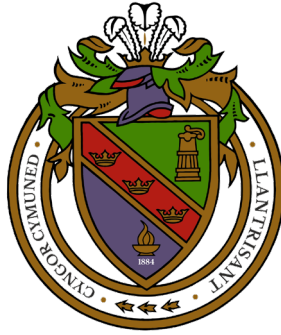


CYNGOR CYMUNED LLANTRISANT LLANTRISANT COMMUNITY COUNCIL

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Clerk: Mr G E Hopkins JP BA(Hons)



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Clerc: Mr G E Hopkins JP BA(Hons)

26th March 2024

COMMITTEE SUMMONS

TO: MEMBERS OF THE ASSETS AND OPERATIONS COMMITTEE

YOU ARE SUMMONED to a **VIRTUAL** meeting of the **ASSETS AND OPERATIONS COMMITTEE** of Llantrisant Community Council to be held **AT 6.30PM** on **TUESDAY 2ND APRIL 2024**.

The Agenda for the meeting is attached.

The meeting will be held online pursuant to the Local Government and Elections (Wales) Act 2021. Please join the meeting using the following link or Meeting ID:

<https://us06web.zoom.us/j/85140971432>

Meeting ID: 851 4097 1432

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 VIRTUAL MEETING OF THE

ASSETS AND OPERATIONS COMMITTEE

TO BE HELD ONLINE ON 2ND APRIL 2024 AT 6.30PM



AGENDA

Item	Page
1. Apologies for absence To receive any apologies of absence from Members.	
2. Declarations of Interest To receive disclosures of personal interest from Members in accordance with the Code of Conduct.	
3. Beddau Community Centre Progress To receive a report from the Clerk relating to Beddau Community Centre.	3 to 8
4. Schedule of Major Works To note the Schedule of Major Works.	9 to 12
5. Risk Assessment of Council Locations (i) To appoint two members of the Committee to accompany the Clerk in conducting the annual risk assessments for the Council's owned and managed locations. (This will take around half to three-quarters of a working day.) (ii) To appoint a date for the risk assessments to be undertaken.	
6. Footpaths work To note some of the work of the General Maintenance team on footpaths and rights of way.	13 to 25
7. Summer Labourer To note that the Staffing Committee held on 26 th March 2024 agreed to recommend to the next Council meeting that a	

Summer Labourer be appointed between 1st May and 30th September 2024 to assist with outside maintenance during the high growth period, and to agree that the Assets and Operations Committee support that recommendation.

8. Allotments Competition 2024

To remind Committee that the Events Committee has agreed to run the Allotments Competition 2024.

9. Annual Inspection of Allotments 2024

To agree a date for the Annual Inspection of Allotments

10. Urgent Business

To consider any matters which the Chair has deemed reasonably to be urgent.

MR G. E. HOPKINS JP

CLERK

LLANTRISANT COMMUNITY COUNCIL
ASSETS AND OPERATIONS COMMITTEE
2ND APRIL 2024

REPORT OF THE CLERK

BEDDAU COMMUNITY CENTRE PROGRESS

Background

1. The Committee is aware that from 1st December 2023, Llantrisant Community Council has been managing Beddau Community Centre on behalf of Rhondda Cynon Taf County Borough Council.
2. The Assets and Operations Committee has the responsibility to carry out these functions on behalf of the Council. This Report intends to give the Committee a synopsis of how the Centre is running three months into this arrangement.
3. Whilst RCT CBC still own the building, and are responsible for the fabric of the building, the rates, insurances, etc. the Community Council exercises much of what the former Management Committee did up to 30th November 2024.
4. The Community Council is therefore responsible for maintaining a bookings system, managing bookings of the Centre, liaising with regular and one-off hirers, the issuing of invoices for payment, receiving payments, cleaning the Centre, low-level internal maintenance, and paying the electricity and gas bills.

Bookings

5. Bookings for hiring the Centre are now managed and administered by staff at the Community Council office. The Centre has been added in to the same bookings management software, which our staff use to manage bookings for Caerlan Hall and Llys y Cwm, to ensure an orderly electronic schedule of bookings; record particulars of hirers; generate invoices; and record payments on receipt.
6. This system is principally operated by the Deputy Clerk with assistance from the new Events and Public Engagement Officer, and is now operating very well.
7. Bookings are fairly healthy, with five regular hirers taking up four out of the five evenings in the working week. Monday is the only free evening in the week. There is a potential further hirer looking to regularly book Monday evenings.
8. One-off bookings, including birthday parties are being made very steadily, and our Halls Caretaker and other General Maintenance staff are regularly working weekends to open up and close the Centre, and set up and down the bouncy castle as required.

9. In order to reduce weekend working for our staff, temporary key codes are generated and supplied to one-off users, who can let themselves in and lock up after use. The codes are then changed back for the regular weekday hirers.
10. We have had an issue with one regular hirer over cancellation of certain sessions, resulting in discussions around outstanding balances on account. As a result I am recommending to the Committee that we add to our bookings policy a cancellation period of 48hrs before a booking, after which the booking fee must be paid in full.

Cleaning and Maintenance of the Centre

11. The Centre is cleaned on approximately 6 out of 7 days, reflecting the frequency of regular and one-off weekend bookings. The Halls Caretaker, who works 30 hours per week for the Council is currently deployed for 10 of those hours per week to Beddau Community Centre.
12. In the week prior and after 1st December 2023, the Halls Caretaker and the General Maintenance staff, along with myself, undertook a basic inspection of the interior of the Centre, and an initial clean up was done.
13. As a result of this we decided to give notice to regular hirers that the Centre must be emptied of all equipment from storage in readiness for a deep clean, which took place during the first week of January 2024 when the schools were still on holiday.
14. The Centre, kitchen toilets, vestibules, corridors, storage rooms were all emptied and cleaned well, and some areas painted.
15. The deep clean was extremely effective, and through reorganisation of the storage space produced more room for storage.
16. We borrowed a portable scaffolding unit from Bryncelynnog Comprehensive School to dust and clean the ceiling of the Centre, which now looks very good indeed.
17. We disposed of the old blinds on the high windows in the Centre – which were in a very poor condition - and replaced them with new roller blinds.
18. We have set up an account with Initial to regularly change mats in the Centre, and to provide and regularly change the sanitary bins in the ladies' toilets and nappy bins.
19. We have registered with RCTCBC for general and recycled waste collections from the Centre.
20. New LED lighting was installed by RCT CBC in the Autum of 2023. This is much more efficient than older systems. There were some problems on the electrical circuits of the building which were causing the system to trip, but on request, RCTCBC engineers have resolved this issue.

Health and Safety Matters

21. The General Maintenance team have absorbed Beddau Community Centre into their regular schedule of weekly and monthly health and safety checks.

22. We are now carrying out regular checks for Legionnaire's Disease.
23. All the fire extinguishers in the Centre have been checked, and necessary replacements made.
24. A recent Fire inspection has led to a number of recommendations, which at the moment I only have by means of verbal, rather than written form. I am expecting a full report from the inspector in due course. I can inform the Committee that at least one of the recommendations, which was to ensure that the boiler room was kept free from old desks and other old furniture has already been attended to.
25. A question has been raised by the inspector whether the theatre curtains on the stage are fireproof. At the time of writing this report I do not know the answer to that question, but will seek information from RCT CBC.
26. Furthermore, a new checklist for hirers will include matters relating to fire safety, including, for example ensuring hirers open the shutters at fire exits.

Food Bank

27. The Beddau, Llantrisant and Talbot Green Food Hub have signed an agreement with the Community Council to hire the space formerly known as the meeting room as the base for the Food Hub.
28. For this, the Food Hub pays a monthly rate of £125. This is a very generous rate which reflects Llantrisant Community Council's commitment to providing assistance to alleviate poverty within the Council's jurisdiction. (The Council also provides an annual grant of £5,000 to the Food Bank as part of this commitment.)
29. The hiring agreement and rate will be reviewed annually by the Finance and General Purposes Committee as part of the usual annual budget-setting process.

Financial Synopsis

30. I have attached an Appendix giving a summary of the financial position of the Centre since the Council took over the management on 1st December 2023.
31. The Income to date is £3,020 for the three full months since 1st December 2023, although some of the earlier bookings for December (and some for January) had already been paid through RCT.
32. The figure also includes the £500 from Beddau, Llantrisant and Talbot Green Food Hub, which represents an advance payment for the 4 months (£125 per month) from December 2023 to the end of the financial year 31st March 2024.
33. The figures for gas and electricity expenditure are nil because there remain issues between us, the energy suppliers and RCT about the transfer of responsibility for the accounts. We retain the responsibility to pay from 1st December, for the Committee to be aware that there will be an allocation against these budget lines in due course.

34. We are also somewhat concerned at the efficiency of the current gas central heating, and as soon as the matter above is resolved we will be looking to get best value from comparing different suppliers.
35. The Committee will also recall that RCT CBC had promised to change the old gas boiler in the next financial year to a more efficient system. We await information from RCT on that.
36. The expenditure does not include the staff costs related to the administration of bookings and the cleaning and maintenance of the Centre.
37. These staff costs per week include: 10 hours per week for cleaning; roughly two to three hours per week for administration of bookings; and perhaps an hour or two of checks and light maintenance by the General Maintenance team.
38. Thus, as expected when the Council took over these responsibilities in December, the Centre does not yet generate a surplus. It is too early to tell to what extent the Council will need to supplement revenue income from the Centre to meet all the costs, but this will be monitored throughout the year. We will likely see a much clearer picture when it comes to the budget setting meetings in December.
39. Clearly, were RCT not to have retained responsibility for overheads such as rates, or replacement of lighting and heating systems, etc. the Centre would present a more significant budgetary pressure.
40. As it is, the Council continues to support measured investment in the Centre to the extent it is doing as a commitment to help sustain an important community asset for the residents of Beddau and Tynant.

Future Works

41. Rhondda Cynon Taf County Borough Council has promised to replace the ageing gas boiler with a more efficient system in the next financial year. The sooner this is done, the better as it will help to bring down the revenue costs of the Centre.
42. There has also been some mention from RCT of some form of suspended ceiling which will help to prevent heat loss from what is a very large roof space.
43. RCTCBC has also pledged to replace the unattractive entrance doorway with a more welcoming entrance.
44. With the agreement of RCTCBC it is proposed here that we remove the outside fencing along the perimeter of the land surrounding the Centre and with some landscaping replace with flowering shrubs. This will help to make the Centre appear less austere and contribute to the attractiveness of the green spaces in this part of Beddau and Tynant.
45. There is a need to purchase a cooker for the kitchen.

Overall Conclusions

46. Overall, the Centre is running smoothly, with no significant outstanding issues of concern. Income generation is good, but could be better, and will we hope improve. We have made modest investments in ways which have improved the appearance and feel of the centre. In short, it is cleaner and fresher and looks better.
47. Issues around the central heating timing and lighting have been resolved with thanks to RCTCBC. We are dependent on RCTCBC to ensure the smooth transfer of the energy suppliers into the Community Council's name, which we hope will be resolved as quickly as possible.
48. The application of the Community Council's excellent General Maintenance Team, Halls Caretaker and administrative staff has made a big difference to the way the Centre runs. I am enormously grateful to them for the way they have applied their skills - with a lot of pride - to taking on this new venture.
49. We await with anticipation news of RCTCBC's programme of investment in the new heating system and front doors.

MR G. E. HOPKINS J.P.

CLERK TO THE COUNCIL

27/03/2024

Llantrisant Community Council

Page 1

11:06

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Council Detail Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203</u> <u>Beddau Community Centre</u>							
1000 Hall Hire	3,020	0	(3,020)			0.0%	
Beddau Community Centre :- Income	<u>3,020</u>	<u>0</u>	<u>(3,020)</u>				<u>0</u>
4060 Electricity	0	800	800		800	0.0%	
4061 Gas	0	1,000	1,000		1,000	0.0%	
4062 Broadband	120	360	240		240	33.3%	
4063 Cleaning Materials	240	200	(40)		(40)	120.2%	
4065 Maintenance Contracts	247	1,000	753		753	24.7%	
4066 Repairs & maintenance	373	350	(23)		(23)	106.6%	167
Beddau Community Centre :- Indirect Expenditure	<u>981</u>	<u>3,710</u>	<u>2,729</u>	<u>0</u>	<u>2,729</u>	<u>26.4%</u>	<u>167</u>
Net Income over Expenditure	<u>2,039</u>	<u>(3,710)</u>	<u>(5,749)</u>				
6000 plus Transfer from EMR	167						
Movement to/(from) Gen Reserve	<u>2,205</u>						
Grand Totals:- Income	3,020	0	(3,020)			0.0%	
Expenditure	981	3,710	2,729	0	2,729	26.4%	
Net Income over Expenditure	<u>2,039</u>	<u>(3,710)</u>	<u>(5,749)</u>				
plus Transfer from EMR	167						
Movement to/(from) Gen Reserve	<u>2,205</u>						

LLANTRISANT COMMUNITY COUNCIL**ASSETS AND OPERATIONS COMMITTEE 2ND APRIL 2024****SCHEDULE OF MAJOR WORKS**

SITE	WORK	TIMESCALE	REMARKS
LLYS Y CWM	Vinyl Floor replacement	Summer 2023	COMPLETED
LLYS Y CWM	Reconfigure rooms including new storage to left of front entrance.	Summer 2023	STORAGE FACILITY COMPLETED NEW INTERNAL DOORS BEING INSTALLED (After Easter)
LLYS Y CWM	Bring accessible toilet up to date	Summer 2023	Reasonable adjustments done. Possible installation of alarm cord.
LLYS Y CWM	Remove metal meshes from windows	Summer 2023	COMPLETED
LLYS Y CWM	Replace fire exit door.	Summer 2023	COMPLETED
CAERLAN	Accessible Toilet	Summer 2023	Reasonable adjustments done. Possible installation of alarm cord.

CAERLAN/PARISH OFFICE	Improvements to heating system to enable separate control of temperature of hall and office.	FEBRUARY 2024	COMPLETED
ALL SITES	Caerlan, Llys y Cwm, Workshop and the two vans to receive new Council livery.	Ongoing	COMPLETED
	Jubilee Beacon installation	ASAP	New location being considered; currently in storage.
ALL SITES	SECURITY New alarm / security system and removal of shutters at Caerlan Hall.	Summer 2024	A new integrated system along the “doorbell camera” model to be used across all three sites to minimise call outs and make access easier. Shutters at Caerlan Hall remain, but are no longer in use.
BEDDAU CC	Deep clean of hall	January 2024	COMPLETED
BEDDAU CC	Storage areas re-organised	January 2024	COMPLETED
BEDDAU CC	Ceiling cleaned and polished	January 2024	COMPLETED

BEDDAU CC	Remove fencing and replace with shrubs.	Summer 2024	Proposed to Committee
BEDDAU CC	Replacement of blinds on windows	January 2024	COMPLETE
BEDDAU CC	Install flower baskets and planters	March 2024	COMPLETE
BEDDAU CC	New signage for the Hall and for the Food Bank.	May 2024	In progress
BEDDAU CC	Miscellaneous outside works	No date	Proposal to committee
PENYCOEDCAE ALLOTMENT	Hedge cut and paths fixed	January 2024	COMPLETED
BRYNTEG ALLOTMENTS	Overgrown trees cut	February 2024	Some trees cut; others on private land. Request instructions from Committee.

TYNANT ALLOTMENTS	Fencing between Allotments and Windsor Gardens to be repaired. Repair to banking.	Autumn 2023	COMPLETE
TALBOT GREEN	Youth shelter to be removed.	January 2024	Overdue. Propose ask RCT if they will dismantle and remove.

MR G. E. HOPKINS JP

CLERK

The Community Council remains active in maintaining the network of public rights of way within the four wards we serve.

Aswell as regular cutting of paths the outside workforce respond to requests and notifications from members of the community and RCT Customer services.

Pictures of some of the work completed during the 2023 to 2024 financial year are provided below:

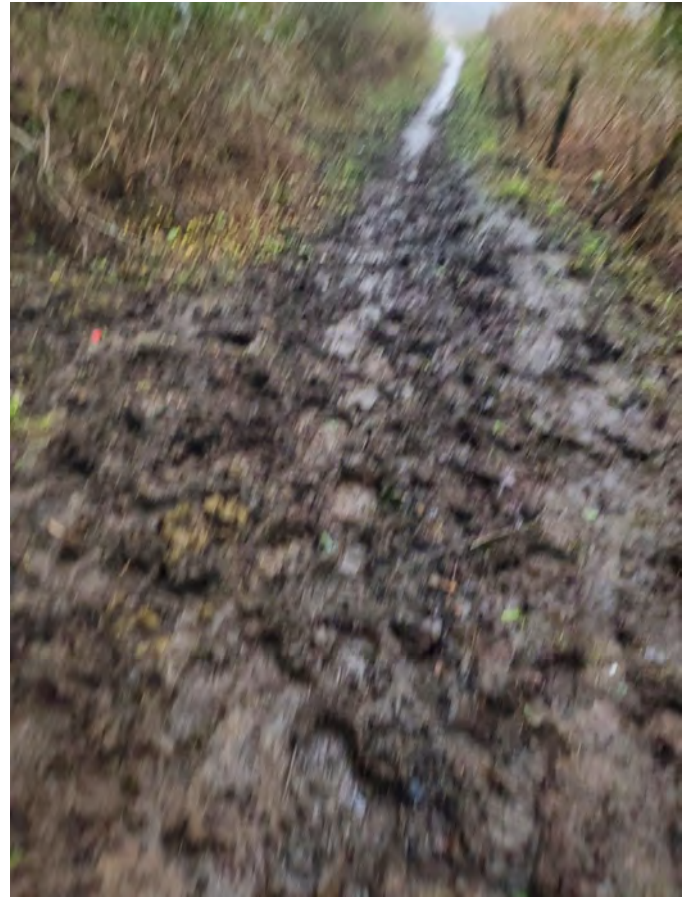
Before



AFTER



Ant 212/I cont.



AFTER



ANT/246/I

This section of the path has not been walkable for years—we cleared fly tipping and did a major cut back and clear out.



Ant /218/I

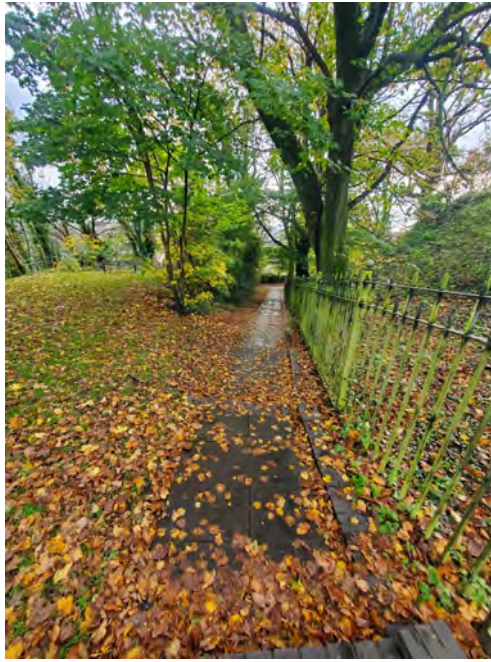




Ant /218/1



Ant /249/2, 250/1 and 251/2





Ant /218/1





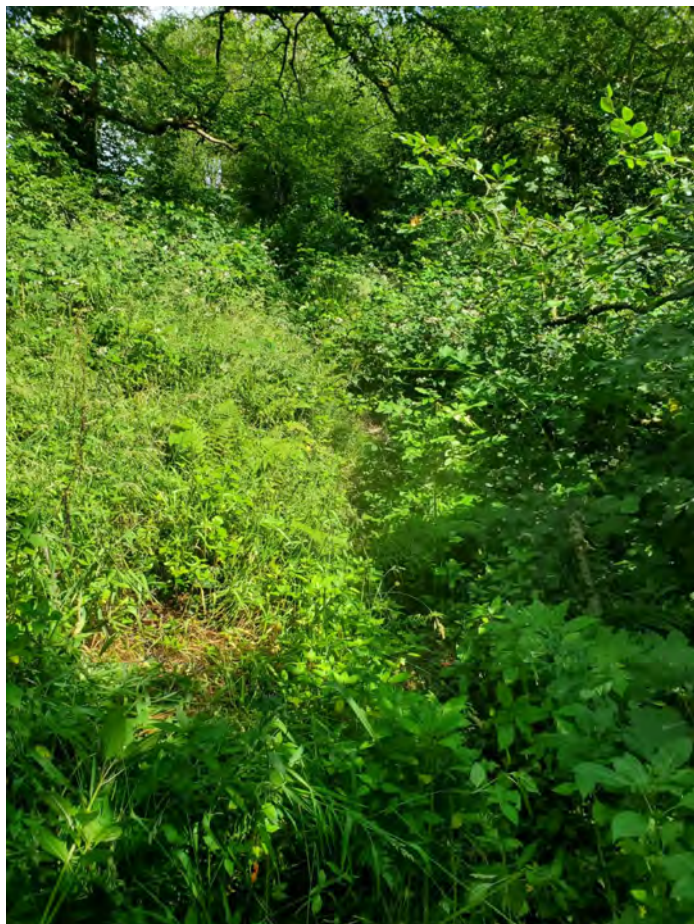
Ant /276/I



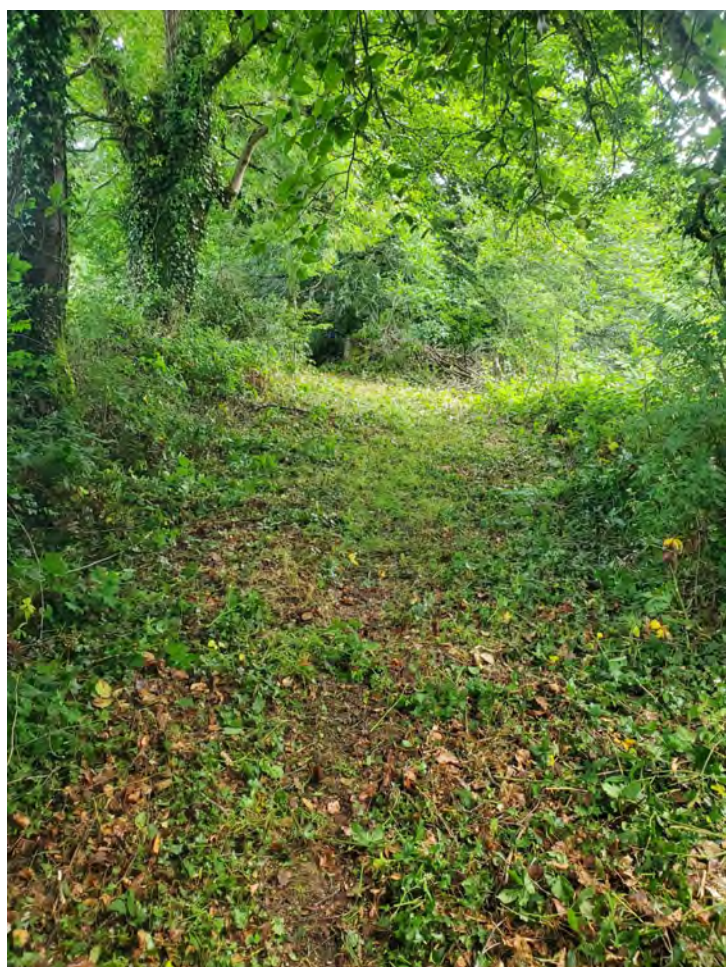


ANT248/1





Bunny Walk 6 (somewhere!)
ANT203/1??



ANT/234

