

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 5th July 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 11th July 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/81624091574>

Meeting ID: 81624091574

I should be grateful if you would confirm your attendance.

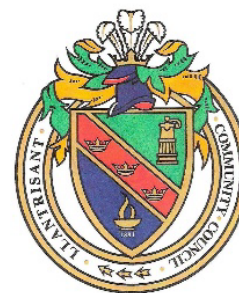
Yours faithfully,

A handwritten signature in black ink that reads 'Geraint Hopkins'.

MR. G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL
A MEETING OF LLANTRISANT COMMUNITY COUNCIL
TO BE HELD ON TUESDAY 11TH JULY 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 Meeting of Council held on 13 th June 2023.	3 to 7
5.	Financial Matters	
	(i) To receive and approve the accounts for payment account for July 2023.	8 to 10
	(ii) to receive and note the income and expenditure account for June 2023.	11 to 14
	(iii) To consider any applications for financial assistance.	
6.	Reports from Committees	
	(i) To receive the Minutes of the Events and Public Engagement Committee held on 4 th July 2023 and consider any recommendations contained therein.	15 to 16
7.	Standing Orders To receive the report of the Clerk, and 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.	17 to 50

- 8. Planning and Development Control**
To consider any planning applications and development control matters which have arisen since the previous meeting. 50
- 9. Management of the Graig, Llantrisant**
At the proposal of Cllr Myles, to discuss recent issues relating to the maintenance of the Graig, Llantrisant.
- 10. Correspondence**
To receive any correspondence to the Council.
- 11. Urgent Items**
To consider any matters which the Chair has determined reasonably to be urgent.
- 12. Exclusion of Press and Public**
To agree to the following motion:

"By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of the full items that follow on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted."
- 13. The Acre, Llantrisant**
To consider the public auction of the land commonly known as "The Acre" in Llantrisant.

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

LLANTRISANT COMMUNITY COUNCIL

MINUTES

OF THE MEETING OF LLANTRISANT COMMUNITY COUNCIL

HELD ON TUESDAY 13TH JUNE 2023, AT CAERLAN HALL

Present

Cllr Anne Callow (Chair)
Cllr Julie Barton
Cllr Mal Davies
Cllr David Brown
Cllr Glynne Holmes
Cllr Ron Hunt
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. G. E. Hopkins J.P.)

FC/23-24/20 Apologies for Absence

Apologies were received from Cllr Lynne Murdoch.

FC/23-24/21 Declarations of Interest

Cllr Anne Callow declared that she was involved in the discussions around the future development of the Beddau Community Centre and would refrain from taking part in the discussion at Minute FC/23-24/23 (iii).

FC/22-23/22 Minutes of the Previous Meeting

The Minutes of the Annual Meeting of Llantrisant Community Council held on Tuesday 9th May 2023 were approved as a correct record, save with the correction of Minute FC/22-23/19 to read “Say it with love,” and not “Say it with flowers.”

FC/23-24/23 Financial Matters

- (i) It was **agreed** that the following accounts for payment for June 2023 be made, and for Cllrs Robinson and Myles to authorise the payments :-

				VAT
Plusnet	Broadband/Landline	£	37.98	s
Function28	Web and email Provision	£	54.00	z
Barclaycard	see attached sheet	£	269.76	-
Tesco Mobile	3 x mobile contracts	£	27.24	z
HMRC	NI and Tax (May)	£	2,055.89	z
Wages	Pay (May)	£	6,778.90	z
Pensions	Pensions (May)	£	1,914.78	z
RCTCBC	Rates (Caerlan)	£	465.00	o
RCTCBC	Rates (Llys y Cwm)	£	203.00	o
SSE	Electric (Caerlan)	£	43.70	f
SSE	Gas (Caerlan)	£	131.80	f
SSE	Gas (Llys y Cwm)	£	73.85	f
Plusnet	Broadband/Phoneline - Llys y Cwm	£	29.18	s
Boverton	Hanging Baskets planting	£	2,842.80	s
PJ Saunders	Rent (June)	£	633.00	s
Leekes	Tap Connector	£	9.85	s
Plusnet	Broadband	£	27.60	s
Trade UK	Screwfix Account	£	195.27	s
Cambiran	Outside Equipment Service	£	796.40	s
UK Fuels	Diesel/ fuel for machines	£	139.68	s
RCTCBC	Hire of Electric Van (April)	£	50.04	s
F P & Garden	strimmer parts	£	28.91	s
SSE	May Gas Bill Llys y Cwm	£	47.17	f
Egan Waste	Skip - Tynant Allotments	£	288.00	s
Unity Bank	Quarterly Charges	£	39.60	o
Petty Cash	Top up Petty Cash	£	91.55	z
INK signage	electric van graphics	£	135.00	z
Rialtis	Making Tax Digital	£	78.67	s
Country Timbers	repairs to Hunters Gate Fence	£	292.01	s
SSE	updated gas bill	£	684.89	f
RCTCBC	Hire of Electric Van (May)	£	46.70	s
SSE	Electric Qtr 4 workshop	£	413.12	f
PEAC	Copier lease Qtr 2	£	348.16	s
Welsh Water	Water Nov to May Llys y Cwm	£	337.29	o
Cambrian	Bowser and pump service	£	229.01	s
	TOTAL	£	19,839.80	

(ii) It was **agreed** to note the income and expenditure accounts for May 2023.

Cllr Callow (Chair of Council) having declared an interest in the following item, vacated the Chair.

Cllr Myles (Vice Chair of the Council) in the Chair.

- (iii) It was **agreed** to pay for the installation of broadband for one year at Beddau Community Centre to help the hall attract more hirers, and this be funded from the Beddau and Tynant Project budget.

Cllr Callow resumed the Chair.

- (iv) It was **agreed** to set up a bank account with Charity Bank with the following Members authorised as signatories to the account: Cllrs Anne Callow, Mal Davies, Ron Hunt and David Nicholas.

FC/23-24/24 Reports from Committees

I Events and Public Engagement Committee

- i. The Minutes of the Events and Public Engagement Committee held on 23rd May 2023 were received and the Events and Public Engagement Schedule for 2023/24 noted.
- ii. Further to a recommendation from the Committee, it was **agreed** to establish a Task and Finish Group to steer the preparation of and public consultation upon the Council's Community Plan, and that the members of this Group would be Cllrs A. Callow, D. Brown, M. Davies and J. Barton.

II Assets and Operations Committee

The Minutes of the Assets and Operations Committee held on 7th June 2023 were received and following recommendations therein the Council **agreed** to:

- i. replace the vinyl flooring at Llys y Cwm Hall, engaging the contractor preferred by the Committee at a cost of £2,742.00;
- ii. construct a new storage area at Llys y Cwm Hall by the means of a stud partition wall;
- iii. replace the internal doors at Llys y Cwm Hall;
- iv. replace the fire exit door at Llys y Cwm Hall provided a further quote is received for the work;
- v. obtain photographs of the condition of the roof at Llys y Cwm;
- vi. note that the estimated costs of the works to Llys y Cwm Hall are circa £6,000 to be funded by £2,000 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. install the Queen Elizabeth II Platinum Jubilee Beacon at the entrance of Caerlan Hall;
- viii. bring the accessible toilets at both Caerlan Hall and Llys y Cwm Hall up to current regulation standard;
- ix. remove 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. install a new remote alarm/security system across the three Council sites;
- xi. note the decision of the Committee to remove the security shutters from the entrance doors and windows to Caerlan Hall and the Parish Office;
- xii. purchase of a Ferris 400S 48in Triple Ride-on Mower, from Forest Park and Garden, Treforest, at a cost of £6,952.00, and that the cost of the new machine be taken from the Community Infrastructure Levy Fund (in which there was £5,972) and the remainder from the earmarked reserve for this purpose, “Outside Equipment” (in which there was £4,759.);
- xiii. note that the Committee has established a task and finish group to steer a project to replace the Talbot Green Youth Shelter with a Memorial Garden, 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;

FC/22-23/25 Standing Orders

Before agreeing to adopt the new model Standing Orders for Community Councils produced by One Voice Wales, the Council **agreed** to request that the Clerk provide a covering report outlining the principal changes that had been made, and to defer the matter to the following Council meeting.

FC/23-24/26 Planning and Development Control

Having considered the report of the Clerk, the following Planning Applications lodged with Rhondda Cynon Taf County Borough Council since the last meeting were noted and the respective actions **agreed** to:

<u>REF</u>	<u>PROPOSAL</u>	<u>LOCATION</u>	<u>ACTION</u>
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	
23/0543/10	Two storey rear extension	94 Clos Myddlyn, CF38 2JT	
23/0417/13	All matters reserved outline planning application for the proposal of two new dwellings with associated parking spaces on Silverdale. (CMRA and revised plans received 12th May 2023)	Land between Silverdale and School Street, Llantrisant	Make formal objection on the grounds of lack of capacity of the highway and overdevelopment.

FC/23-24/27 Wild Flower Verges

Further to a proposal brought by Cllr Myles, it was **agreed** that a new Biodiversity Plan be drafted and consulted upon, and for this to be led by the Events and Public Engagement Committee's Task and Finish Group on the Council's Community Plan.

FC/23-24/28 Parking Issues

Further to a proposal brought by Cllr Myles, it was **agreed** that the Clerk write to Rhondda Cynon Taf County Borough Council to support approaches made by Cllrs Glynne Holmes and Julie Barton (in their roles as County Borough Councillors) to improve the marking and signage of the County Borough Council's car parks in the area, and with particular attention to that at Gwaunruppera Road.

There being no further business meeting was ended at 7.45pm

CLLR ANNE CALLOW

CHAIR

OFFICE

VAT		account codes	
BT	20.06.23	Broadband/Landline	£ 17.24
Function28	30.07.23	Web and email Provision	£ 54.00
Barclaycard	11.07.23	see attached sheet	£ 1,533.81
Unity Trust	30.06.23	Quarterly cheque charges	£ 0.60
Toshiba Tec	05.07.23	copier charges	£ 101.58
Gallaghers	11.07.23	Annual Insurance	£ 4,305.33
Tesco Mobile	22.06.23	3 x mobile contracts	£ 27.24

COUNCILLORS

Councillors	15.07.23	Remuneration and Allowances	£ 3,904.00	o	bacs	4225/6	107
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STAFFING

HMRC	11.07.23	NI and Tax (June)	£ 2,130.44	z	bacs	4002	102
Wages	15.06.23	Pay (June)	£ 7,231.21	z	bacs	4001	102
Pensions	11.07.23	Pensions (June)	£ 1,992.92	z	bacs	4003	102

HALLS

RCTCBC	15.07.23	Rates (Caerlan)	£ 465.00	o	d/d	4050	201
RCTCBC	15.07.23	Rates (Llys y Cwm)	£ 203.00	o	d/d	4050	205
Plusnet	26.06.23	Broadband (Llys y Cwm)	£ 29.18	s	d/d	4062	205
SSE	30.06.23	Electric Llys y Cwm	£ 234.66	f	d/d	4060	205

WORKS DEPOT

PJ Saunders	27.07.23	Rent (June)	£ 633.00	s	s/o	4073	308
Door Maintenance Co	15.07.23	Emergency Call out shutter repair	£ 288.00	s	bacs	4066	308
SSE	10.07.23	Electric Qtr 1	£ 277.80	s	d/d	4060	308
Plusnet	22.06.23	Broadband	£ 27.60	s	d/d	4062	308

OUTSIDE WORK

Forest Park & Garden	11.07.23	Ride on Mower	£ 8,042.40	s	bacs	split	
Brynteg Allotments	11.07.23	Pallet of Compost	£ 275.00	z	bacs	4158	106
Trade UK	11.07.23	Screwfix Account		s	bacs	4103	310
Leekes	11.07.23						

ALLOTMENTS

Egan Waste	11.07.23	Skip - Penyrcoedcae	£ 288.00	s	bacs	4163	305
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TRANSPORT

Radius	28.06.23	Install trackers both vans	£ 90.00	s	d/d	4071	301
Radius	14.07.23	Trackers monthly payment	£ 21.60	s	d/d	4071	301
UK Fuels	05.07.23	Diesel/ fuel for machines	£ 83.65	s	d/d	4070	301
RCTCBC		Hire of Electric Van		s	bacs	4073	301

TOTAL			£ 32,257.26				
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ADDITIONAL PAYMENTS

TOTAL

£ 32,257.26

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Credit card re-imbbursement request for July 2023

June Expenditure

Recei pt No.	Date	Payee	Item	TOTAL COST	VAT	Code	Centre
18	19.06.23	Zoom	Meeting software	£ 12.99	£ -	4202	101
19	14.06.23	Premier Inn	Crecy Visit	£ 916.00		4159	106
20	05.06.23	Woodland Walk Garden Centre	Compost (planters)	£ 15.96	£ 2.66	4158	406
21	15.06.23	broadband buyer.com	additional telephone handset	£ 71.66	£ 11.94	4205	101
22	19.06.23	Nisbets	Blue roll, plasters	£ 76.12	£ 12.68	4063	201/205
23	19.06.23	BT	First bill	£ 17.24	£ 2.87	4205	101
23a	19.06.23	Barclaycard	cashback BT	-1.72		4205	101
24	27.06.23	Amazon	Parcel Box	150	25	4255	101
25	27.06.23	Amazon	Desk pads	£ 20.02	£ 3.34	4206	101
26	27.06.23	Amazon	reversing beeper	£ 15.89	£ 2.65	4071	301
27	27.06.23	Amazon	mirrors for van	£ 39.99	£ 6.67	4071	301
28	27.06.23	Amazon	copier paper	£ 20.95	£ 3.49	4206	101
29	27.06.23	Amazon	Box sign	£ 7.99	£ 1.33	4210	101
30	23.06.23	Norton	Antivirus	£ 119.99	£ 20.00	4202	101
31	14.06.23	Toolstation	tools for probation	£ 42.74	£ 7.12	4102	310
32	09.06.23	Halfords	Cleaning products	£ 7.99	£ 1.33	4071	301
17	30.05.23	LBS Builders Merchants	Wood for baskets	£ 21.84	£ 3.64	4158	106
		TOTAL		£ 1,533.81	£ 104.72		

	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	1,141	500	(641)			228.1%
Subtotal	1,141	600	(541)	0	0	190.1%
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	1,549	5,000	3,451			31.0%
Subtotal	1,549	5,000	3,451	0	0	31.0%
205 Lllys y Cwm						
1000 Hall Hire	1,258	4,000	2,742			31.4%
Subtotal	1,258	4,000	2,742	0	0	31.4%
305 Allotments						
1007 Penygawsi Allotments	0	48	48			0.0%
1008 Brynteg Allotments	7	77	70			9.1%
1009 Tynant Allotments	0	73	73			0.0%
1010 Pencoedcae Allotment	0	88	88			0.0%
Subtotal	7	286	279	0	0	2.4%
310 Outside Work						
1012 Footpath Agency Agreement	0	835	835			0.0%
Subtotal	0	835	835	0	0	0.0%
TOTAL INCOME	104,205	306,036	201,831	0	0	34.0%

EXPENDITURE

101 Administration						
4200 Photocopying	290	1,700	1,410		1,410	17.1%
4202 Computer Costs	1,006	2,500	1,494		1,494	40.2%
4204 Postage	0	120	120		120	0.0%
4205 Telephones	242	750	508		508	32.3%
4206 Stationery	97	300	203		203	32.5%
4210 Sundries	15	100	85		85	15.0%
4215 Audit Fees & Bank charges	280	1,500	1,220		1,220	18.7%
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	125	1,990	1,865		1,865	6.3%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Subtotal	2,056	27,450	25,394	0	25,394	7.5%
102 Staffing						
4001 Salaries	20,985	90,000	69,015		69,015	23.3%
4002 PAYE & NI Contributions	4,112	29,000	24,888		24,888	14.2%
4003 Pension contributions	3,830	25,000	21,170		21,170	15.3%
4010 Occupational Health	0	500	500		500	0.0%
4015 Training	0	3,047	3,047		3,047	0.0%
4020 Work wear	950	1,000	50		50	95.0%
4025 Staff Expenses	0	400	400		400	0.0%
Subtotal	29,876	148,947	119,071	0	119,071	20.1%
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	(50)	13,732	13,782		13,782	(0.4%)
4158 Floral Displays	2,401	6,000	3,600		3,600	40.0%
4159 Charter of Friendship	763	5,489	4,726		4,726	13.9%
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	15,490	76,696	61,206	0	61,206	20.2%
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	1,400	5,000	3,601		3,601	28.0%
4055 Water Charges	0	550	550		550	0.0%
4060 Electricity	48	1,000	952		952	4.8%
4061 Gas	687	2,000	1,313		1,313	34.3%
4063 Cleaning Materials	32	300	268		268	10.6%
4065 Maintenance Contracts	1,264	2,200	936		936	57.5%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4066 Repairs & maintenance	317	4,171	3,854		3,854	7.6%
Subtotal	3,747	15,221	11,474	0	11,474	24.6%
205 Llys y Cwm						
4050 Rates	612	1,850	1,238		1,238	33.1%
4055 Water Charges	337	575	238		238	58.7%
4060 Electricity	(433)	1,000	1,433		1,433	(43.3%)
4061 Gas	115	1,500	1,385		1,385	7.7%
4062 Broadband	73	250	177		177	29.2%
4063 Cleaning Materials	32	300	268		268	10.6%
4065 Maintenance Contracts	1,089	1,800	711		711	60.5%
4066 Repairs & maintenance	28	5,721	5,693		5,693	0.5%
Subtotal	1,853	12,996	11,143	0	11,143	14.3%
301 Transport						
4070 Fuel	141	2,000	1,859		1,859	7.0%
4071 Repairs, Service, MOT	359	1,000	641		641	35.9%
4072 Road Tax	(218)	300	518		518	(72.5%)
4073 Rent	78	500	422		422	15.6%
4074 Insurance	(297)	1,500	1,797		1,797	(19.8%)
4090 New Van Fund	2,024	4,199	2,175		2,175	48.2%
Subtotal	2,087	9,499	7,412	0	7,412	22.0%
305 Allotments						
4160 Penygawsi Allotments	0	500	500		500	0.0%
4161 Brynteg Allotments	242	500	258		258	48.4%
4162 Tynant Allotments	268	500	232		232	53.6%
4163 Pencoedcae Allotments	0	500	500		500	0.0%
Subtotal	510	2,000	1,490	0	1,490	25.5%
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	69	300	231		231	23.0%
4073 Rent	1,583	7,000	5,418		5,418	22.6%
4074 Insurance	449	500	51		51	89.9%
4210 Sundries	73	100	27		27	73.2%
Subtotal	2,617	8,550	5,933	0	5,933	30.6%
310 Outside Work						
4102 Machine Repairs & Spares	928	1,500	572		572	61.9%
4103 Outside Work	631	3,000	2,369		2,369	21.0%
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	1,640	17,107	15,467	0	15,467	9.6%
TOTAL EXPENDITURE	62,483	355,498	293,015	0	293,015	17.6%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Total Income	104,205	306,036	201,831			34.0%
Total Expenditure	62,483	355,498	293,015	0	293,015	17.6%
Net Income over Expenditure	41,722	(49,462)	(91,184)			
plus Transfer from EMR	2,035					
less Transfer to EMR	1,813					
Movement to/(from) Gen Reserve	41,944	(49,462)	(91,406)			

LLANTRISANT COMMUNITY COUNCIL

MINUTES OF THE VIRTUAL MEETING OF THE EVENTS AND PUBLIC ENGAGEMENT COMMITTEE

HELD ON TUESDAY 4TH JULY 2023 AT 6.30PM

Present

Cllr Ellie Townsend Jones (Chair)	Cllr Mal Davies
Cllr Julie Barton	Cllr David Myles
Cllr Anne Callow	

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/23-24/07 Apologies for absence

Apologies for absence were received from Cllrs Lynne Murdoch, Dr Catherine Preston and Carys Romney.

EC/23-24/08 Declarations of Interest

Cllrs Townsend Jones, Callow and Myles and County Borough Councillor Sarah Jayne Davies declared an interest in the matter of the proposed Talbot Green Fair (Minute EC/23-24/14) in that they are members of Greener Llantrisant and Talbot Green which is organising the event.

EC/23-24/09 Minutes of the Previous Meeting

The Minutes of the meeting of the Events and Public Engagement Committee held on 23rd May 2023, which full Council had received and the recommendations therein dealt with on 13th June 2023, were approved as a true record.

EC/23-24/10 Community Network Events

The Committee decided that as August was a busy period for the Council and staff the Network events would be scheduled in the Spring of 2024, and decisions relating to those events were deferred to a future meeting of the Committee.

EC/23-24/11 Public Consultation on the Community Plan

The Committee noted the Clerk's report containing a suggested timescale for the public consultation on the Community Plan, and **agreed** to refer the timescale and all matters

pertaining to the consultation to the Task and Finish Group established by Council for that purpose.

EC/23-24/12 **Future Meetings in 2023/2024**

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

EC/23-24/13 **Christmas Window Dressing Competition**

The Committee **agreed** to supply £150 from the Events Budget for prize money for the Christmas Window Dressing Competition. It was broadly agreed that there ought to be two £50 prizes, one each for best in Talbot Green/Llantrisant and Beddau/Tynant, and a £50 overall winner, paid to the charity of choice of the winning businesses.

EC/23-24/14 **Talbot Green Community Fair**

- (i) A letter had been received from the Chair of Greener Llantrisant and Talbot Green (County Borough Councillor Sarah Jayne Davies) requesting that the Council consider providing financial assistance towards the cost of running the proposed fair on 16th September 2023.
- (ii) The sum recommended to Council to support this event was **agreed** as £1,500, and the Clerk was instructed to advise Council on options for funding this from different budgets.
- (iii) As the request had come fairly close to the date of the event, assurances were sought, and they were given, that there were sufficient numbers of volunteers to run the event without the need of the Parish Office's direct involvement.

EC/23-24/15 **Events Schedule 2023/24**

The Events Schedule for 2023/24 was noted.

There being no further business the meeting was ended at 7.15pm

CLLR ELLIE TOWNSEND JONES
COMMITTEE CHAIR

LLANTRISANT COMMUNITY COUNCIL

11TH JULY 2023

REPORT OF THE CLERK

REVISED COUNCIL STANDING ORDERS

Background

1. One Voice Wales have, at member Councils' request produced revised Model Standing Orders for Town and Community Councils to reflect changes in legislation and guidance, principally as a result of the Local Government and Elections (Wales) Act 2021.
2. At its meeting on 13th June 2023 (Minute FC/22-23/25) the Council agreed to request that the Clerk provide a covering report outlining the principal changes that had been made to the model Standing Orders and the reasons for them.
3. This cover note then outlines the principles behind the changes contained in the attached Model Standing Orders from previous iterations.
4. The Recommendation to Council is that these revised Standing Orders are adopted as the Standing Orders of the Council.

Legislation and Guidance

5. The Local Government and Elections (Wales) Act 2021 ("the 2021 Act") provides for the establishment of a new and reformed legislative framework for local government elections, democracy, governance and performance. The legislation affects the community and town council sector, and the key changes are explained in this report.
6. Guidance was given by Welsh Government, which in turn was absorbed into the process of revising the Standing Orders is intended to support community and town councils to implement the relevant provisions from the 2021 Act. Community councils must have regard to this guidance when acting in their functions as local authorities.
7. A council must have regard to guidance issued by the Welsh Ministers in relation to the exercise of its functions in the 2021 Act under:
 - Part 2, Chapter 2, section 36 (guidance on the exercise of functions in relation to eligible community councils);

- Part 3, Chapter 4 section 48 (3) (guidance may cover what constitutes a reasonable opportunity to make representations, and what constitutes effective conduct of a meeting), and Chapter 5 section 52(2) (power to issue guidance on annual reports);
 - Part 4, section 67 (7) (the power to issue guidance on community council training plans).
8. Councils must take account of the guidance, and if they decide to depart from it, have clear and justifiable reasons for doing so.
 9. Other provisions to modernise the governance rules for councils enable meeting papers to be issued electronically and to allow council meetings to be held from multiple locations.
 10. This package of measures, and supporting guidance, is intended to ensure councils have the strength and scope to work in the best interests of the communities they serve. The aim is to support them to deliver good quality, integrated public services in communities across Wales.
 11. These relevant changes to aspects of the legislation and guidance which affect the ways and means by which Community Councils operate – which typically are held together by the Standing Orders document – have been incorporated in to the revised Standing Orders to make them relevant to the new ways of working, many of which have been in operation already since the Covid pandemic which necessitated rapid adoption of new practise.

Promoting Access to Local Government

12. Chapter 4 of the 2021 Act makes provision about improving public access to local authority meetings; attendance of members at meetings; public participation at community council meetings; and, in Schedule 4, provision for notices of local authority meetings and venues for community council meetings.
13. Chapter 5 requires community councils to publish an annual report.
14. Section 47 requires local authorities to make arrangements that ensure their meetings can take place in a manner which enables persons who are not in the same place to attend the meeting. The authority must publish these arrangements, if the arrangements are revised or replaced the new arrangements must also be published.
15. Under the arrangements meetings will have to be capable of being held virtually. Section 47 does not however require meetings to be held in a certain format. Whether they are held fully virtually, partially virtually – whereby some participants are in the same physical location whilst others join the meeting virtually – or as physical meetings will be a matter for those responsible for arranging the meetings.

- 16. The type of equipment or other facility to be used to facilitate virtual meetings is not specified but must, under subsection (2), enable all participants in the meeting to speak to each other and be heard by each other.
- 17. Subsection (6) specifies the bodies that, for the purpose of this section, fall within the definition of a “local authority” and also defines “local authority meetings”, which are the meetings to which the duty set out in subsection (1) applies.
- 18. Subsection (7) provides that where an enactment refers to the attendance, presence or appearance of a person at a local authority meeting (as defined in subsection (6)), it includes their participation via the arrangements put in place to satisfy the requirements of this section. This subsection also provides that a reference to “the place at which a local authority meeting is held” is not limited to a physical location.
- 19. Subsection (8) enables the Welsh Ministers, by regulations to make changes to the conditions set out in subsection (2), for example, to accommodate technological advances in how meetings can be held virtually and to add a joint board to the definition of local authority in subsection (6).

Participation at meetings of community councils

- 20. Section 48 amends Part 4 of Schedule 12 to the 1972 Act, which sets out requirements with regard to meetings and proceedings of community councils.
- 21. An additional paragraph (27A) is added which provides that members of the public attending a community council meeting must be given reasonable opportunity to make representations about any item of business due to be discussed at the meeting.
- 22. As a matter of good practice, a number of community and town councils already give the public an opportunity to make representations, without a statutory obligation to do so. However this practice is at the discretion of the council and is not currently applied universally.
- 23. The duty to give members of the public the opportunity to make a representation is qualified in 27A(2) to the extent that the person chairing the meeting has the ability to curtail that opportunity if they consider someone’s use of it is likely to prejudice the effective conduct of the meeting.

24. The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 made temporary changes to meeting arrangements for community councils, allowing meetings to be held virtually (i.e. multi-location meetings) and requiring meeting documents to be published electronically. These changes allowed meetings to continue during the coronavirus pandemic. The changes proved popular and beneficial, so the Welsh Government made them permanent through the 2021 Act.
25. Many councils have found that attendance – including from the general public – and productivity of meetings have improved with multi-location meetings. There are also benefits in reducing travel and enabling councillors, members of the public and the press to engage more readily and more conveniently in council meetings.
26. Physical meetings should not be seen as representing the gold standard with multi-location meetings being second best. Physical meetings may be convenient and effective for some who are most used to them – but they may be inaccessible or inconvenient to many.
27. The 2021 Act requires that 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.
28. The practicalities of arrangements were considered carefully and it is important for councils to be clear the minimum requirement is that members are able to hear and be heard by others. Examples of this could include:
 - All participants are in the same physical location;
 - All participants are in the same physical location except one individual who joins from another location e.g. by video or telephone conference;
 - Roughly equal number of councillors are present in a physical space and joining through remote means;
 - Wholly through remote means where no physical arrangements have been made.
29. Whilst physical meetings in the same location are allowable under the 2021 Act, councils must note that the 2021 Act requires that participants (i.e. council members, members of the public and press) are able to join meetings remotely – even if physical meetings are the preferred mode. Councils must publish these arrangements, for example, through standing orders.
30. Councils are not allowed to resolve that all meetings will be held entirely physically.
31. Councils should take reasonable steps to allow people to join from another location.

32. The arrangements must be relevant to each council. They should be consistent with the Nolan principles of public life, the Code of Conduct for members of community councils and must take account of prevailing public health advice and/or legislation.
33. It is suggested that arrangements should cover:
- How a council will determine which meetings will have a physical element (i.e. a council meeting room) and how remote access will work in those cases;
 - The venue for physical meetings and (if relevant) the appropriate online meeting platform and/or telephone access. This may require councils to consider the most appropriate venue for future meetings and value for money for any upgrades to infrastructure.
 - Meeting attendance, including determining where a member is present and voting procedures;
 - Ways of working during the meeting e.g. whether and how to use the chat function where appropriate, managing unruly conduct and voting;
 - Arrangements to support other participants (including the public and the press) to be able to access and participate in the meeting. This might include virtual waiting room arrangements to ensure appropriate and timely access; and
 - Ensuring the meeting is inclusive and accessible and consistent with any Welsh Language Scheme adopted by the council.
34. There is no requirement for meetings to be held in the same way every time it meets.
35. The chairing and running of the meetings will be slightly different depending on whether it is fully physical, fully virtual or a hybrid meeting. Arrangements need to adapt as councils learn from experience (i.e. from other councils and their own community) of what works effectively in securing clear, transparent, accessible meetings.
36. When deciding which meetings may be held wholly remotely and/or with physical provisions, councils should consider:
- The circumstances of individual councillors and their preference in the way they participate in meetings. Some councillors may wish to join council meetings from another location by default – because they have working or caring responsibilities which make attending meetings in person difficult. Similarly, some councillors may wish to attend in person;

- How members of the public are able to access meetings. There may be very good reasons why individuals are not able to attend in person, but would nonetheless wish to listen to proceedings about decisions which impact their lives. They may also wish to be heard in expressing views on business items;
- The accessibility of the press to hear about, and report on, local stories to enable wider public debate and accountability;
- The range of venues available within reasonable travelling distance. For instance, local schools or other public sector buildings may have infrastructure which makes remote access easier;
- How telephony and other technology can be used to support and facilitate multi-location meetings which is proportionate to the circumstances; and
- Whether arrangements can be adapted to accommodate late requests (e.g. just prior to, or during, the meeting) to join virtually where a meeting had been expected to be physical only, ensuring that the minimum standards are met - where reasonable

37. The person chairing would have wide discretion to decide what amounts to a “reasonable opportunity” but would have to have regard to any guidance on this matter issued by the Welsh Ministers under 27A(3).

Public Participation at Meetings

38. In practice, many councils have already introduced formal or informal ways for public participation in their meetings. Prior to the passing of the 2021 Act, members of the public had a statutory right to attend council meetings of community councils but could only speak at the discretion of the person presiding at the meeting.

39. Section 48 of the 2021 Act makes provision for public participation at full community council meetings or those part of meetings which are open to the public. 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.

40. One option for managing this is to invite members of the public in attendance to contribute views on business items where relevant, and to apply a reasonable time limit. Chairs may wish to ask members of the public to signal in advance which items

they wish to address. It is respectful to acknowledge and respond to those additional contributions as they reflect opinions from engaged members of the community.

41. Members of the public may slightly overrun and should be given reasonable time to conclude. However, if they disrupt the conduct of the meeting and make it difficult to continue, the Chair may wish to consider procedures for stopping that disruption, including formal warning to stop, pausing the meeting and/or removal of the source of disruption.
42. In the interests of transparency, impartiality, and resolving potential misunderstandings, it is recommended that the rules about public participation in council meetings should be set out and published in the council's standing orders and made available on the council's website

Notices of meetings of community councils

43. Part 1 of Schedule 4 to the 2021 Act amends paragraph 26 of Schedule 12 to the 1972 Act in respect of the notice of the time and place of a full council meeting. 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. 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.
44. If the meeting is held remotely the notice must provide details about how to access the meeting, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
45. Paragraph 5 of Schedule 4 to the 2021 Act amends the Public Bodies (Admissions to Meetings) Act 1960 in relation to notices of meetings of community councils. A copy of the notice of the meeting must be published electronically at least three clear days before the meeting or, if the meeting is convened at shorter notice, then at the time it is convened.
46. Paragraph 21 of Schedule 4 to the 2021 act notes that 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.

47. The provision to enable urgent meetings should be used only in an appropriate manner for matters which require urgent response. This mirrors similar provision in place for principal councils, e.g. to form an emergency response to local flooding or a public health crisis. Community councils are advised to prepare standing orders for the process and reasons for calling such urgent meetings, including the securing of support from across council members.
48. These notice requirements also apply where a formal meeting is taking place which is not open to the public.

Proceedings of community council meetings

49. The 2021 Act inserts a requirement under section 26ZA of Schedule 12 to the 1972 Act that 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.
50. This requirement does not replace the requirements set out in section 55 of the Local Government (Democracy) (Wales) Act 2013 to publish electronically minutes of meetings and such other information as is set out in that section.
51. 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.

Community petitions

52. The 1972 Act (as amended by the Local Government (Wales) Measure 2011 (“the 2011 Measure”)) provided for a community poll to be held if one was demanded at a properly convened community meeting. The outcomes of community polls were non-binding.
53. Evidence shows that turnout at community polls, as a percentage of the total people entitled to vote is low. In addition, community polls are costly. In order to retain the opportunity for communities to make their views known to their council, the 2021 Act has repealed community polls and replaced them with a system of petitions. Schedule 13 of the 2021 Act provides for the repeal of community polls, and section

42 of the Act introduces a new petitions scheme which is to be made and published by the relevant principal authority.

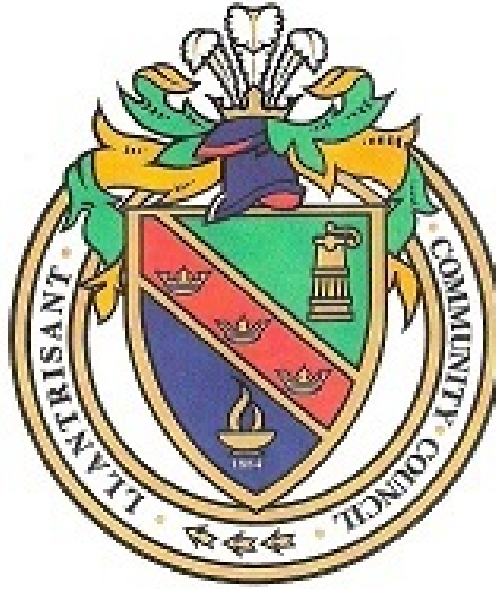
54. The exception to this relates to community governance polls i.e. those which enable a community to hold a poll in respect of a proposal to establish or dissolve a community council or to group with other communities under a common community council. The legislation relating to community governance polls, which is set out in the 1972 Act (as amended by the 2011 Measure), is unchanged in the 2021 Act.

Conclusions and Recommendations

55. The new revised Model Standing Orders suggested by One Voice Wales have been written to reflect these changes in the legislation.
56. The Standing Orders proposed answer the need for Llantrisant Community Council to have reviewed and adopted new Standing Orders fit for purpose.
57. Local variances/options for some aspects of procedure are permitted within this framework, and my suggested local changes are highlighted in yellow.
58. Council is therefore recommended to adopt the attached SOs as presented.

MR G. E. HOPKINS J.P
CLERK TO THE COUNCIL

CYNGOR CYMUNED LLANTRISANT COMMUNITY COUNCIL



STANDING ORDERS

ADOPTED BY COUNCIL ON 11TH JULY 2023

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INTRODUCTION

In May 2023, One Voice Wales published a revised set of Model Standing Orders for consideration and adoption by Member Councils, principally in light of the significant changes to the operation and practice of local government resulting from the Local Government and Elections (Wales) Act 2021. Llantrisant Community Council received these model Standing Orders at its meeting on 11th July 2023 and formally adopted them as the Standing Orders of Llantrisant Community Council.

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**
- 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 **5** 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 **5** 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 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 **2** 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 **3** 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 **6.30pm.**
- 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 **3** days of having been requested to do so by **2** members of the committee or the sub-committee, any **2** 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 **2** 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 **3** 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 **1** clear day 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 data 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 10(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 order 20(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 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 13, report this to the Council.
- b Where the notification in standing order 14(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 (a) and (b) (Meetings Generally – Other) 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 **3** 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 23;

- 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 Members representing the Ward in which the planning application is made within three working days of receipt in case it may be necessary to facilitate an extraordinary meeting (under SO 6 (a) or (b) above) if the nature of a planning application requires consideration before the next ordinary

meeting of the Council;

- 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 23.

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 andwhich 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 Staffing Committee is subject to standing order 11.
- 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 Staffing Committee or, if they are not available, Chair of Council of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- c The chair of the Staffing 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 Clerk and Proper Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing 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 Staffing Committee or in their absence, the Vice-Chair of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chair or vice-chair of Staffing Committee this shall be communicated to another member of Staffing Committee which shall be reported back and progressed by resolution of the Staffing 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 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(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 11.

- 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 15(a)(xii) and 15(a)(xvii)

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

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 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
- c 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 **2** councillors to be given to the Proper Officer in accordance with standing order 9.
- d The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- e The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

**LLANTRISANT COMMUNITY COUNCIL
COUNCIL MEETING 11TH JULY 2023**

**PLANNING AND
DEVELOPMENT CONTROL**

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

<u>WARD</u>	<u>REF</u>	<u>PROPOSAL</u>	<u>LOCATION</u>
LLANTRISANT/ TALBOT GREEN	23/0372/10	Ground floor rear extension, side/rear double storey extension	Gelliwion, 42 Danygraig Drive CF72 8AQ
	23/0555/10	Change of use from Class A1 shop to Class D2 leisure	Unit 12 JD Sports, Newpark District Shopping Centre CF72 8LW
	23/0556/10	Single storey side/rear extension	7 Talbot Close, Cf72 8AS
	23/0595/10	Dormer extension	38 Summerfield Drive, CF72 8QF
	23/0652/10	New 1800mm high bin store with lockable gates	Talbot Arms Public House
BEDDAU/ TYNANT	23/0623/10	Change of use from shop (A1) to restaurant with hot food takeaway (A3) including installation of ventilation flue and extraction equipment.	123 Moorland Crescent

Pre-Application Consultation under Section 4 of the Town and Country Planning (Development Procedure) (Wales) (Amendment) Order 2016

Cornerstone Proposed mobile phone base station upgrade. Talbot Green Retail Park / Lanelay Road CF72 8AS