health conditions.



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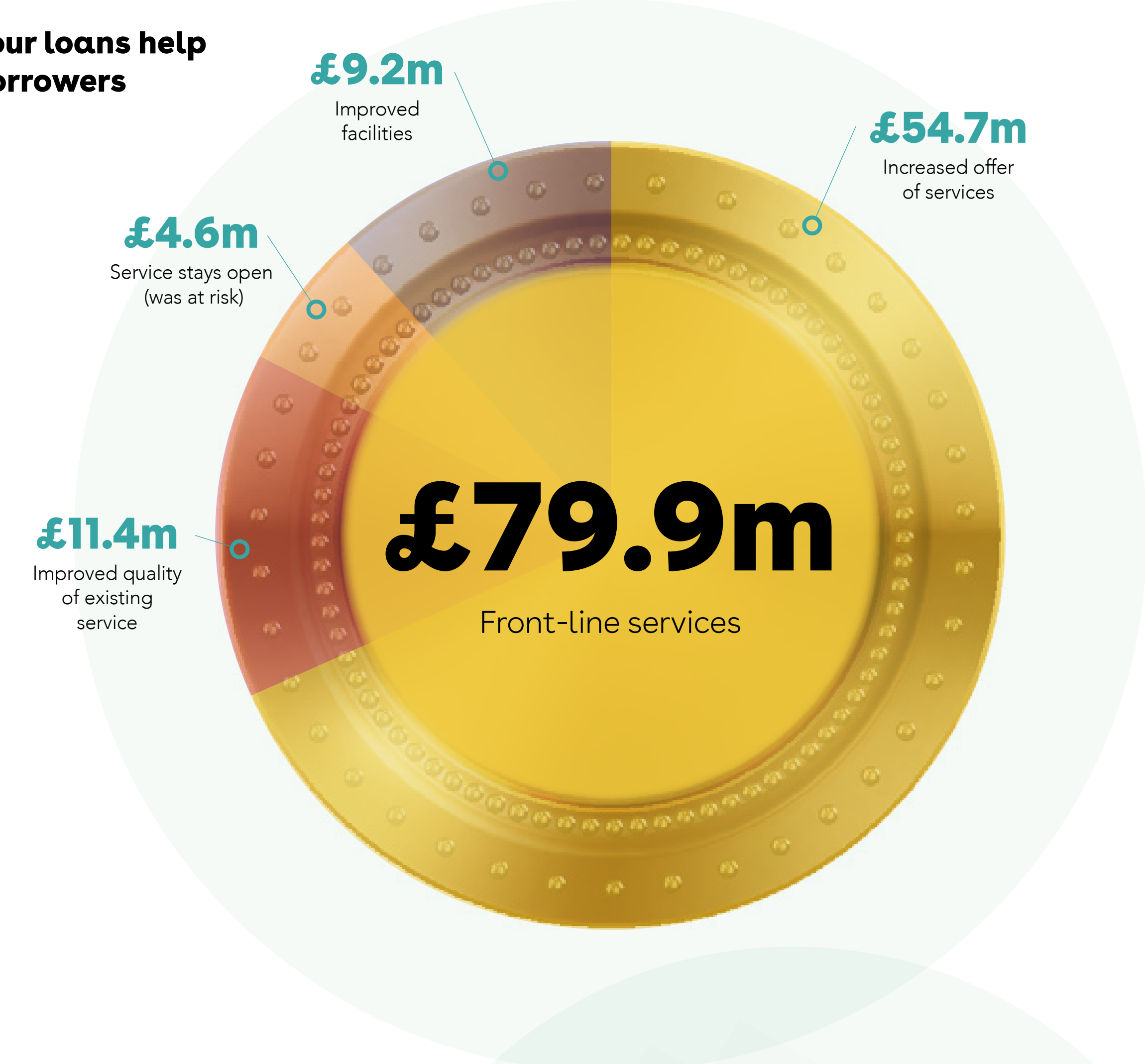
From investment to **people and communities**

Growing front-line services
The money our savers and investors entrust to Charity Bank flows right down to the front-line of communities, changing the lives of countless people. **84%** of the money we lent in 2020 and 2021 had a direct impact on the people our borrowers support, for example increasing or improving the services on offer. In some cases our loan enabled services to stay open that were otherwise at risk of closing.

Building resilience
16% of the money we lent in 2020- 2021 (£15.5m) had the primary purpose of helping to improve the resilience of our borrowers, for example by helping them to build their reserves, improve their financial health, use shared spaces to generate income, improve central services or save money which can be used elsewhere.

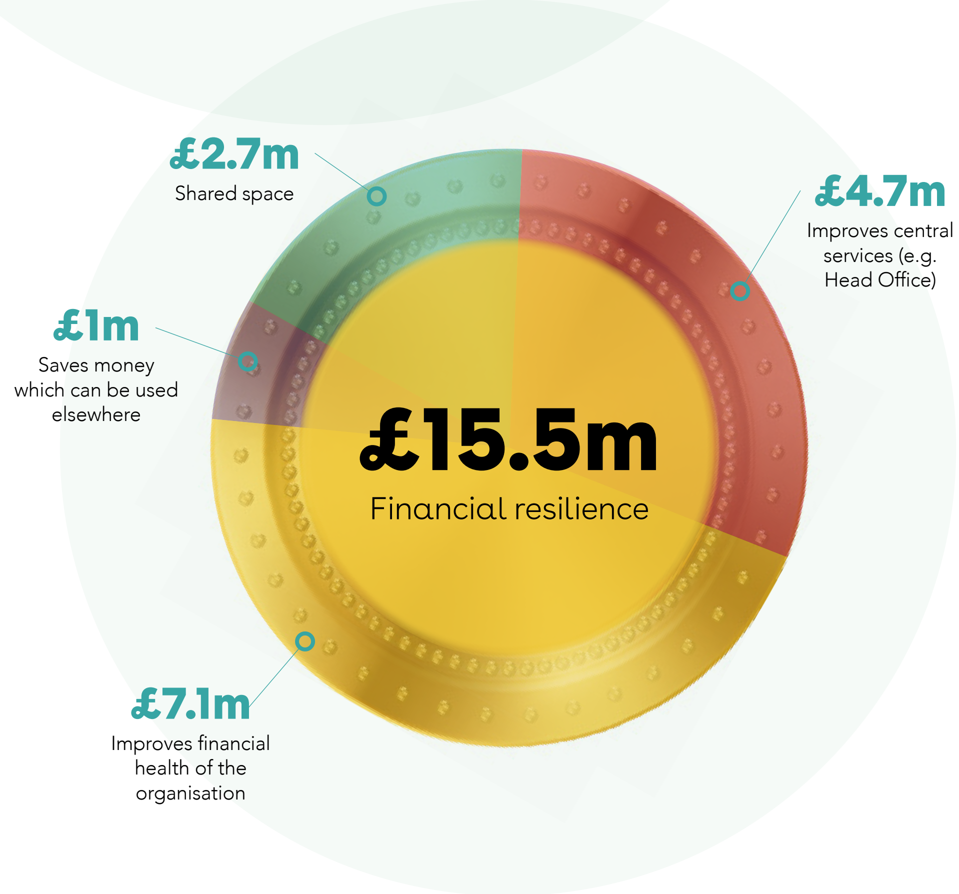
The top coin represents the value of our loans chiefly used to benefit front-line services. The bottom coin shows the value of our loans chiefly used to improve their financial resilience, thereby indirectly serving people and communities.

How our loans help our borrowers



> The loan from Charity Bank was key in enabling us to purchase our first property and move the charity into this next phase. Being able to own rather than simply lease means we now have an independent source of income that will help ensure the sustainability of the charity.

Iain McNee
Operations Manager, Carlisle Key



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Strengthening our borrowers to deliver **their mission**

Charity Bank loan either indirectly or directly led to a **% increase** in the following:

93%	30%	50%
Facilities / Assets	No. of volunteers	No. of employees

Helping organisations to survive and thrive

Charities and social enterprises need to have sufficient reserves in place to see them through lean periods, as well as sustainable and diverse income streams. Many of the loans we make enable charities to become more resilient without depleting their reserves. **34%** of our borrowers said that their loan helped them to stay afloat and **45%** reported that their Charity Bank loan funded activities that diversified income streams.

> We couldn't have bought our property without a loan. Charity Bank made our dream come true. It was lovely to see how excited they were for us. They were really engaged, really interested. We never felt like just a business proposition.

Emily Petts
Family Support Director, Alice Charity

Strengthening and growing

We aim to leave an organisation in a stronger position, both in terms of its ability to carry out its mission, and financially. **57%** of our survey respondents said that their Charity Bank loan directly or indirectly led to growth in income and **84%** said that it meant they could increase what they offered to beneficiaries.

> We had six bedsits when we started; now we have 37 single person units. There's never a shortage of demand and we usually have a waiting list. We've grown slowly to a sustainable size. Grants are so hit and miss, and it's impossible to anticipate government policy, so you can't rely on outside funding – you need to generate your own income. Our new development of one-bedroom flats will help to make us even more self-sustaining.

Frank Joyce
Chair, Tamworth Cornerstone Housing Association

Improving financial resilience

Our regional managers can support borrowers to carry out a review of internal financial processes or to strengthen their governance. These actions can make borrowers more attractive to other funding bodies such as charitable foundations. **70%** of our borrowers reported improved financial planning as a result of Charity Bank's support, and more than **50%** reported improved management of accounts.

> Charity Bank recognises the social impact of what we're doing and they've moved mountains to make it happen. Everyone was exceptionally helpful and patient, and they went out of their way to make the application process as easy as possible. Common Ground is this scruffy little start-up punching above its weight and we've had first class service from Charity Bank.

Helen Carlin
Founder, Common Ground Against Homelessness

New facilities and reduced cost

The majority of our borrowers used their loan to acquire facilities or fixed assets such as a new building. These assets can reduce rental costs or bring in additional funding streams, such as trading income from a new shop or café, or rental income. **93%** of survey respondents reported that their Charity Bank loan either indirectly or directly led to growth in facilities or assets and **39%** said that their loan had helped them to reduced costs.

> With the support of Charity Bank, we've gone from this huge residential home that was losing a lot of money to a modern housing scheme with a waiting list.

Matt Larkin
Operations Manager, Mayfield Trust

Enabling projects to go ahead

Some of our borrowers could have accessed loan finance elsewhere but chose Charity Bank because they wanted to keep money within the social sector. Others, however, would have struggled to get a loan from another lender, either because of high interest rates, unrealistic loan conditions or simply because high-street lenders do not always understand the charity sector. **70%** of our survey respondents said that their Charity Bank loan financed activities that other funders would not. **66%** reported that their project would not have gone ahead without their Charity Bank loan.

> Commercial banks seem to be scared of dealing with charities. Charity Bank accepts charities as charities. They understand our ethos; they can see what we're trying to do. Without their help, I would have had to watch one of our houses being sold into the privately rented sector.

Christina Baby
CEO, First Fruit

Attracting grant funding

One of the many challenges facing the charity sector is the availability of grant funding. Often a loan is taken out to cover a project or service that would not be able to attract grant funding. This was the case with **33%** of our borrowers last year.

> We've had two loans from Charity Bank over the last two decades. Together, they unlocked £120,000 in grant funding. We've just paid our second loan off and it feels rather like saying goodbye to a dear old friend. The relationship has always been so supportive.

Camilla Oldland
Chief Executive, Living Paintings

DENS: Rebuilding lives, one brick at a time

Impact area: **Housing** | Location: **Hemel Hempstead** | Loan amount: **£248k**

While hostels provide temporary accommodation, they are not a long-term solution. DENS offers a holistic package of support to help people learn new skills and rebuild their lives. Its services include a 44-bed hostel, as well as a food bank, day centre and move-on accommodation.

- **40%** of DENS clients were made homeless after losing tied accommodation
- **21%** were made homeless after a partner evicted them
- **27%** were made homeless when their parents evicted them

A £248,000 loan from Charity Bank has enabled DENS to buy a new move-on property, which will then help to free up hostel spaces. The new property has four bedrooms as well as shared living areas. Tenants will be supported by a key worker but given the chance to live more independently – a crucial step in breaking the cycle of homelessness. When they are ready to take the next step, DENS will be there to help them find a new home of their own.

6

DENS clients graduate from a move-on property each quarter

4

new move-on tenancies due to the loan

“I just want to be in my own place with my own key and have that true sense of independence back. The way I see it, it will be going from strength to strength. I just want to really get back into full-time employment and get my head back down into the game.

Spencer
DENS client

Collaborate Women: Breaking the cycle of domestic violence

Impact area: **Domestic abuse and homelessness** | Location: **Greater Manchester** | Loan amount: **£68.6k**

© iStock

4,800

women reported domestic abuse in Trafford during 2018[4]

80%

success rate in women completing the programme and moving on to live independently

“Some of the women who come to us have been forced into marriage, brought to this country and then held captive and beaten by their husband and his family, for years. They have to literally escape from the house. And they've been isolated from the community and can't speak English, so there's a real barrier to seeking help.

So thank you Charity Bank for helping us to change lives. This is not just a property or a loan, it's a legacy. Now, Collaborative Women can really start to grow.

Jan Tasker and Grace McCorkle
Co-directors of Collaborative Women

Collaborative Women was founded in 2014 in response to the need for accommodation for single women fleeing gender-focused abuse and to fill a gap in existing housing provisions. The charity provides safe move-on accommodation coupled with life training to help abused women to regain their independence.

Women requiring the service come from different backgrounds. Some are refugees; many are the victims of forced marriage and others are experiencing parental abuse. The holistic package of support Collaborative Women provides helps to break the cycle of violence – empowering and equipping women with the skills and the confidence they need to avoid resorting to what they fled from or worse.

With the help of a Charity Bank loan, Collaborative Women was able to buy its first property. As well as becoming a safe haven for its residents, the three-bed apartment is helping Collaborative Women to reduce its costs as the loan repayments are around half what the Community Interest Company (CIC) would otherwise be paying in rent. Plus, the property is an asset, and the loan is enabling Collaborative Women to build a stronger credit history, both of which should help with future funding applications.

Reaching the most deprived areas and communities

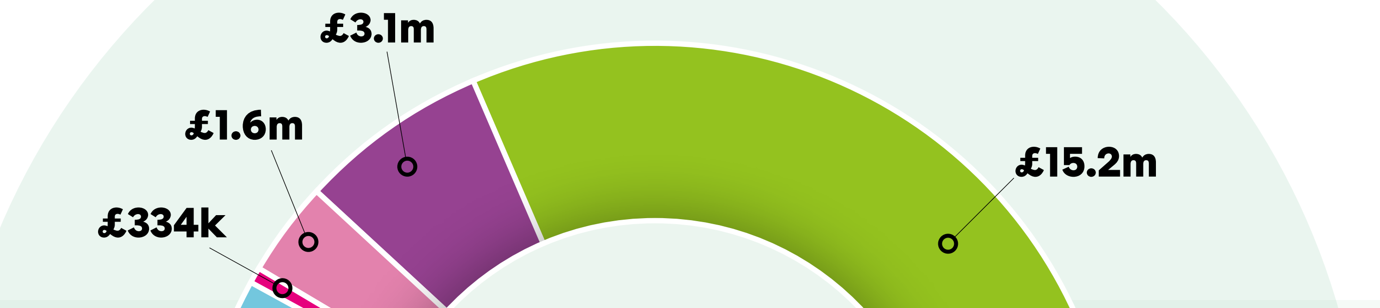
We use the indices of multiple deprivation published for England, Northern Ireland, Scotland, and Wales to identify the areas of social need. These indices rank each small area or neighbourhood from most to least deprived in each country, and separate them into 10 equal groups called 'deprivation deciles'.

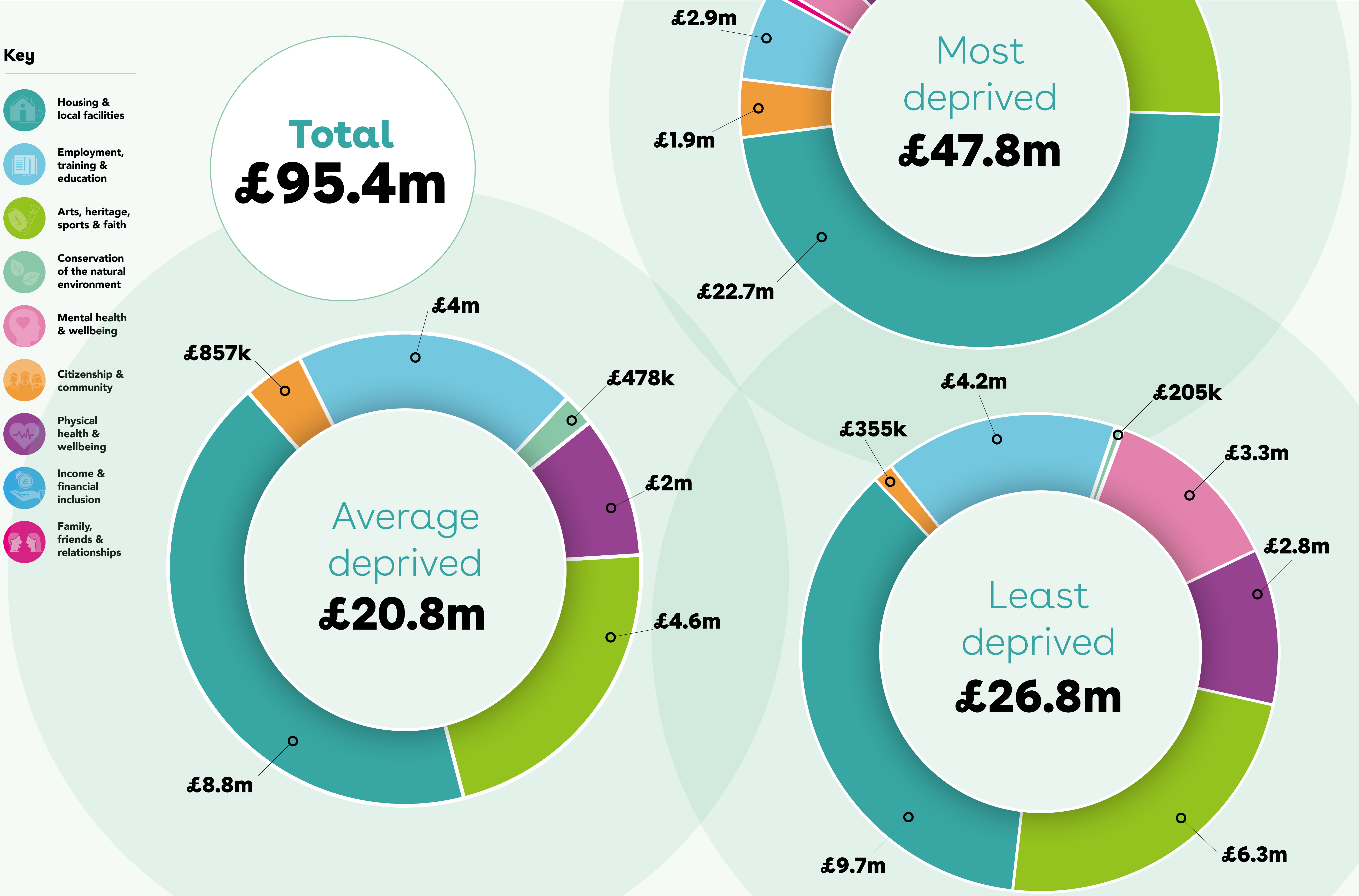
The most deprived areas have a high proportion of people on very low incomes, higher numbers of people dying prematurely and more people having trouble finding an affordable home. **51%** of our lending in 2020-2021 was to the four most deprived deciles of the UK.[5]

The infographic on the right breaks down our lending within the most, average and least deprived areas of the UK.

Sometimes within the wealthiest (least deprived) communities there are significant pockets of inequality and disadvantage. A common example is when we lend for affordable housing for local people who would otherwise be priced out of their local community.

Infographic: data from 2020-2021





Equality, diversity, equity and inclusion

At Charity Bank, we are working to incorporate equality, diversity, equity and inclusion (EDEI) in everything that we do. We are passionate about reaching deprived communities and seek to support a diverse range of charities and social enterprises that are working to make a positive difference in areas facing disadvantage and inequality across the UK.

Diversity and our borrowers

We are committed to finding ways to extend the reach of our lending to a diverse range of borrowers, including communities and groups that have previously been excluded from mainstream and social investment. We are evolving our approach in order to bring EDEI into all aspects of our business, from where and how we market our loans to how our investment decisions are made.

Additionally, we are in the process of developing a flexible loan fund with a key objective to promote social investment for underserved communities. This fund will target its support towards charities and social enterprises founded, led by or supporting minoritised groups.

The bar charts on the right give a snapshot of the diversity of our borrowers' beneficiaries, Board and Senior Management team, according to our 2021 survey. This sheds light on the diversity of the organisations we work with and the characteristics of their leadership team and beneficiaries that are currently measured, providing a benchmark for us to measure our progress against in future years.

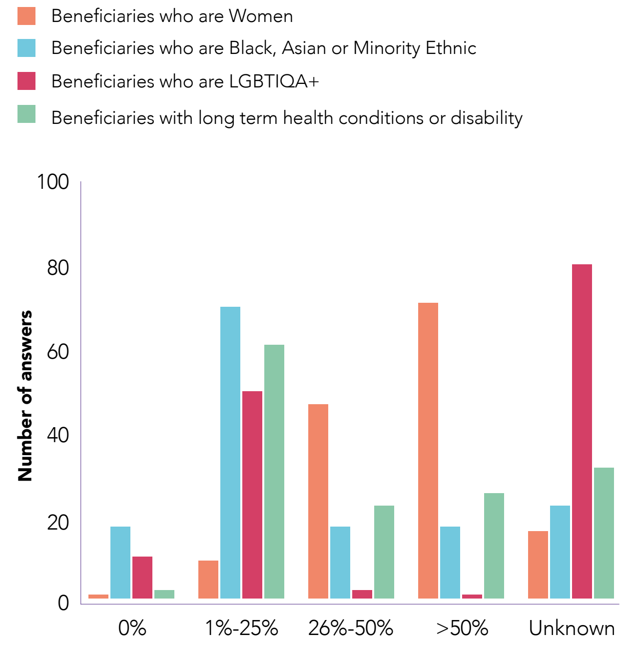
Diversity and our team

We are committed to building an inclusive and supportive culture, to provide equality of opportunity for diverse talent, at all levels. We have formed a Diversity Working Group with Board and management representatives and all our employees and Board have undergone formal EDEI training.

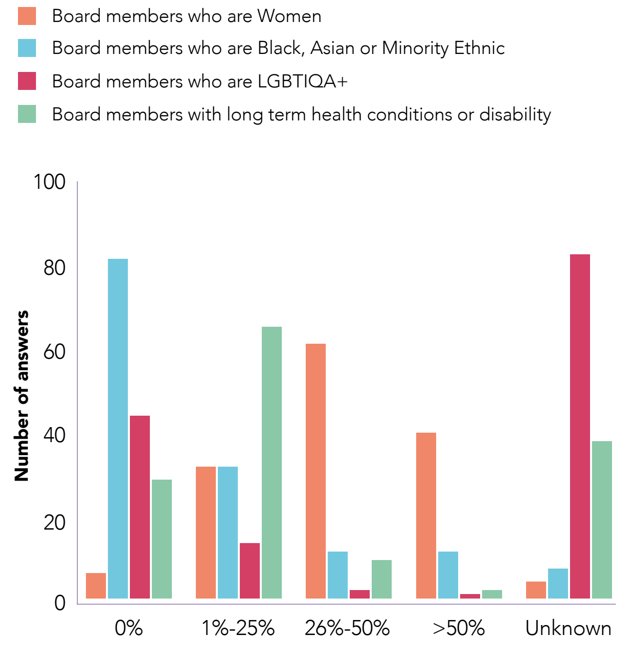
We have implemented a blind recruitment strategy whereby CVs are redacted to reduce unconscious bias. We are also establishing a Board Shadowing Programme whereby individuals from underrepresented and minoritised groups are offered opportunities to attend Board and sub-committee meetings, sector panels and other management meetings.

2021 survey

What percentage of those accessing your services identify with the key diversity characteristics listed below?



What percentage of your Board identify with the key diversity characteristics listed below?



What percentage of the senior management team identify with the key diversity characteristics listed below?

Continually driving improvements in our approach to equality, diversity and inclusion in the workplace helps us to access and retain the best talent and fosters an environment through which all employees can thrive. This in turn enables us to serve our customer base more creatively and effectively.

Orla Dobson
Credit Controller and member of the Diversity Working Group, Charity Bank

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Micro Rainbow: A safe haven for LGBTQI asylum seekers

Impact area: **Housing** | Location: **National** | Loan amount: **£1.5m**

300
people per year to be supported by Micro Rainbow across 35 new houses

50,000
bed nights offered

“

LGBTQI asylum seekers aren’t like other asylum seekers. For other asylum seekers, they reach the UK and then they’re safe. We reach here and we’re still not safe. Whilst you are waiting for your asylum claim to be processed you are placed in temporary accommodation.

This is particularly traumatic for LGBTQI people as there is a lot of homophobic culture, because you are being housed with over 200 other asylum seekers and refugees who are new to the UK and are still stuck in the mentality of the places they fled from. People would yell abuse at us in Arabic and someone even tried to rape my husband.

Wiam
Mirco Rainbow tenant

Social Issue
Around 2,000 LGBTQI people claim asylum in the UK every year.[7] They flee from persecution, but often face discrimination, isolation and abuse here in the UK. Many end up being housed in shared accommodation or detention centres with homo/transphobic residents while they wait to find out if they’ve been granted asylum.

Micro Rainbow
Offers a holistic package of support for LGBTQI asylum seekers and refugees, including peer support groups, employability workshops and safe housing. Micro Rainbow is giving people a safe place to call home, along with the chance to integrate into society and work towards a better future. Charity Bank is lending Micro Rainbow an initial £1.5 million, with six trusts and foundations also agreeing to provide £1.78 million of loans, and one has offered a grant of £125,000. The social enterprise is using the money to buy and convert an extra 25 four-bedroom properties. The new houses mean that Micro Rainbow will be able to offer safe housing to around 300 people a year in total. Many more will benefit from Micro Rainbow’s other services.

Pathfinder Dogs: Helping blind people to be more independent

Impact area: **People with physical disabilities or sensory impairment** | Location: **Scotland** | Loan amount: **£87.3k**

750
people a year expected to visit the new house for guide dog training

135
meals a day where cooked for local people who couldn’t cook for themselves during lockdown

“

Danny at Charity Bank was brilliant. He understood that paperwork would take longer as I needed to listen to it rather than read it. We’re now looking at a new project – to build a community of homes that will enable blind and partially sighted people to live independently. And we’re talking to Danny about that too.

Anne Royle
Founder, Pathfinder Dogs

An assistance dog can make a huge difference to the life of someone who is blind or partially sighted, but it takes up to three years to raise and train a dog. On top of that, there is a real shortage of assistance dogs in the UK and waiting lists are even longer for pure bred German Shepherds.

Anne Royle set up the charity Pathfinder Dogs back in 2003 after being told she’d need to wait at least three years to be matched with a new German Shepherd assistance dog. Her old dog had just retired, and as Anne explains, “It’s like being a wheelchair user, having your wheelchair taken away and then being told you’ll have to wait three years for another one.” The charity now trains German Shepherds from puppies to adulthood and matches them with the right person.

When the charity was given notice to leave the commercial property that it had been using used for its three-week training courses, a supporter generously made the charity a temporary loan to buy a two-bed property. The property is being used to accommodate people who are learning to handle their new dog. It also serves many more purposes and has now become an essential base for the charity. Pathfinder Dogs took out a £87,250 loan with Charity Bank to begin to pay back the supporter.

Small loans, **big impact**

Research has shown that the greatest gap in provision of credit to social sector organisations relates to smaller charities and social enterprises[6]. These organisations often require smaller loan amounts that many mainstream lenders find economically unattractive.

To fill this gap, we have tailored our approach to assessing small loan requests, enabling us to make such loans more quickly and efficiently.

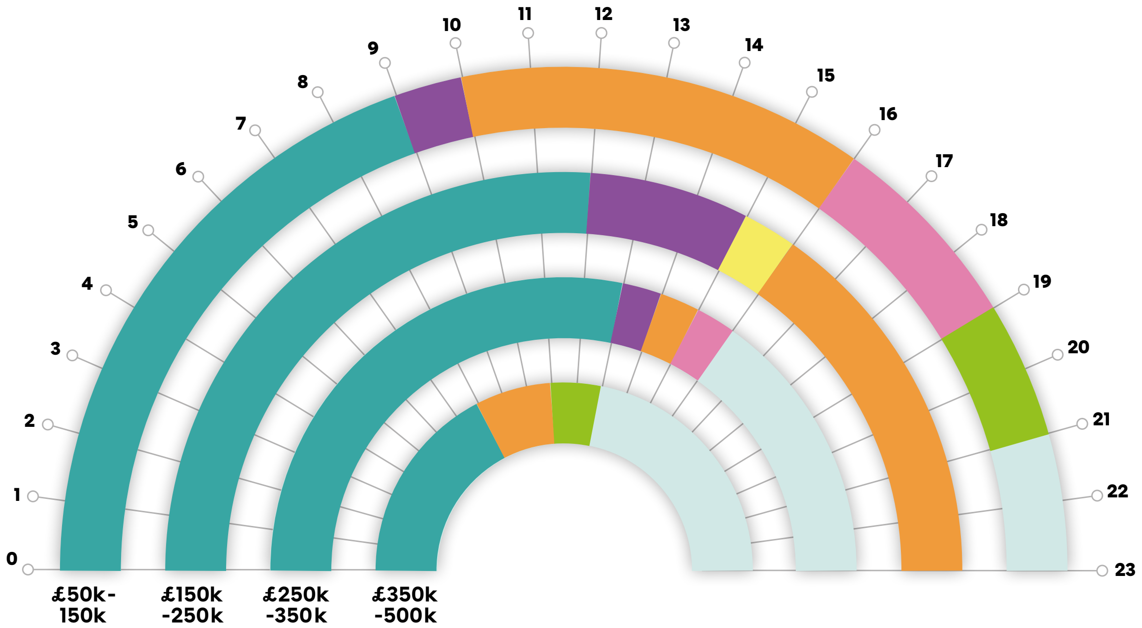
We have a dedicated team responsible for managing small loans. Over the last two years, we have made 73 loans under £500,000; 21 of these were for less than £150,000.

Altogether, smaller loans amounted to £15.52m (**16%** of our total lending). **38%** of this went to organisations working in the most deprived areas of the UK.

Loans £50k-£500k in 2020-21

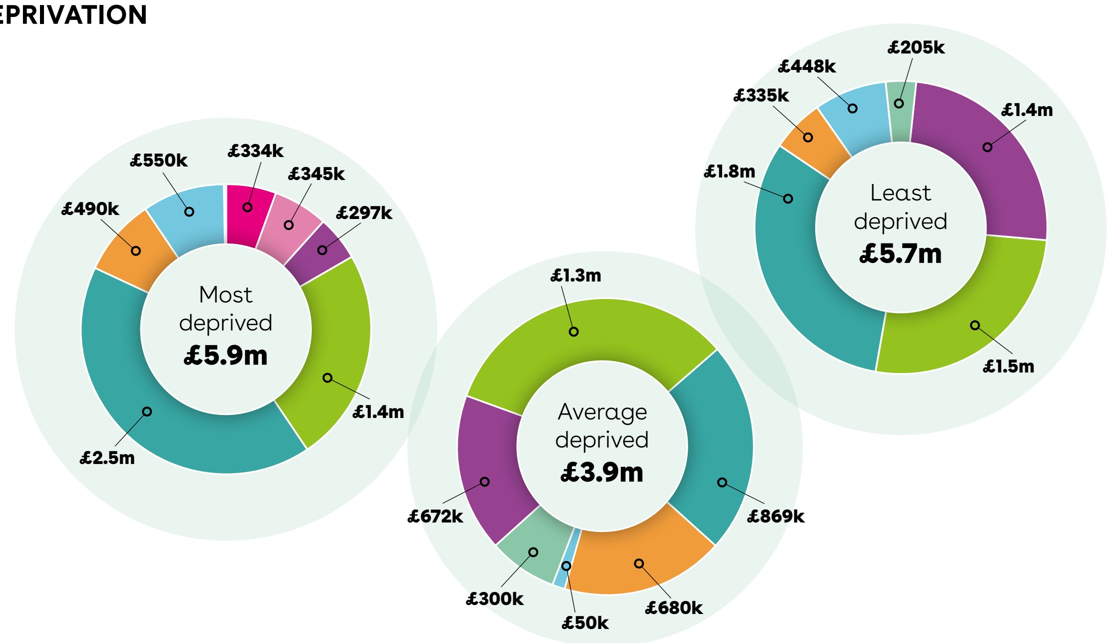
PURPOSE

- Build property
- Property improvement / renovation
- Purchase property / land
- Refinancing other borrowing
- Restructure existing Charity Bank loan
- Support working capital



OUTCOME AREA / DEPRIVATION

- Housing & local facilities
- Physical health & wellbeing
- Arts, heritage, sports & faith
- Employment, training & education
- Mental health & wellbeing
- Citizenship & community
- Family, Friends and Relationships
- Conservation of the Natural Environment



Faith Hope and Enterprise: Serving excluded people

Impact area: **People with physical disabilities or sensory impairment** | Location: **Derby** | Loan amount: **£76k**

4

Charity Bank loans totalling £300,000 have helped the charity purchase four properties

14

bed spaces provided

> With other organisations, where you have to deal with someone different every time, you don't get that level of personalised interaction and it can make things difficult. Nurturing individual connections is what we do here at Faith Hope and Enterprise; that's how I prefer to work and that's how Charity Bank works too.

Kevin Gill
Chief Executive, Faith Hope and Enterprise

People can experience the breakdown of social structures and find themselves homeless and alone for a variety of reasons. While some supported housing exists in the Derby area, putting a roof over someone's head doesn't necessarily take away their other difficulties and barriers.

Faith Hope and Enterprise operates a unique model, of which providing housing is just one element. Through building sustained, supportive relationships, they aim to really get to know each individual and their needs and to help them reconnect with positive, healthy life choices.

The loan helped the charity to purchase a property and has helped Faith, Hope and Enterprise to look towards the future and build long-term security for both the charity and its residents. With loan repayments significantly less than rental charges, the loan has also freed up funds that can go back into the development of the charity and the wellbeing of residents.

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Here for our borrowers through COVID-19

In the early stages of the pandemic, we were quick to adapt to the needs of our borrowers granting those that needed it some form of repayment forbearance.

During the second half of 2020, when many other banks were scaling back their activities we continued to lend and approved an additional **£49m** of new loans.

We supported the quick roll-out of the Resilience and Recovery Loan Fund (RRLF) run by the Social Investment Business. As the most active intermediary, we helped to secure approval for **27** emergency loans and small grants of **£12 million**.

For 20 years, we've been there for our customers, supporting their growth plans, providing assistance during uncertain periods, and delivering unrivalled social sector experience when it's needed most.

Foresight

On 17 March 2020, Foresight's new housing development was subject to an arson attack. Three days later the first lockdown was announced. With support from Charity Bank, the charity has overcome these difficulties and is feeling excited for the future again.

In mid-March Foresight's new housing development – due to welcome 24 new residents – was subject to an arson attack. This led to the discover of significant issues with the build itself and then, three days later, the first national lockdown of the Coronavirus pandemic began. Having a long-standing relationship with Charity Bank, with four loans over the past eight years, Foresight reached out for support.

Charity Bank helped secure Foresight working capital through the Resilience and Recovery Loan Fund (RRLF) offered by Social Investment Business (SIB), and some additional grant funding. This enabled rebuilding works to take place whilst insurance payments for the arson were processed. It also meant the charity didn't need to deplete its reserves in order to continue services through the pandemic, providing a much-needed lifeline to many of its service users. Now, Foresight is once more in a strong position and its new accommodation is open.

"We could have coped if it had just been COVID-19. But the fire and building issues on top of that could have brought our whole organisation down. The relationship we've built with Charity Bank over the years is just fantastic and once more their support has been invaluable."

Paul Silvester
Chief Executive, Foresight

"I suffer with anxiety and depression and, if it wasn't for Foresight, I'd be stuck at home, festering in my flat, struggling. Foresight has been here for me and Paul has done a brilliant job keeping the centre open. If it hadn't been open over this period I don't even know where I'd be. We need support and this place has been brilliant for me."

Thomas
Foresight service user

Folkestone Sports Centre Trust

Closures due to the pandemic resulted in Folkestone Sports Centre losing over 90% of its income. With ongoing support from Charity Bank, it has been able to reopen to the community.

When Folkestone Sports Centre found out it would have to close its doors last year as the first lockdown in England began, the first concern was for its customers and how the centre could continue to support them. Next, the financial reality set in. Almost overnight, a healthy monthly income of close to £140,000 was reduced to nearer £6,000 as activities ceased.

Charity Bank immediately granted the charity a repayment holiday on its loan, allowing time to concentrate on adjusting to the new situation and continuing to support staff and its most vulnerable customers. A further repayment holiday and a loan through the Resilience and Recovery Loan Fund (RRLF), offered by Social Investment Business (SIB), meant that the centre remained operational as the pandemic has evolved. This has enabled Folkestone Sports Centre to plan for the long term and helped to ensure it could resume activities as soon as circumstances allowed.

"I can honestly say I don't think we would be where we are if it hadn't been for our relationship with Charity Bank over the last ten years. And we certainly wouldn't have survived this last year."

Tessa Stickler
General Manager, Folkestone Sports Centre

"A great local asset hit hard by valid restrictions. Great to visit today and feel totally safe as a result of the precautions they have in place."

Claire Harper-Smith
Folkestone Sports Centre service user

Challenges and further development of our impact measurement

Our approach to social impact assessment

For every loan we consider, we look at both the credit worthiness of the borrower and the social impact that the organisation delivers.

When assessing the impact of a borrower application, we consider the scale, depth and duration of the impact. We also take into account whether there are similar services provided in the local area.

Three additional elements of strategic interest to Charity Bank captured in the application are:

- **Alternative funding:** Where the borrower was unable to obtain a loan on comparable terms elsewhere
- **Deprivation:** Delivery of services within the four most deprived deciles of the UK
- **Diversity:** Diversity of four measured characteristics for people reached or the leadership team;
    - Gender
    - Individuals from minoritised groups
    - Individuals who are lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual (LGBTIQA+)
    - Individuals with long term health conditions or disabilities.

Our approach aligns with the Impact Management Project (IMP) – a forum for building global consensus on measuring, managing and reporting impacts on sustainability.

We seek to filter out inappropriate applications early on in the lending process; all borrowers are asked to sign up to a statement of values, and we also have a business acceptance panel that looks to eliminate unsuitable applicants at an early stage.

Social impact and the social sector

Statistics show that a large number of our borrowers are still not measuring social impact in a formalised way. Indeed, **48%** of our survey respondents said that they do not gather data to evidence their social impact, **24%** of our survey respondents said that technology was a main barrier to evidencing their social impact, whilst **23%** said lack of expertise held them back.

The lack of measurement by our borrowers presents challenges when it comes to us evaluating our own impact. Using standardised indicators to categorise our lending also presents some difficulty as our borrowers' activities are so diverse. Despite this, we have successfully developed a monitoring process to identify how different beneficiary groups benefit from our loans.

Successes since last year's report

Last year, we introduced the 17 Global Sustainable Development Goals (SDGs) in our assessment of loan applications and we continue to consider the wider impact of the organisations we support. This year, we've started to reflect the diversity of the charities and social enterprises we lend to, as well as the diversity of the beneficiaries they support.

We've integrated both the SDGs and diversity measurements into our social impact scorecards. These scorecards are seen alongside our credit applications every time a loan is reviewed by the credit committee, helping us to standardise information we receive.

Future development goals

This year, we joined the Partnership for Carbon Accounting Financials (PCAF) – a global collaboration between banks and other financial institutions that enables harmonised assessments and disclosures of greenhouse gas emissions. In 2022 we plan to measure and report on the carbon footprint financed by each of our loans.

Social impact measurement is a standing agenda item at our Board meetings as it is critical to understanding our business and informing our decision making and future direction. If we are to successfully deliver our mission and commitments – to people, communities, and the planet – we need to continue to strengthen how we measure and share the outcomes of our actions.

Join us

Does your organisation need a loan?
Get in touch! Call us or send us a brief email telling us what you do, the amount you need and what you'll use it for. Our team will be in touch to learn more about your organisation and discuss how we can help.

E: enquiries@charitybank.org

T: +44 (0)1732 441900

W: charitybank.org/loan

Do you want your savings to be a force for good?
Join us to earn interest and make a positive difference to UK communities. You can find out more about our savings accounts at www.charitybank.org/ethical-savings or by giving our savings team a call on 01732 441944.

Thinking of becoming a shareholder or impact investor?
If you're interested in investing capital in Charity Bank, contact Mark Howland: mhowland@charitybank.org

References

[1] Good Finance (2016), The outcomes matrix
https://www.goodfinance.org.uk/measuring-social-impact

[2] United Nations (2022), Sustainable Development Goals Knowledge Platform,
https://sdgs.un.org/goals

[3] NCVO (2022), Charity Commission

[4] Trafford Domestic Abuse Strategy Final (2018),
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[5] The English Index of Multiple Deprivation (IMD) 2016,
The Scottish Index of Multiple Deprivation (SIMD),
The Welsh Index of Multiple Deprivation (WIMD) 2019,
The Northern Ireland Multiple Deprivation Measure (NIMDM) 2017.

[6] https://www.gov.uk/government/publications/civil-society-strategy-building-a-future-that-works-for-everyone/3-the-social-sector-supporting-charities-and-social-enterprises

[7] Published on GOV.UK - Data provided by the Office for National Statistics, (2019)

What's in a label?
Our values recognised

Good Shopping Guide Ethical Company
Charity Bank has been awarded the top spot in Good Shopping's index of ethical banks and building societies for 15 years running.

Living Wage Employer
Charity Bank was among the first employers in the UK to become an accredited Living Wage Employer and seeks to work with Living Wage suppliers. The Living Wage is an hourly rate of pay, which is calculated against the cost of living in the UK.

Responsible Finance Provider
This accreditation means that we have been judged to provide affordable and fair finance with an aim of doing good, building hope, creating opportunity and changing lives.

Social Enterprise Mark
Charity Bank is the only bank in the UK to hold the Social Enterprise Mark. It's an independently assessed guarantee of a company's commitment to trading for the benefit of people and the planet.

Social Enterprise UK
Charity Bank is the only bank to be certified as a social enterprise. Social Enterprise UK's expectations of social enterprises include transparency and having a clear social and environmental mission.

Global Alliance for Banking on Values (GABV)
GABV is an independent network of banks and banking co-operatives that use finance to deliver sustainable economic, social and environmental development.

The Partnership for Carbon Accounting Financials (PCAF)
Charity Bank joined the Partnership for Carbon Accounting Financials in 2021. This is part of our commitment to measure and disclose the greenhouse gas emissions financed by our loans.

Investors in the Environment (iiE) Silver
Charity Bank is working towards iiE Silver accreditation. We are monitoring our use of resources and implementing measures to reduce our environmental impact and increase efficiency.

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Working to **make a difference**

“

We couldn’t have bought our property without a loan. Charity Bank made our dream come true. It was lovely to see how excited they were for us. They were really engaged, really interested. We never felt like just a business proposition.

Emily Petts
Family Support Director, Alice Charity

The photographs in this report include images of our borrowers and the people they support, along with savers, shareholders and staff to whom we express our gratitude. This year because of the restrictions caused by COVID-19, we have also used a number of stock images from iStock.

Nothing within this document should be deemed to constitute advice or recommendations. If you are in any doubt, please seek professional advice before any course of action is taken.

Registered Office:

The Charity Bank Limited, Fosse House, 182 High Street, Tonbridge, TN9 1BE. Company registered in England and Wales No. 4330018. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register No.207701. Member of the Financial Services Compensations Scheme (FSCS).

CB01068-V4

Charity bank

LLANTRISANT COMMUNITY COUNCIL

MINUTES OF THE MEETING OF THE

EVENTS AND PUBLIC ENGAGEMENT COMMITTEE

HELD ON TUESDAY 23RD MAY 2023 AT 6.30PM AT LLYS Y CWM, BEDDAU

Present

Cllr Ellie Townsend Jones (Chair)	Cllr Anne Callow
Cllr Carys Romney (Vice Chair)	Cllr Lynne Murdoch
Cllr Julie Barton	Cllr Dr Catherine Preston

In Attendance
The Clerk to the Council (Mr Geraint Hopkins JP)
The Responsible Financial Officer (Mrs Alison Jenkins)
County Borough Councillor Sarah Jayne Davies

EC/23-24/01 Apologies for absence

Apologies for absence were received from Cllrs Mal Davies and David Myles.

EC/23-24/02 Declarations of Interest

Cllr Barton declared she was a volunteer with Litter Free Beddau and Tynant, and a Trustee of Beddau and Tynant Community Library.
Cllr Romney declared she was a volunteer with Litter Free Beddau and Tynant
Cllr Preston declared she was a volunteer with Beddau and Tynant Community Library.

EC/23-24/03 Minutes of the Previous Meeting

The Minutes of the meeting of the Events and Public Engagement Committee held on 15th March, which full Council had received and the recommendations therein dealt with on 11th April 2023, were approved as a true record.

EC/23-24/04 Committee Membership and Terms of Reference

The Report of the Clerk giving the Committees revised membership agreed at the Annual Meeting of Council, and its Terms of Reference was noted.

EC/23-24/05 Events Schedule 2023

The following was approved as the updated Events Schedule for 2023/2024 and the recommendations contained therein **agreed** to be made to Full Council at its next meeting:

Date	Event	Partnership Organisations	Remarks / Recommendations
	Find a location and install the Jubilee Beacon for public display.		The recommendation by the Committee to full Council is for the Beacon to be installed at the entrance to Caerlan Hall in the Car Park.
June/July	**Allotments Competition 2023**	Allotments Holders/ Committees	The Annual Allotments Competition will be held in the first week of July. Prizes will be different from previous years. Recommended that Council present the following prizes: Overall Winner: £50 4 x Allotments Sites Winners: £10 2nd and 3rd Place Certificates.
13th August	**Community Horticultural Show**	Allotments Committees	The meetings held so far have demonstrated a strong committee has been formed to steer this year's show, and a good Show Committee Chair and officers to take this forward, with the Council providing administrative and logistical support. Photography competition on the theme of the Environment to be incorporated into the Show.
3rd September	**Tynant and Beddau Community Fair**	LFB&T, Beddau Library, Beddau and Tynant Groups	Awaiting decision by the local partners on site for this year's fair. Council will wait to hear for any calls for assistance as may be necessary.

September/ October 2023	**Community Network Event**	Community Groups/ Beddau Community Centre	Recommended to Council that they hold two network engagement events with community groups, partnering with other agencies, to encourage volunteering opportunities in the community. Also possible opportunity to engage people with the consultation on the community plan.
September/ October	**Llantrisant Community Council Plan public consultation**		Recommend the Council conduct a public engagement exercise to discover the public's views on the Council's work, in order to inform the adoption of a Community Plan and the budget-setting process for 2024/25. Recommend the Council establish a 4-member Task and Finish Group on the Community Plan and determine membership thereof.
12th Nov	**Remembrance Sunday**	Llantrisant War Memorial Committee, Church representatives, Royal British Legion	Llantrisant Community Council organised in full the Beddau/Tynant event last year and coordinated participation from Community Groups, and arranged for a Minister. Also provided microphone and amplifier. Suggest repeat. Llantrisant Community Council carried out some functions on behalf of the Llantrisant War Memorial Committee last year, including writing to dignitaries and community groups, and producing the Order of Service. Service on the day organised by LlWMC and church representatives. Suggest repeat.
	Christmas Lights	RCT Centregreat	Recommend to Council not to use mini Christmas trees this year in the shop brackets. Instead propose large Christmas Flags,

			which will have impact during the day, unlike the Christmas Trees. Suggest alternative use for mini trees to line the route from Swan Street entrance up to the Parish Church door for Christmas Tree Festival. Propose, if RCT agree, simple strings of multicoloured bulbs to go across the street in Talbot Road, rather than motifs. Reallocate more motifs to Beddau/Tynant, and replace the "ice cream" lights. Explore potential for projecting Christmas images on to Llantrisant Parish Church. Explore better options for lighting Bullring Llantrisant.
Fri 1st December	**Beddau/Tynant Christmas Event**	Beddau Library, LFB&TN	Council will await requests for assistance with this event from the organisers.
9th to 11th December	**"Christmas on the Hilltop" 2023**	RCTCBC, Guildhall, Churches, Workingmens Club, other Groups	RCT already informed of our desire to apply for the £5,000 again, and to work within the town to make a good weekend event. Early tentative discussions with Guildhall and Parish Church indicate repeat of Christmas Tree Festival and Santa's Grotto. Events Committee to decide what else could compliment the

			event, for example use of workingmen's club again for stalls and entertainments. Carol service to be held at the Parish Church.
December 2023	**Christmas Window Dressing Competition**	Businesses	Following same format as the Coronation Window Dressing Competition, which was a remarkable success, hold a further such competition for best Christmas Window for businesses in the Community Council area. First prize: £100 to the charity of the winning business' choice.
27th Feb to 6th March	**St David's Day Flags**		Welsh Flags to go up as per last year. The proved very popular with residents and businesses. Office maintaining a list of businesses who did not have brackets, but wish to have them installed.
June 2024	**Beating the Bounds, Llantrisant**	Llantrisant Town Trust	Recommend to Council that they agree in principle to supply the event with a grant. Recommend specifically that the Finance and General Purposes Committee do consider the amount at the setting of the budget in December. Further recommend that the Finance and General Purposes Committee consider establishing an earmarked reserve upon which the Council could draw upon every seven years to support the event. Clerk has already agreed to a request from the Town Trust for Caerlan Hall to be used as Gold Command centre for the various emergency services during the weekend.

			Committee to consider invitations to representatives of Crecy to come for the weekend. Agreed to draw on the Crecy earmarked reserve to make reservations at local hotels for visitors.
June 2024	**Time Capsule Project (Llantrisant)**	Llantrisant Schools	Time Capsule to be located in the refurbished belfry of Llantrisant Parish Church.

EC/23-24/06 Future Meetings in 2023/2024

The Committee **agreed** to meet in future wholly online format, and keep the matter under review.

There being no further business the meeting was ended.

CLLR ELLIE TOWNSEND JONES
COMMITTEE CHAIR

LLANTRISANT COMMUNITY COUNCIL

MINUTES OF A MEETING OF THE

ASSETS AND OPERATIONS COMMITTEE

HELD ON WEDNESDAY 7TH JUNE 2023 AT 6.30PM AT THE COUNCIL WORKSHOP, COEDCAE LANE

Present

Cllr David Brown (Chair)	Cllr Glynne Holmes
Cllr Anne Callow	Cllr David Myles
Cllr Mal Davies	Cllr David Nicholas

In Attendance
The Clerk to the Council (Mr Geraint Hopkins JP)
The General Maintenance Manager (Mr Jason Akers)

The meeting was proceeded with a short tour of the Council Workshop.

AO/23-24/01 Apologies for absence

Apologies for absence had been **received** from Cllr Julie Barton and Ellie Townsend Jones.

AO/23-24/02 Declarations of Interest

No declarations of interest were made by Members or officers.

AO/23-24/03 Minutes of the Previous Meeting

The Minutes of the meeting of the Assets and Operations Committee held on 24th May 2022, which had been received and the recommendations contained considered by Council on 14th June 2023, were **approved** as a true record.

AO/23-24/04 Committee Membership and Terms of Reference

The Membership of the Committee agreed at the Annual Meeting of the Council 2023 and the Committee's Terms of Reference were **noted**.

AO/23-24/05 Schedule of Major Works 2023

It was **agreed** to maintain a Schedule of Major Works of the Council, which would serve as a standing item on the Committee's work programme in future.

AO/23-24/06 Commissioning of Works

Following consideration of the Report of the Clerk, the Committee **agreed** to make the following recommendations to the Council:

(i) That the Council agree to the replacement of the vinyl flooring at Llys y Cwm Hall, engaging the contractor preferred by the Committee at a cost of £2,742.00;

(ii) That the Council agree to the construction of a new storage area at Llys y Cwm Hall by the means of a stud partition wall;

(iii) That the Council agree to the replacement of the internal doors at Llys y Cwm Hall;

(iv) That the Council agree in principle to the replacement of the fire exit door at Llys y Cwm Hall provided a further quote is received for the work;

(v) That the Council note that the Committee has asked the Clerk to obtain photographs of the condition of the roof at Llys y Cwm;

(vi) That the Council note that the estimated costs of the works to Llys y Cwm Hall are circa £6,000 to be funded by £2000 from the Llys y Cwm Repairs and Maintenance budget, £3,000 from the earmarked reserve for Llys y Cwm, and £1,000 from the Beddau/Tynant Project Fund, and any significant variances from these estimates be reported to Council;

(vii) That the Council agree to the installation of the Queen Elizabeth II Platinum Jubilee Beacon at the entrance of Caerlan Hall;

(viii) That the Council agree to the cost of bringing the accessible toilets at both Caerlan Hall and Llys y Cwm Hall up to current regulation standard;

(ix) That the Council agree to the removal of the metal "mesh" over the windows at Llys y Cwm Hall, and that they be stored for 6 months while the impact of their removal is monitored;

(x) That the Council agree to the installation of a new remote alarm/security system across the three Council sites;

(xi) That Council notes the decision of the Committee to remove the security shutters from the entrance doors to Caerlan Hall and the Parish Office, and the Parish Office windows.

AO/23-24/07 Purchase of a new Lawnmower Machine

It was **agreed** to recommend that the Council agree in principle to the purchase of a new ride-on lawnmowing machine, but that the Clerk be asked to obtain further quotes for electrically-powered alternatives to petrol to be brought to a future meeting as a matter of urgency.

In the meantime, the Committee was aware of the time of year being that of rapid grass growth, if for any reason the lawnmower in the Council's current operation ceased to work and was beyond repair, it was **agreed** to recommend that the Council authorise the Clerk to hire equipment on a temporary basis for the purposes of grass cutting from the most suitable supplier that may be engaged.

AO/23-24/08 Annual Inspection of Allotments 2023

It was **agreed** that the annual inspection of the four allotments site be undertaken at the end of September, the exact date to be agreed between the Chair of the Committee and the Clerk.

AO/23-24/09 Caerlan Hall Staircase

The Report of the Clerk containing a risk assessment of the staircase at Caerlan Hall, and measures to mitigate the risks was adopted.

Further, the Committee **agreed** that the Clerk investigate the costs of moving the Caerlan Hall boiler from the roof space to the ground floor.

AO/23-24/10 Talbot Green Youth Shelter Replacement

Further to discussions held between Talbot Green members, the Committee was happy to recommend that the site of the soon-to-be dismantled Talbot Green Youth Shelter be developed into a Memorial Garden.

The Committee **agreed** to establish a task and finish group to steer this project, the membership of which would be as follows: the three ward members for Talbot Green, the Chair of the Council, Mr Julian Wilde Davies of the Royal British Legion, Mr Mike John of the Llantrisant War Memorial Committee, and the Clerk or his Deputy.

AO/23-24/11 Future Meetings of the Committee

The Committee agreed that it will meet in virtual format going forward and keep the matter under review.

There being no further business the meeting concluded at 7.35pm.

CLLR DAVID BROWN
COMMITTEE CHAIR

MODEL STANDING ORDERS 2023 (WALES)

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INTRODUCTION

This is a new version of the model standing orders designed to comply with all relevant legislation including the Local Government and Elections (Wales) Act 2021. (May 2023)

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. These model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local 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. Model financial regulations are available to councils in membership of One Voice Wales (OVW).

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is OVW's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

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

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

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

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

k 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.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since they last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

q A point of order shall be decided by the chair of the meeting and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed **( )** minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a Notices of meetings

i. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.

ii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk , they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.

iii. The notice must provide details about how to access the meeting remotely , and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.

iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

b Multi-location meetings

i. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.

ii. The minimum requirement is that members are able to hear and be heard by others.

Meetings Generally – Other.

- a **The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- b **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].

- c **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. 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.

d The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.

e The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not exceed **( )** minutes unless directed otherwise by the chair of the meeting.

f Subject to standing order 3(e), a member of the public shall not speak for more than **( )** minutes.

g In accordance with standing order 3(d), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

h [A person shall stand when requesting to speak other than in the case of a person attending from another location and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.

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

j 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.

- k **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent**.

- l **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.**

- m **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 Vice-Chair of the Council (if there is one).**

- n **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

- o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- p **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.**

  See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

r The minutes of a meeting shall include an accurate record of the following:

  i. the time and place of the meeting;

  ii. the names of councillors who are present and the names of councillors who are absent;

  iii. interests that have been declared by councillors and non-councillors with voting rights;

  iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

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

vi. if there was a public participation session; and

vii. the resolutions made.

s **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**.

t **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.

u **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

v A meeting shall not exceed a period of **( )** hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the 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 **( )** days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of the eligibility criteria for the use of the general power of competence

xi. Review and adoption of the council's annual report

xii. Review and adoption of the council's training plan

xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;

xiv. Review of representation on or work with external bodies and arrangements for reporting back;

xv. Review of inventory of land and other assets including buildings and office equipment;

xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xvii. Review of the Council's and/or staff subscriptions to other bodies;

xviii. Review of the Council's complaints procedure;

xix. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xx. Review of the Council's policy for dealing with the press/media;

xxi. Review of the Council's employment policies and procedures;

xxii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

xxiii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

d If the chair of a committee or a sub-committee does not call an extraordinary meeting within **( )** days of having been requested to do so by **( )** members of the committee or the sub-committee, any **( )** members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least **( )** councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a 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 obligations or an issue which specifically affects the Council's area or its residents.

b No motion 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 **( )** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) 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, in writing, to the Proper Officer at least **( )** clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, 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.

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

g Motions received shall be recorded and numbered in the order that they are received.

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

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

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

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. Such date will include recordings of meetings held by the Council.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

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

12. DRAFT MINUTES

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 9(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d 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 ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e Subject to standing order19(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

f) **no later than seven working days of a council meeting, the council must publish electronically a note setting out:**

- **The names of the members who attended the meeting, and any apologies for absence;**
- **Any declarations of interest; and**
- **Any decisions taken at the meeting, including the outcomes of any votes.**

The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

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

b 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.

c **Dispensation requests shall be in writing and submitted to the standards committee of the** [**County Borough**] OR [**County Council**] as soon as possible before the meeting that the dispensation is required for.

14. CODE OF CONDUCT COMPLAINTS

a 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, subject to standing order 12, report this to the Council.

b Where the notification in standing order 13(a) 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.

c The Council may:

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

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

iii. 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.

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee** or a sub-committee:

a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
c) The notice must provide details about how to access the meeting remotely , and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.

d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

See standing order 3(b)(a) for the meaning of clear days for a meeting of a full council and for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least **( )** days before the meeting confirming their withdrawal of it;

iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests where the Council has resolved to require councillors to declare interests upfront;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g., the Limitation Act 1980);

xii. arrange for legal deeds to be executed;

See also standing order 22;

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book or file for such purpose;

xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the **( )**

Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [**( )** committee];

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
See also standing order 2 2.

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide."

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 17(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an**

existing list of approved suppliers (framework agreement).

d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. OVW can supply Council's with further information in this regard.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the **( )** committee] OR [the **( )** sub-committee] is subject to standing order 10.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the **( )** committee] OR [the **( )** sub-committee] or, if they are not available, the vice-chair (if there is one) of [the **( )** committee] OR [the **( )** sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the **( )** committee] OR [the **( )** sub-committee] at its next meeting.

c The chair of [the **( )** committee] OR [the **( )** sub-committee] or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the **( )** committee] OR [the **( )** sub-committee].

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the **( )** committee] OR [the **( )** sub-committee] or in their absence, the vice-chair of [the **( )** committee] OR [the **( )** sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the **( )** committee] OR [the **( )** sub-committee].

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of [the **( )** committee] OR [the **( )** sub-committee], this shall be communicated to another member of [the **( )** committee] OR [the **( )** sub-committee], which shall be reported back and progressed by resolution of [the **( )** committee] OR [the **( )** sub-committee].

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 10(a), persons with line management responsibilities shall have access to staff records referred to in standing order 18(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **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.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 10.

a The Council may appoint a Data Protection Officer.

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

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

d **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.**

e **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.**

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

22. RELATIONS WITH THE PRESS/MEDIA

a 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.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 14(b)(xii) and (xvii).

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

b **[Subject to standing order 22(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 22(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the [County Borough] OR [County Council] representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the [County Borough] OR [County Council] shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

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

ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least **( )** councillors to be given to the Proper Officer in accordance with standing order 8.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

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

WARD	REF	PROPOSAL	LOCATION
LLANTRISANT/ TALBOT GREEN	23/0538/31	Base station upgrade (Telecommunications)	Llantrisant 1, Rhiwbrwdal Farm off Llantrisant Road, Cross Inn
	23/0556/10	Single storey side / rear extension	7 Talbot Close, CF72 8AS
BEDDAU/ TYNANT	23/0543/10	Two storey rear extension	94 Clos Myddlyn, CF38 2JT

From: Eunice Cutler
To: office@llantrisant-cc.gov.wales
Subject: Fwd: Memorial Plaque
Date: 07 June 2023 18:42:23

Sent from my iPad

Begin forwarded message:

> **From:** Eunice Cutler <[redacted]>
> **Date:** 27 April 2023 at 17:41:37 BST
> **To:** office@llantrisant-cc.gov.wales
> **Subject: Memorial Plaque**
>
> Hi,
>
> I am enquiring if It is possible to place a plaque on an existing bench in the Beddau area of my husband Kenneth Cutler. He was born and bred in Beddau and we have lived in Gwaun Miskin for nearly 50 years.
>
> I look forward to a favourable reply.
>
> Kind Regards.
> Eunice Cutler.

Members are asked to consider this request, but also to consider the adoption of a policy or procedure for dealing with all requests for memorial items.

There is a bench on the Acre dedicated to the Old Postmaster, the family maintain it, it must have been installed 1990's we do not know who paid for the bench.

There are two wooden benches in the stillborn memorial garden at Cefyn Parc Cemetery provided by the Community Council (replaced 2010?)

A plaque was funded by local residents and installed on the planter outside the old HSBC for a cat who frequented the spot.(2018/19?)

A bench was funded by the family and installed on Llantrisant Common, replacing an older bench.(Feb 2022) The Town Trust gave permission for the bench to be installed.

A request for a bench to be installed for PC Perry was declined. (March 2022)

The talking bench was installed recently at Gwaunmiskin Bus Terminus, the Community Council supported the project - however have not taken on ownership of the bench or funded anything for the bench.