**CYNGOR CYMUNED LLANTRISANT**
**LLANTRISANT COMMUNITY COUNCIL**

Parish Office
Newbridge Road
Llantrisant
CF72 8EX

01443 223796
office@llantrisant-cc.gov.wales
Clerk: Mr G E Hopkins JP BA(Hons)

Swyddfa'r Plwyf
Heol Pontnewydd
Llantrisant
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Clerc: Mr G E Hopkins JP BA(Hons)

# PLEASE NOTE THAT THIS MONTH'S COUNCIL MEETING WILL BE HELD AT

# LLYS Y CWM
## BEDDAU

# AND NOT AT CAERLAN HALL

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

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Tuesday 5th November 2024

## COUNCIL SUMMONS

**TO: ALL MEMBERS OF LLANTRISANT COMMUNITY COUNCIL**

**YOU ARE SUMMONED** to a meeting of **LLANTRISANT COMMUNITY COUNCIL** to be held at 6.30pm on Tuesday 12th November at **Llys y Cwm, Beddau.**

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/83109769562

Meeting ID: 831 0976 9562

I should be grateful if you would confirm your attendance.

Yours faithfully,

Geraint Hopkins

**MR. G. E. HOPKINS J.P.**

**CLERK TO THE COUNCIL**

# CYNGOR CYMUNED LLANTRISANT
# LLANTRISANT COMMUNITY COUNCIL

**THE ORDER OF BUSINESS FOR A MEETING OF LLANTRISANT COMMUNITY COUNCIL TO BE HELD ON TUESDAY 12TH NOVEMBER 2024 AT 6.30PM AT LLYS Y CWM, BEDDAU:**

# AGENDA

| Item | | | Page |
|---|---|---|---|
| **1.** | **Apologies for absence**<br>To receive any apologies of absence from Members. | | |
| **2.** | **Declarations of Interest**<br>To receive disclosures of personal interests from Members in accordance with the Code of Conduct. | | |
| **3.** | **Public Representations to the Council**<br>To receive any representations from members of the public at the discretion of the Chair. | | |
| **4.** | **Minutes of the Previous Meeting**<br>To approve as a true record the Minutes of the Meeting of Council held on 22nd October 2024, and note the Action Log. | | 4 to 9 |
| **5.** | **Financial Matters** | | |
| | (i) | To receive and approve the accounts for payment for November 2024; | 10 to 12 |
| | (ii) | To receive and note the income and expenditure accounts for October 2024. | 13 to 16 |
| | (iii) | To consider a donation of £100 from the Chair's Allowance to the Royal British Legion for the two | |

wreaths obtained therefrom for laying on Remembrance Sunday,

**6. Annual Interim Internal Audit Report 2024/2025**

To receive the Interim Internal Audit Report conducted at the end of Quarter 2, and consider the recommendations contained therein. 17 to 20

**7. Staffing Matters**

To receive the Report of the Clerk and consider the recommendations contained therein. 41 to 46

**8. Talbot Green Former Youth Shelter site**

To consider a proposal from Cllr David Myles for the replacement of the former youth shelter in Talbot Green. 47 to 48

**9. Planning and Development Control**

To consider any planning applications received by Rhondda Cynon Taf County Borough Council since the last meeting. 49

**10. Correspondence**

To receive any correspondence to the Council, including:-

(i) a compilation of letters and emails of thanks to the Council for their recent grant awards. 50 to 54

**11. Urgent Items**

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

**MR. G. E. HOPKINS J.P.**

**CLERK TO THE COUNCIL**

# CYNGOR CYMUNED LLANTRISANT

# LLANTRISANT COMMUNITY COUNCIL

# MINUTES

## OF THE MEETING OF LLANTRISANT COMMUNITY COUNCIL HELD AT 6.30PM ON TUESDAY 22ND OCTOBER 2024, AT CAERLAN HALL, LLANTRISANT

**Present**

| | |
|---|---|
| Cllr David Nicholas (Chair) | Cllr Dr Catherine Preston |
| Cllr Julie Barton | Cllr Adam Robinson |
| Cllr David Brown | Cllr Carys Romney |
| Cllr Lynne Murdoch | Cllr Paul Thomas |
| Cllr David Myles | Cllr Ellie Townsend Jones |

**In Attendance**

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

**FC/24-25/74 Apologies for Absence**

Apologies were received from Cllrs Anne Callow, Mal Davies and Ron Hunt.

**FC/24-25/75 Declarations of Interest**

In relation to Minute FC/24-25/78 :-

- Cllr Barton declared an interest in any matters concerning Litter Free Beddau and Tynant, as Chair of that group; and also as a member of the Beddau and Tynant Community Singers.
- Cllr Brown declared an interest in any matters concerning Brynteg Allotments, as a plot holder; and the Parents and Teachers Association of Penygawsi Primary School as a Governor of that school.
- Cllr Murdoch declared an interest in any matters concerning Beddau, Llantrisant and Talbot Green Food Bank, as a volunteer; and as a committee member of Beddau and Tynant Community Library.
- Cllr Myles declared an interest in any matters concerning Brynteg Allotments, as the Secretary of the Brynteg Allotments Association.
- Cllr Nicholas declared an interest in any matters concerning Tynant allotments, as an allotment holder.
- Cllr Preston declared an interest in any matters concerning Cylch Ti a Fi and the Monday Club.
- Cllr Robinson declared an interest in any matters concerning Llantrisant and Talbot Green Together, as a volunteer.

- Cllr Romney declared an interest in any matters which referred to Litter Free Beddau and Tynant, as Secretary of that group;

**FC//24-25/76 Public Representations to the Council**

No representations were made.

**FC//24-25/77 Minutes of the Previous Meeting**

The Minutes of the Meeting of Council held on 8th October 2024 were approved as a true record, and the Action Log noted.

**FC//24-25/78 Community Grants (Allocations) 2024**

The following grants from their respective funds were **agreed** to:-

**(i) BEDDAU AND TYNANT FUND**

| ORGANISATION | GRANT AWARDED (£) | POWER(S) |
|---|---|---|
| 1st Beddau Scout Group | 300 | LGA 1972 s145 |
| 2nd Beddau Brownies | 400 | LGA 1972 s145 |
| 4 Dewi 4 Mental Health | 300 | LGA 1972 s145 |
| Beddau & Penycoedcae Allotment Association | 500 | Allotments and Smallholdings Act 1908 s26 |
| Beddau & Tynant Community Singers | 100 | LGA 1972 s145 |
| Beddau & Tynant Senior Citizens Club | 400 | LGA 1972 s145 |
| Beddau Belles Womens Institute | 200 | LGA 1972 s145 |
| Beddau Bowling Club | 300 | Miscellaneous Provisions Act 1976 s19 |
| Beddau RFC Mini & Junior Sections | 1,500 | Miscellaneous Provisions Act 1976 s19 |
| Beddau RFC Senior Citizens | 400 | LGA 1972 s145 |
| Cylch Ti a Fi Beddau | 1,000 | LGA 1972 s144 |
| Clych Meithrin Beddau | 200 | LGA 1972 s144 |
| Cwm Welfare AFC | 1,500 | Miscellaneous Provisions Act 1976 s19 |
| Gwaunmeisgyn  Primary PTA | 250 | LGA 1972 s144 |
| Litter Free Beddau & Tynant | 200 | LGA 1972 s145 |

| | | |
|---|---|---|
| Monday Club | 300 | LGA 1972 s145 |
| Tynant Allotments Association | 500 | Allotments and Smallholdings Act 1908 s26 |
| Eira Wen | 300 | LGA 1972 s.145 |
| YGG Castellau PTA | 250 | LGA 1972 s144 |
| **TOTAL** | **£8,900** | |

### (ii) LLANTRISANT AND TALBOT GREEN FUND

| ORGANISATION | GRANT AWARDED (£) | POWER(S) |
|---|---|---|
| 2nd Pontyclun Guides | 500 | LGA 1972 s145 |
| Afon Community Dance CIC | 1,450 | LGA1972 s145 |
| Brynteg Allotment Society | 500 | Small Holdings and Allotments Act 1908 s26 |
| Crafty Cards | 100 | LGA1972 s137 |
| Club Alawon Llantrisant Tune Club | 120 | LGA1972 s145 |
| Gwynfa Camera Club | 390 | LGA 1972 s145 |
| Llantrisant & District Art Society | 85 | LGA 1972 s145 |
| Llantrisant Bowls Club | 110 | Miscellaneous Provisions Act 1976 s19 |
| Llantrisant Ladies Bowls | 180 | Miscellaneous Provisions Act 1976 s19 |
| Llantrisant Ladies Choir | 310 | LGA 1972 s145 |
| Llantrisant Male Choir | 400 | LGA 1972 s145 |
| Llantrisant Netball Club | 1,360 | Miscellaneous Provisions Act 1976 s19 |
| Llantrisant Squash Club | 270 | Miscellaneous Provisions Act 1976 s 19 |
| Llantrisant Primary School PTA | 630 | LGA 1972 s144 |
| Penygawsi Allotment Society | 300 | Smallholdings and Allotments Act 1908 s26 |
| The Friends of Penygawsi Primary School | 535 | LGA 1972 s144 |
| Southgate Ladies Bowling Club | 200 | Miscellaneous Provisions Act 1976 s 19 |
| Talbot Green Play Group | 725 | LGA 1972 s144 |

| | | |
|---|---|---|
| Talbot Green Football Club | 1,400 | Miscellaneous Provisions Act 1976 s 19 |
| Talbot Quilters | 250 | LGA 1972 s137 |
| Tonysguboriau PTA | 460 | LGA 1972 s144 |
| Ynysmaerdy Creative Crafts | 175 | LGA 1972 s137 |
| young at Heart (Monday Club) | 250 | LGA 1972 s145 |
| Young at Heart (Thursday Club) | 140 | LGA 1072 s145 |
| Young at Heart (Tuesday Club) | 180 | LGA 1972 s145 |
| **TOTAL** | **£11,020** | |

**(iii) UMBRELLA FUND**

| ORGANISATION | GRANT AWARDED (£) | POWER(S) |
|---|---|---|
| 2077 Pontyclun Squadron ATC | 500 | LGA 1972 s145 |
| Heol Chwarae Rol - Role Play Lane | 500 | Public Health Act 1875 s164 |
| RCT Community Wind Band | 400 | LGA 1972 s145 |
| Taff Ely (Llantrisant) Ramblers | 400 | Public Health Act 1875 s164 |
| **TOTAL** | **£1,800.00** | |

**FC//24-25/79 STAFFING MATTERS**

(i) It was **agreed** in principle that the Clerk be authorised to conduct negotiations with the General Maintenance Manager and the General Maintenance Officer on terms and conditions,

(ii) It was **agreed** in principle that the General Maintenance Manager, pending satisfactory annual appraisals, could receive an annual incremental rise to a maximum of Spinal Column Point (SPC) 17.

(iii) It was also **agreed** in principle to change the contracted hours of the General Maintenance Manager to annualised hours, averaging a 37 hour week.

(iv) It was further **agreed** in principle that the General Maintenance Officer be offered remuneration at SCP 8, with the facility, pending satisfactory annual appraisals to receive an annual increment to a maximum of SCP 12.

(v) These matters, suitably resolved by the Clerk with the staff, would be put to the following meeting for formal approval by Council.

***There being no further business the meeting was ended at 8pm.***

**CLLR DAVID NICHOLAS**

**CHAIR OF COUNCIL**

**LLANTRISANT COMMUNITY COUNCIL**

**COUNCIL ACTIONS LOG (EXCEPTIONS) TUESDAY 12TH NOVEMBER 2024**

| MINUTE | ACTION | REMARKS |
|---|---|---|
| | | |
| **FC/23-24/69** | Jubilee Beacon | In storage pending new location. |
| **FC/24-25/70** | Public Consultation on the Community Council Plan | Has been printed. Distribution to households in Council area imminent. |
| **FC/24-25/44** | Beddau RFC feasibility study | Still awaiting invoicing details from the RFC.<br>Grant is on the accounts for payment for this meeting to authorise office to pay when invoice arrives. |
| **FC/24-25/54** | Beddau Community Centre (Defibrillator) | Defibrillator delivered and installed.<br>Require date from Councillors and LFB&T for photograph. |
| **FC/24-25/65** | Cwm Llantwit Welfare Scheme (Grant) | Grant paid 25/10/2024. |
| **FC//24-25/78** | Community Grants | Grants paid 25/10/2024 |

**MR. G. E. HOPKINS J.P.**

**CLERK**

Accounts for the meeting - 12th November 2024

| | | | | | Office Use | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | VAT | | account codes | |
| **OFFICE** | | | | | | | | |
| BT | 29.10.24 | Broadband/Landline Bundle (All sites | £ | 172.58 | s | d/d | split | 101 |
| Function28 | 30.10.24 | Web and email Provision | £ | 54.00 | z | s/o | 4202 | 101 |
| Barclaycard | 12.11.24 | see attached sheet | £ | 612.52 | - | bacs | split | |
| Tesco Mobile | 23.10.24 | 4 x mobile contracts | £ | 36.60 | z | d/d | 4205 | 101 |
| Unity Trust | 31.10.24 | Monthly Charges (sept) | £ | 13.05 | z | d/d | 4215 | 101 |
| WGW | 12.11.24 | Interim Audit | £ | 449.92 | z | bacs | 4215 | 101 |
| **STAFFING** | | | | | | | | |
| HMRC | 12.11.24 | NI and Tax ( Oct) | | | z | bacs | 4002 | 102 |
| Wages | 15.10.24 | Salaries (Oct) | | | z | bacs | 4001 | 102 |
| SLCC | 12.11.24 | Membership SLCC (GH) | £ | 357.00 | z | bacs | 4015 | 102 |
| Pensions | 12.11.24 | Pensions (Oct) | £ | 2,555.22 | z | bacs | 4003 | 102 |
| **COUNCILLORS** | | | | | | | | |
| Royal British Legion | 12.11.24 | Donation re Poppy Wreaths | £ | 100.00 | o | bacs | 4225 | 107 |
| **CAERLAN** | | | | | | | | |
| RCTCBC | 15.11.24 | Rates | £ | 489.00 | o | d/d | 4050 | 201 |
| SSE | 25.10.24 | Electricity | £ | 78.16 | f | d/d | 4060 | 201 |
| **LLYS Y CWM** | | | | | | | | |
| RCTCBC | 15.10.24 | Rates | £ | 214.00 | o | d/d | 4050 | 205 |
| SSE | 25.10.24 | Electricity | £ | 46.84 | f | d/d | 4060 | 205 |
| SSE | 25.10.24 | Gas (sept) | £ | 67.96 | f | d/d | 4061 | 205 |
| **BEDDAU CC** | | | | | | | | |
| INK signage | 12.11.24 | new signs | £ | 953.00 | | | | |
| SSE | 12.11.24 | Gas (sept) | £ | 424.77 | f | bacs | 4061 | 203 |
| **WORKS DEPOT** | | | | | | | | |
| Welsh Water | 04.11.24 | April to October water bill | £ | 88.23 | o | d/d | 4055 | 308 |
| SSE | 22.10.24 | Electric July to Sept | £ | 301.44 | f | d/d | 4060 | 308 |
| PJ Saunders | 27.11.24 | Rent | £ | 633.00 | s | s/o | 4073 | 308 |
| **OUTSIDE WORK** | | | | | | | | |
| Groundwork Services | 12.11.24 | Polycarbonate spar bus shelter | £ | 150.00 | z | bacs | 4105 | 310 |
| Country Timbers | 12.11.24 | bit and screws | £ | 11.92 | s | bacs | 4103 | 310 |
| TradeUK | 12.11.24 | Screwfix account | £ | 152.44 | s | bacs | split | |
| **ALLOTMENTS** | | | | | | | | |
| SSE | 25.10.24 | Electric Brynteg | £ | 69.13 | f | d/d | 4161 | 305 |
| Egan Waste | 12.11.24 | Skip Tynant | £ | 300.00 | s | bacs | | |
| **PROJECTS** | | | | | | | | |
| Blachere Illuminations | 17.10.24 | 15 artificial Trees for shops | £ | 1,992.00 | s | bacs | 4157 | 106 |
| MERTS | 12.11.24 | First Aid Beddau Fair (2 years) | £ | 330.00 | z | bacs | 4153 | 106 |
| RCTCBC | 12.11.24 | Hire for Christmas Motifs (TG) | £ | 180.00 | s | bacs | 4157 | 106 |
| White Boxes | 12.11.24 | Print, design, deliver community con: | £ | 2,228.00 | z | bacs | 4153 | 106 |
| **TRANSPORT** | | | | | | | | |
| RCTCBC | 12.11.24 | Van Lease (sept) | £ | 58.38 | s | bacs | 4073 | 301 |
| Gallagher | 12.11.24 | Insurance both vans | £ | 1,519.06 | z | bacs | 4074 | 301 |
| Gallagher | 12.11.24 | Breakdown Cover | £ | 50.00 | z | bacs | 4071 | 301 |
| Radius | 14.11.24 | Trackers monthly payment | £ | 24.00 | s | d/d | 4071 | 301 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| UK Fuels | 06.11.24 | Diesel | £ | 81.21 | s | d/d | 4070 | 301 |
| **TOTAL** | | | **£** | **14,793.43** | | | | |

**Additional Payments**

# Credit card re-imbursement request for 12th November 2024

October Expenditure

| No | Date | Payee | Item | TOTAL COST | VAT | Code | Centre |
|---|---|---|---|---|---|---|---|
| 100 | 01/10/2024 | BPO COLLECTIONS LTD RT | Beddau CC Gas Bill | £ 497.35 | | | |
| 101 | 02/10/2024 | METER INSTRUMENT SER | Meter & Instrument Services | £ 66.00 | £ 11.00 | 4102 | 310 |
| 102 | 03/10/2024 | HILLSIDE FABRICS LIMIT | Backing fabric notice board | £ 4.99 | £ - | 4105 | 310 |
| 103 | 04/10/2024 | ENSINGER LTD | Perspex for Notice board | £ 30.05 | £ 5.01 | 4105 | 308 |
| 104 | 09/10/2024 | HOME BARGAINS | Pansies for planters | £ 12.64 | £ 2.11 | 4158 | 106 |
| 105 | 10/10/2024 | SCREWFIX DIRECT | Lawn Iron | £ 29.98 | £ 5.00 | 4102 | 310 |
| 106 | 11/10/2024 | MEND A SHU | Key cut | £ 5.95 | £ - | 4103 | 310 |
| 107 | 11/10/2024 | Amazon | Battery lights small trees | £ 6.99 | £ 1.17 | 4157 | 106 |
| 108 | 11/10/2024 | NISBETS LTD | toilet roll, blue roll | £ 139.03 | £ 23.17 | 4063 | 201/203/205 |
| 109 | 14/10/2024 | Amazon | Battery lights small trees | £ 7.58 | £ 1.26 | 4157 | 106 |
| 110 | 17/10/2024 | ESE DIRECT LIMITED | refund diff ramp | -£ 1.80 | | | |
| 111 | 17/10/2024 | QR-CODE-GENERATOR.COM | QR Code for consultation | £ 99.45 | | 4153 | 106 |
| 112 | 19/10/2024 | ZOOM.US 888-799-9666 | Meeting Software | £ 12.99 | £ - | 4202 | 101 |
| 113 | 21/10/2024 | Christmas Direct | large lights for clock | £ 189.48 | £ 31.58 | 4157 | 106 |
| 115 | 21/10/2024 | EURO CAR PARTS | Leisure batter for lights | £ 112.99 | £ 18.83 | 4157 | 106 |
| 114 | 22/10/2024 | Amazon | 60 x small lights | £ 566.55 | £ 94.20 | 4157 | 106 |
| 116 | 22/10/2024 | Amazon | Connected smoke alarms | £ 71.99 | £ 12.00 | 4066 | 205 |
| 117 | 23/10/2024 | Amazon | headphones and tags | £ 18.92 | £ 3.16 | split | |
| 118 | 23/10/2024 | Amazon | net lights and clips | £ 49.54 | £ 8.26 | 4157 | 106 |
| 119 | 23/10/2024 | Amazon | christmas lights | £ 70.44 | 11.78 | 4157 | 106 |
| 120 | 29/10/2024 | Amazon | 300 batteries | £ 108.42 | 18.06 | 4157 | 106 |
| 121 | 29/10/2024 | Canva | Poster software | £ 12.99 | | 4153 | 106 |
| | | interim payment made | | -£ 1,500.00 | | | |
| | | **TOTAL** | | **£ 612.52** | **£ 246.59** | | |

**TOTAL** £ 612.52

| | | Actual Year to Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---|---|---|---|---|---|---|---|
| **INCOME** | | | | | | | |
| 101 | **Administration** | | | | | | |
| 1011 | Photocopying | 53 | 100 | 47 | | | 53.1% |
| 1110 | Interest | 3,246 | 3,500 | 254 | | | 92.7% |
| | **Subtotal** | 3,299 | 3,600 | 301 | 0 | 0 | 91.6% |
| 103 | **Precept** | | | | | | |
| 1101 | Precept | 207,466 | 311,199 | 103,733 | | | 66.7% |
| | **Subtotal** | 207,466 | 311,199 | 103,733 | 0 | 0 | 66.7% |
| 106 | **Projects** | | | | | | |
| 1105 | Other income | 258 | 0 | (258) | | | 0.0% |
| | **Subtotal** | 258 | 0 | (258) | 0 | 0 | 0.0% |
| 201 | **Caerlan** | | | | | | |
| 1000 | Hall Hire | 5,170 | 5,500 | 330 | | | 94.0% |
| | **Subtotal** | 5,170 | 5,500 | 330 | 0 | 0 | 94.0% |
| 203 | **Beddau Community Centre** | | | | | | |
| 1000 | Hall Hire | 8,891 | 9,000 | 109 | | | 98.8% |
| | **Subtotal** | 8,891 | 9,000 | 109 | 0 | 0 | 98.8% |
| 205 | **Llys y Cwm** | | | | | | |
| 1000 | Hall Hire | 2,807 | 4,500 | 1,693 | | | 62.4% |
| | **Subtotal** | 2,807 | 4,500 | 1,693 | 0 | 0 | 62.4% |
| 305 | **Allotments** | | | | | | |
| 1007 | Penygawsi Allotments | 0 | 50 | 50 | | | 0.0% |
| 1008 | Brynteg Allotments | 0 | 81 | 81 | | | 0.0% |
| 1009 | Tynant Allotments | 0 | 76 | 76 | | | 0.0% |
| 1010 | Pencoedcae Allotment | 0 | 92 | 92 | | | 0.0% |
| | **Subtotal** | 0 | 299 | 299 | 0 | 0 | 0.0% |
| 310 | **Outside Work** | | | | | | |
| 1012 | Footpath Agency Agreement | 0 | 835 | 835 | | | 0.0% |
| | **Subtotal** | 0 | 835 | 835 | 0 | 0 | 0.0% |
| | **TOTAL INCOME** | **227,892** | **334,933** | **107,041** | **0** | **0** | 68.0% |
| **EXPENDITURE** | | | | | | | |
| 101 | **Administration** | | | | | | |
| 4200 | Photocopying | 843 | 1,800 | 957 | | 957 | 46.9% |
| 4202 | Computer Costs | 2,748 | 2,750 | 2 | | 2 | 99.9% |
| 4204 | Postage | 0 | 80 | 80 | | 80 | 0.0% |
| 4205 | Telephones | 643 | 850 | 207 | | 207 | 75.6% |
| 4206 | Stationery | 144 | 300 | 156 | | 156 | 47.9% |
| 4210 | Sundries | 70 | 100 | 30 | | 30 | 70.3% |
| 4215 | Audit Fees & Bank charges | 1,411 | 1,200 | (211) | | (211) | 117.6% |
| 4220 | General Insurance | 4,530 | 4,500 | (30) | | (30) | 100.7% |

Continued over page

| | | Actual Year to Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---|---|---|---|---|---|---|---|
| 4240 | Elections | 0 | 11,240 | 11,240 | | 11,240 | 0.0% |
| 4250 | Contingency Fund | 0 | 6,000 | 6,000 | | 6,000 | 0.0% |
| 4255 | Office Equipment | 226 | 1,509 | 1,283 | | 1,283 | 15.0% |
| | **Subtotal** | 10,615 | 30,329 | 19,714 | 0 | 19,714 | 35.0% |
| 102 | **Staffing** | | | | | | |
| 4001 | Salaries | 75,143 | 120,000 | 44,857 | | 44,857 | 62.6% |
| 4002 | PAYE & NI Contributions | 18,647 | 35,000 | 16,353 | | 16,353 | 53.3% |
| 4003 | Pension contributions | 14,574 | 27,000 | 12,426 | | 12,426 | 54.0% |
| 4010 | Occupational Health | 0 | 500 | 500 | | 500 | 0.0% |
| 4015 | Training | 860 | 4,209 | 3,349 | | 3,349 | 20.4% |
| 4020 | Work wear | 1,445 | 1,200 | (245) | | (245) | 120.4% |
| 4025 | Staff Expenses | 0 | 300 | 300 | | 300 | 0.0% |
| | **Subtotal** | 110,669 | 188,209 | 77,540 | 0 | 77,540 | 58.8% |
| 104 | **Community Infrastructure Levy** | | | | | | |
| 4120 | CIL Expenditure | 0 | 272 | 272 | | 272 | 0.0% |
| | **Subtotal** | 0 | 272 | 272 | 0 | 272 | 0.0% |
| 105 | **Grants** | | | | | | |
| 4152 | Beddau & Tynant Wards | 7,850 | 10,000 | 2,150 | | 2,150 | 78.5% |
| 4154 | General Grants | 2,200 | 2,500 | 300 | | 300 | 88.0% |
| 4156 | Talbot Green & Llantrisant | 11,020 | 11,000 | (20) | | (20) | 100.2% |
| | **Subtotal** | 21,070 | 23,500 | 2,430 | 0 | 2,430 | 89.7% |
| 106 | **Projects** | | | | | | |
| 4106 | Defibrillators and Supplies | 102 | 0 | (102) | | (102) | 0.0% |
| 4150 | Llantrisant Ward | 2,561 | 6,500 | 3,939 | | 3,939 | 39.4% |
| 4151 | Talbot Green Ward | 0 | 5,544 | 5,544 | | 5,544 | 0.0% |
| 4152 | Beddau & Tynant Wards | 370 | 10,444 | 10,074 | | 10,074 | 3.5% |
| 4153 | Events/Public Relations | 2,363 | 7,500 | 5,137 | | 5,137 | 31.5% |
| 4155 | Community Library | 0 | 6,000 | 6,000 | | 6,000 | 0.0% |
| 4157 | Christmas | 2,679 | 12,045 | 9,366 | | 9,366 | 22.2% |
| 4158 | Floral Displays | 3,158 | 4,000 | 842 | | 842 | 78.9% |
| 4159 | Charter of Friendship | 1,005 | 5,678 | 4,673 | | 4,673 | 17.7% |
| 4167 | Food Bank Donations | 5,000 | 5,000 | 0 | | 0 | 100.0% |
| 4168 | Llantrisant Guildhall | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| | **Subtotal** | 17,237 | 63,711 | 46,474 | 0 | 46,474 | 27.1% |
| 107 | **Councillors** | | | | | | |
| 4225 | Chairs Allowances | 950 | 1,465 | 515 | | 515 | 64.8% |
| 4226 | Councillor Allowances | 3,437 | 5,000 | 1,563 | | 1,563 | 68.7% |
| 4230 | OVW Membership | 2,677 | 2,700 | 23 | | 23 | 99.1% |
| 4231 | Councillor Training | 0 | 1,244 | 1,244 | | 1,244 | 0.0% |
| 4232 | Travel & Subsistence | 0 | 250 | 250 | | 250 | 0.0% |
| | **Subtotal** | 7,064 | 10,659 | 3,595 | 0 | 3,595 | 66.3% |
| 201 | **Caerlan** | | | | | | |
| 4050 | Rates | 3,422 | 5,000 | 1,578 | | 1,578 | 68.4% |
| 4055 | Water Charges | 255 | 600 | 345 | | 345 | 42.5% |

Continued over page

| | | Actual Year to Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---|---|---|---|---|---|---|---|
| 4060 | Electricity | 487 | 1,000 | 513 | | 513 | 48.7% |
| 4061 | Gas | 1,351 | 1,500 | 149 | | 149 | 90.1% |
| 4063 | Cleaning Materials | 175 | 300 | 125 | | 125 | 58.3% |
| 4065 | Maintenance Contracts | 2,354 | 2,300 | (54) | | (54) | 102.4% |
| 4066 | Repairs & maintenance | 503 | 1,800 | 1,297 | | 1,297 | 27.9% |
| | **Subtotal** | 8,547 | 12,500 | 3,953 | 0 | 3,953 | 68.4% |
| 203 | **Beddau Community Centre** | | | | | | |
| 4060 | Electricity | 872 | 1,500 | 628 | | 628 | 58.1% |
| 4061 | Gas | 2,291 | 2,000 | (291) | | (291) | 114.5% |
| 4062 | Broadband | 259 | 360 | 101 | | 101 | 71.9% |
| 4063 | Cleaning Materials | 171 | 300 | 129 | | 129 | 57.1% |
| 4065 | Maintenance Contracts | 858 | 800 | (58) | | (58) | 107.3% |
| 4066 | Repairs & maintenance | 990 | 2,003 | 1,013 | | 1,013 | 49.4% |
| | **Subtotal** | 5,441 | 6,963 | 1,522 | 0 | 1,522 | 78.1% |
| 205 | **Llys y Cwm** | | | | | | |
| 4050 | Rates | 1,494 | 2,200 | 706 | | 706 | 67.9% |
| 4055 | Water Charges | 485 | 750 | 265 | | 265 | 64.7% |
| 4060 | Electricity | 246 | 1,200 | 954 | | 954 | 20.5% |
| 4061 | Gas | 475 | 1,500 | 1,025 | | 1,025 | 31.7% |
| 4062 | Broadband | 275 | 384 | 109 | | 109 | 71.6% |
| 4063 | Cleaning Materials | 174 | 300 | 126 | | 126 | 57.9% |
| 4065 | Maintenance Contracts | 2,000 | 1,800 | (200) | | (200) | 111.1% |
| 4066 | Repairs & maintenance | 870 | 1,066 | 196 | | 196 | 81.6% |
| | **Subtotal** | 6,019 | 9,200 | 3,181 | 0 | 3,181 | 65.4% |
| 301 | **Transport** | | | | | | |
| 4070 | Fuel | 700 | 1,400 | 700 | | 700 | 50.0% |
| 4071 | Repairs, Service, MOT | 703 | 1,000 | 297 | | 297 | 70.3% |
| 4072 | Road Tax | 0 | 300 | 300 | | 300 | 0.0% |
| 4073 | Rent | 211 | 600 | 389 | | 389 | 35.2% |
| 4074 | Insurance | 80 | 1,500 | 1,420 | | 1,420 | 5.3% |
| 4090 | New Van Fund | 0 | 9,296 | 9,296 | | 9,296 | 0.0% |
| | **Subtotal** | 1,695 | 14,096 | 12,401 | 0 | 12,401 | 12.0% |
| 305 | **Allotments** | | | | | | |
| 4160 | Penygawsi Allotments | 32 | 600 | 568 | | 568 | 5.4% |
| 4161 | Brynteg Allotments | 602 | 600 | (2) | | (2) | 100.3% |
| 4162 | Tynant Allotments | 240 | 600 | 360 | | 360 | 40.0% |
| 4163 | Pencoedcae Allotments | 500 | 600 | 100 | | 100 | 83.3% |
| | **Subtotal** | 1,374 | 2,400 | 1,026 | 0 | 1,026 | 57.3% |
| 308 | **Workshop** | | | | | | |
| 4050 | Rates | 601 | 350 | (251) | | (251) | 171.8% |
| 4055 | Water Charges | 82 | 400 | 318 | | 318 | 20.5% |
| 4060 | Electricity | 726 | 700 | (26) | | (26) | 103.7% |
| 4062 | Broadband | 211 | 300 | 89 | | 89 | 70.3% |
| 4066 | Repairs & maintenance | 17 | 300 | 283 | | 283 | 5.8% |
| 4073 | Rent | 3,693 | 7,000 | 3,308 | | 3,308 | 52.8% |

Continued over page

| | | Actual Year to Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---|---|---|---|---|---|---|---|
| 4074 | Insurance | 506 | 550 | 44 | | 44 | 92.0% |
| 4210 | Sundries | 41 | 100 | 59 | | 59 | 40.7% |
| | **Subtotal** | 5,877 | 9,700 | 3,823 | 0 | 3,823 | 60.6% |
| 310 | **Outside Work** | | | | | | |
| 4102 | Machine Repairs & Spares | 1,924 | 2,000 | 76 | | 76 | 96.2% |
| 4103 | Outside Work | 1,425 | 3,000 | 1,575 | | 1,575 | 47.5% |
| 4105 | Street Furniture | 3,646 | 7,051 | 3,405 | | 3,405 | 51.7% |
| 4110 | Outside Equipment | 0 | 3,757 | 3,757 | | 3,757 | 0.0% |
| | **Subtotal** | 6,995 | 15,808 | 8,813 | 0 | 8,813 | 44.2% |
| | **TOTAL EXPENDITURE** | **202,603** | **387,347** | **184,744** | **0** | **184,744** | 52.3% |
| | **Total Income** | 227,892 | 334,933 | 107,041 | | | 68.0% |
| | **Total Expenditure** | 202,603 | 387,347 | 184,744 | 0 | 184,744 | 52.3% |
| | **Net Income over Expenditure** | 25,289 | (52,414) | (77,703) | | | |
| | plus Transfer from EMR | 2,356 | | | | | |
| | less Transfer to EMR | 0 | | | | | |
| | **Movement to/(from) Gen Reserve** | **27,645** | **(52,414)** | **(80,059)** | | | |

## Llantrisant Community Council

**www.llantrisant-cc.gov.wales**

# Annual Interim Internal Audit Report 2024-25 financial year

Claire Lingard-McKay
Working the Greener Way - Online

# Contents

# Internal Audit 2023-24

## 1. The role of internal audit

The requirement for an internal audit function in local government is detailed within the Accounts and Audit (Wales & England) Regulations 2015, which states that a relevant body must:

***'Undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector and internal auditing standards and guidance'.***

The standards for 'proper practices' in relation to internal audit are laid down in the Public Sector Internal Audit Standards 2016 [the Standards].

The role of internal audit is best summarised through its definition within the Standards, as an:

**'Independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate an improve the effectiveness of risk management, control and governance processes.'**

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively.

The Council's response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribution to the achievement of the Council's objectives.

## 2. Internal audit approach

To enable effective outcomes, our internal audit approach provides a combination of assurance review and consulting activities. Assurance reviews involve assessing how well systems and processes are designed and working, with consulting activities available to improve those systems and processes where necessary.

A full range of internal audit assurance reviews are performed in forming the interim and year end opinions with the approach to each area of review determined by:

- The level of assurance required to meet statutory requirements;
- The Council's short, medium, and long term objectives;
- The level of confidence in the policies and procedures; and,
- The risks inherent in the Council's internal control methods.

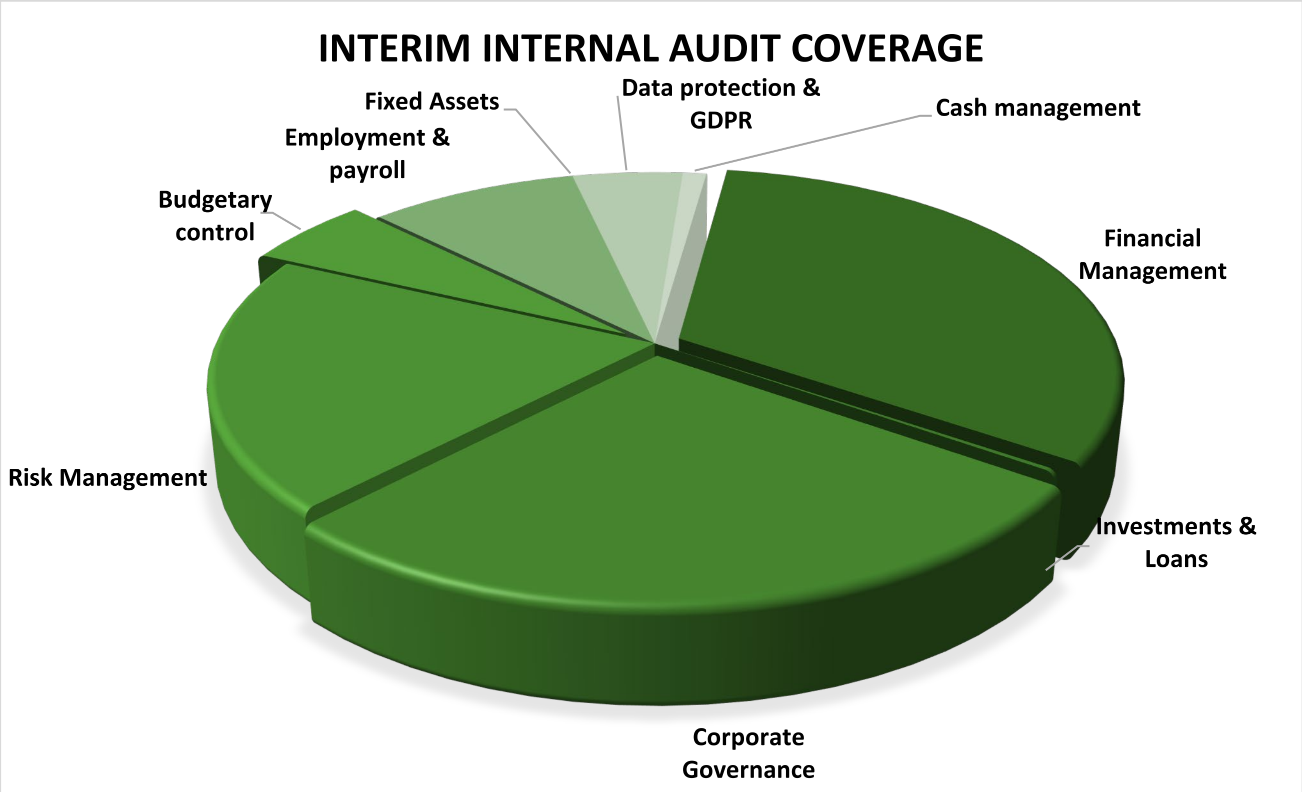
## 3. Internal audit coverage

The annual Internal Audit plan was prepared to take account of the unique characteristics and relative risks of Llantrisant Community Council's activities and to support the preparation of the Annual Governance and Annual Statement of Accounts contained within the Annual Return.

Assurance reviews in eleven areas have been planned and performed to obtain sufficient information and explanation considered necessary to give reasonable assurance that the Council's Internal Controls systems are functioning effectively. The Internal Audit plan for the 2024-25 financial year was approved in consultation with the Council's Clerk and the Responsible Finance Officer (RFO) and was informed by our own assessment of risk and materiality.

The plan will be modified in future years, in consultation with the Clerk, RFO and Council Members to ensure it is aligned to the objectives of, and key risks facing the Council.

WGW online has provided assurance across 15 areas of review (3 further areas to be reviewed during the year-end audit), which correspond to the Internal Control objectives contained within the Annual Return: Annual Internal Audit Report, during the 2024-25 financial year to the 30th of September 2024.



# Internal Audit 2023-24

## 4. Internal audit opinion

The Practice Manager of WGW online is responsible for the delivery of an interim and annual Internal Audit opinion and report that may be used by the Council to inform its Governance and Accounting statements in the Annual Governance and Accountability (AGAR) return. The year-end opinion, based on the review conducted onsite with the Clerk and the Responsible Finance Officer (RFO) on the 16th of October 2024, with subsequent work being performed at our offices, examined the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control.

In giving this opinion, assurance can never be absolute and therefore, only reasonable assurance may be provided that there are no major weaknesses in the processes reviewed. In assessing the level of assurance to be given, I have based my opinion on:

- The interim audit work & reports completed onsite and at our offices;
- The results of the follow up discussions conducted with the Clerk;
- The responses of the Council's Members to prior recommendations for improvement;
- The quality and performance of the Council's administrative function and the extent of compliance with the Standards defined in the Joint Panel on Accountability and Governance, Practitioner's Guide; and,
- The proportion of Llantrisant Community Council's audit requirement that has been covered during the interim review.

**Internal audit opinion**

**I am satisfied that sufficient assurance work has been carried out to allow me to form a reasonable conclusion on the adequacy and effectiveness of Llantrisant Community Council's Internal Control Ecosystem.**

**In my opinion, Llantrisant Community Council's framework of governance, risk management and management control has 'Substantial Assurance' with internal controls working in practice.**

**Where weaknesses have been identified previously, the detailed recommendations for improvement made in the prior-year Internal Audit Report have been implemented in full.**

# Internal Audit 2023-24

## 5. Council profile

| | |
|---|---|
| **Council name:** | Llantrisant Community Council |
| **Address:** | The Parish Office, Newbridge Road, Llantrisant CF72 8EX |
| **Unitary authority:** | Rhondda Cynon Taff Borough Council, Council Offices, Bronwydd, Porth CF39 9DL |
| **Proper officer:** | Mr Geraint Edward Hopkins |
| **Responsible Finance Officer:** | Mrs Alison Jenkins |
| **General Power of Competence:** | Ineligible: The new Clerk is not yet CiLCA qualified |
| **Members:** | Fourteen current Councillor Members |
| **Elected Members:** | Twelve elected Members |
| **Co-opted Members:** | Two co-opted Members |
| **Chairperson:** | Councillor David Nicholas |
| **Vice-chairperson:** | Councillor David Myles |
| **Members Register:** | Register details held in the Council Office |
| **Head of Electorate:** | 10,930 (Ten thousand, nine-hundred and thirty, October 2024). |
| **Current precept:** | £311,199 / £57.50 per Band D house |
| **External Auditor's report:** | The Council was not in receipt of the External Auditor's report as At the 16th of October 2024. |
| **Website:** | The Council maintains a free to access website on a secure server, published at https://www.llantrisant-cc.gov.wales |

## 6. Corporate Governance

The objective in this area of review is to ensure that the Council has robust corporate governance arrangements in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. To meet the above objectives, we have: -

- Noted that the Standing Orders and Financial Regulations were last Noted and Readopted unamended at the Annual Meeting of the Community Council on the 14th of May 2024, under Minute reference FC/24-25/7i & 7ii respectively;
- Concluded our review of the minutes of Full Council and its Standing Committee meetings (excluding Planning) for the full year ensuring that no issues affecting the Council's financial stability either in the short, medium or long term exist, noting that the Council's Agenda, Minutes and supporting documentation remain of a consistently exemplary quality;
- Noted that the Council has adopted the Terms of Reference and Schemes of Delegation for its Standing Committees and informal working parties;
- Noted that the Council currently maintains a portfolio of Health & Safety, Business & Financial Risk Assessments using Microsoft Word. We further note that the Council's Risk Registers are reasonable, proportionate and appropriate for the Council's current and ongoing needs;
- We note that the Council Members' Register of Interests have been updated, are available in the Council's offices and that hyperlinks to each Member's Register entry is published on the Council's official website;
- Noted that the Council continues to make Grants and Community Contributions to local organisations using appropriate Powers, including LGA 1972 s.137 ('the Power of last resort');
- Noted that the Council is currently ineligible to adopt the General Power of Competence as the Clerk is not yet CiLCA qualified;
- Noted that the Council published the Notice of the Exercise of Elector's Rights as required;
- Noted that the Council maintains a website published on a secure website at https://llantrisant-cc.gov.wales which is compliant with current Accessibility Legislation, and upon which the Council's Minutes Agenda, Policies Procedures and other useful information may be found. However, the Minutes are included in the Agenda bundle, and not posted separately as is considered Best Practice; and,
- Noted that the Council continues, as far as may be reasonably ascertained with the General Data Protection Regulation (GDPR). However, the Council could benefit from a review of its GDPR documentation at this time, including undertaking a Document Impact Assessment.

1) **Interim Outcome: Substantial Assurance.**

## 7. Interim internal audit

### Internal control objective 'I'

'Appropriate books of account have been properly kept throughout the year.'

The objective in this area of review is to ensure that the accounting records are being maintained accurately and currently and no anomalous entries appear in the financial ledgers.

**Finance systems**

The Council continues to utilise the Rialtas Omega accounting system, considered the leading sector standard software solution for small to medium sized councils, to maintain its financial records.

To meet the above objectives, we have: -

- Checked and verified that the closing balance for the 2023-24 financial year was correctly brought forward as the opening balance of the 2024-25 financial year;
- Ensured that the nominal code structure remains appropriate to facilitate budgetary, income and expenditure analysis and reporting;
- Ensured that the proper segregation of duties is in place with the RFO being able to load supplier and payment information, but not being able to approve and authorise payments;
- Checked and verified all transactions on all Rialtas Omega cashbooks for the months of April, and September 2024; and,
- Noted that the Council maintains a robust backup procedure with near-real time backups being made to the Microsoft OneDrive cloud service. We consider this to be a reasonable and proportionate data security measure. However, we believe that it would be prudent at this time, to review the Council's IT security due to the increase in cyber-attacks and potential internet fraud.

  However, we believe that it would be prudent at this time, to review the Council's IT security due to the increase in cyber-attacks and potential internet fraud.

2) **Interim Outcome: Substantial Assurance.**

# Internal Audit 2023-24

**Bank and building society accounts**

The Council retains the public funds under its management in four separate accounts with three different financial institutions:

- The Council maintains two bank accounts; with the Unity Trust Bank, a current and deposit account which are utilised for the Council's day-to-day banking requirements;
- The Council maintains a CCLA Public Sector Deposit Account to reduce the risk of loss of the public funds under its management, whilst maximising the return on its investment;
- The Council opened a 'Charity Bank Savings Account' (Instant Access) on the 18th of March 2024;
- Llantrisant Community Council availed itself of electronic banking in 2017. The current Financial Regulations accord with the Council's current Internal Control with two authorising persons required to process each payment;
- The Mandates for all the Council's banking and investment accounts are reviewed at least once annually and have sufficient signatories to make enquires, load payments only, and authorise payments, ensuring the proper segregation of duties at all times.

3) **Interim Outcome: Substantial Assurance.**

**Investments and Loans**

The Clerk has Certified that as at the 16th of October 2024 the Council retains no public funds in other investments and has no loans owed either by it, or to it.

4) **Interim Outcome: Substantial Assurance.**

**Credit and Debit cards**

We note that the Council has three Barclaycard credit cards in place. These are held by the Clerk, RFO and the Asset Supervisor. The Council has an overall £3,000 credit limit, with a maximum monthly expenditure of £1,500 on the cards allocated to the Clerk and the RFO and £500 to the card allocated to the General Maintenance Manager.

The credit card statement is settled in full, each month, and all transactions are presented to Members at the Full Council meeting and subjected to the same scrutiny as all other payments.

5) **Interim Outcome: Substantial Assurance.**

# Internal Audit 2023-24

## Internal control objective '2'

'Financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.'

The objective in this area of review is to ensure that Council resources are released in accordance with the Council's adopted Standing Orders, Financial Regulations, budgets and other approved procedures, that payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice

is available, that correct expense codes have been applied to invoices when processed, and that VAT has been appropriately identified and coded to the control account for periodic recovery.

To meet the above objectives, we have: -

- Noted that the Council has not had any requirement to enter into a formal tender process during the period of the 1st of April 2024 to the 30th of September 2024;
- Checked and verified that all quotations undertaken during the period of the 1st of April 2024 to the 30th of September 2024 have been undertaken in accordance with the Council's currently adopted Standing Orders and Financial Regulations;
- Noted that although Purchase Order numbers are used for significant, or pro-forma procurements, that no Purchase Order system is in place;
- Commenced our payment document testing process for the 2024-25 financial year, to ensure compliance with the Council's currently adopted Financial Regulations and Joint Panel on Accountability and Governance (JPAG) Practitioners Guide. In total we selected a sample with the criteria of all non-payroll related payments in excess of £1,000, together with every 20th cashbook transaction irrespective of value for the financial year to 30th of September 2024. Our test sample for the first half of the financial year comprised 21 payments, totalling £30,777 and equating to approximately 24% of all non-pay related payments made to the above date with no matters arising;
- Checked and verified that all payment documents that have been validated by the Clerk and RFO, and that they had been presented to Members of the Full Council for Scrutiny and Approval. Such approval being recorded in the Council's published in the Minutes; and,
- Checked and verified the Council's Q1 and Q2 VAT reclaims with no matters arising.

6) **Interim Outcome: Substantial Assurance.**

# Internal Audit 2023-24

## Internal control objective '3'

'The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.'

The objective in this area of review is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature. We also aim to ensure that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

To meet the above objectives, we have: -

- Noted that the Council maintains a well-developed portfolio of Risk Assessments in MS Word;
- Noted that the Clerk & RFO currently maintain the Risk Registers with input from each of the Council's standing committees;
- The Council has Adopted a Health & Safety Policy, along with a portfolio of Health & Safety Risk Assessments and Financial & Business Risk Assessment;
- The Minutes of the Assets & Operations Committee of the 2nd of April 2024, Minute reference 25 confirms that the Clerk undertook the annual review of the Council's Risk Assessments with Councillor Townsend Jones;
- The Health & Safety Risk Policy and portfolio of Health & Safety Risk Assessments and Financial & Business Risk Assessment for 2024-25 financial year was most adopted at the Annual Meeting of the Community Council on the 14th of May 2024, under Minute reference FC/24-25/14, with the Registers remaining under continuous review during the Municipal year;
- Examined the Council's insurance policy to ensure that appropriate cover is in place: Cover is provided by Hiscox under a 'Select for Local Council's policy, number 9658328 with the period of cover running continuously from the 1st August 2024 until cancelled: Key features include: Employers Liability £10 million, Products & Public Liability £10 million, Officers & Trustees Indemnity £500k, Fraud & dishonesty £180K, Commercial & Legal Protection £100K, Crisis containment £2k, Business Interruption £10K. Additionally, Civic Regalia has cover of £3,180 and Fine Art, £10,000. We consider the level of cover appropriate for the Council's current needs; and,
- Noted that the Council has no playgrounds under its management, or recreation areas for which it holds responsibility. All local facilities are managed by Rhondda Cynon Taff;

7) **Interim Outcome: Substantial Assurance.**

# Internal Audit 2023-24

## Internal control objective '4'

'The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.'

The objective in this area of review is to ensure that the Council has determined its annual budget based on sound assumptions of intended spending, that sufficient funds are available to meet future spending plans and that members are kept aware of actual budgetary performance during the course of the financial year. We also seek to assess the adequacy of retained reserves, be they in respect of specific earmarked funds or the General Fund. To meet the above objectives, we have: -

- We note from our review of the Council's Minutes that Members receive an accounts pack is submitted to Members at each meeting of the Full Council. The pack includes: 1) I&E Accounts, 2) Budget vs Actual to date report, and 3) the Schedule of Payments for Approval and Payment Authorisation;
- A six-month review is also undertaken where the finance documents are subject to detailed checking and verification by Members of the Scrutiny Committee in its regular meetings;
- We noted during the Interim internal audit that the Clerk, RFO and Members were, once again, embarking upon detailed and robust Budget setting and Precept determination process.

  As in previous years, the Scrutiny Committee drafts and develops the Council's budget and that for each of the Council's Standing Committees. The final draft budget will be submitted for Members' scrutiny and approval at a Meeting of the Full Community Council, usually held in December; and,
- The Council now maintains eleven earmarked reserves. The opening balance as at the 1st of April 2024 was £30,633.53, as at the 30th of September the closing balance stood at £27,581.56 with net in year transfers of -£5,291.95 to that date

8) **Interim Outcome: Substantial Assurance.**

## Internal control objective '5'

'Expected income was fully received, based on correct prices. properly recorded and promptly banked; and VAT was appropriately accounted for.'

The objective in this area of review is to ensure that the Council maintains appropriate records are to ensure that all income due to the Council is identified, invoiced accordingly, and recovered within an appropriate time scale. To meet the above objectives, we have: -

Noted that in addition to the Precept the Council receives supplementary income from a relatively limited variety of sources, including Hall hire, Photocopying fees, Allotment rent, Footpath Agency agreement with RCTBC, VAT reclaims, occasional grants and donations and Bank interest. At the year-end audit we noted that the Council had taken on management responsibility for an additional Hall at Beddau.

We note from the Council's published Minutes and the schedule of Fees and Charges provided, that as required by statute, the Clerk, RFO and Members formally reviewed and established the fees and charges for its services, during the Budget setting and Precept determination process for the 2024-25 financial year. We have:

- Noted that the Council charges VAT on Caerlan Hall Hire;
- Noted that the Council has no leases in place for any third party;
- Noted that the Council holds no saleable stock; and,
- Noted that the Council demonstrates reasonable and proportionate credit control processes. Regular hirers are invoiced monthly in arrears, whilst one-off hirers are required to submit payment in advance;

Further, we have reviewed the following of the Council's non-Precept income sources:

**Hall Hire fees**

We have reviewed the Hall Hire bookings process, sales invoices and receipts for the period of the 1st of April 2024 to the 30th of September 2024, noting that the Council has at all times has acted in accordance with its own Financial Regulations, collected the monies owed to it and that these monies have been properly recorded in the Rialtas Omega financial system. Where payments have not been received electronically, all banking has been undertaken within the calendar month, a reasonable time frame due to the limited access to banking facilities.

9) **Interim Outcome: Substantial Assurance.**

# Internal Audit 2023-24

**Allotment fees**

To be reviewed during the year-end audit

10) **FY2024-25 Outcome: To be stated during the year-end audit**

**Hall Hire**

To be reviewed during the year-end audit

11) **FY2024-25 Outcome: To be stated during the year-end audit**

**Accuracy of Nominal Ledger Account Code and Cost Centre records**

We have examined the detailed nominal ledger income reports for the year to date ensuring that, as far as we are able to reasonably ascertain, all income due to the Council has been received and recorded appropriately. Further, we have reviewed the Nominal Ledger to ensure that the income and expenditure has been accurately recorded against appropriate Account and Cost Centre Codes with no matters arising.

12) **Interim Outcome: Substantial Assurance.**

# Internal Audit 2023-24

## Internal control objective '6'

'Petty Cash payments were properly supported by receipts; all petty cash expenditure was approved, and VAT appropriately accounted for.'

The objective in this area of review is to ensure that the Council manages its Petty Cash system(s) in accordance with its adopted Financial Regulations, that items purchased are suitable for the Council's use, transactions are correctly recorded in the Council's cashbooks, that VAT is identified for recovery where appropriate and that the Petty Cash account is reconciled on an appropriate basis.

To meet the above objectives, we have:

Noted that Llantrisant Community Council operates an informal Petty Cash system with a £150.00 limit, which is periodically replenished due to extremely low usage. It is more of an emergency use fund rather than operational Petty Cash.

- Noted that the RFO continues to utilise separate Petty Cash Claim forms which detail each receipt and the VAT element. This is the information entered into Omega;
- Noted that the Chair manually checks the petty cash on a periodic basis;
- Noted that all reimbursement requests contain clear evidence of authorisation and Member scrutiny;
- Checked and verified all transactions on the Petty Cash account for the month of April and September 2024;
- Noted the RFO's confirmation of the physical Petty Cash balance as at 30th of September 2024, in the amount of £34.70, as we were not onsite and able to check the balance on that date.

13) **Interim Outcome: Substantial Assurance.**

## Internal control objective '7'

'Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.'

The objective in this area of review is to ensure that the Council is appropriately observing extant legislation regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme. To meet the above objectives, we have: -

- Noted that the Council had six employees at the date of the Interim Audit: The Clerk, RFO/Deputy Clerk, General Maintenance Manager, The Events & Admin Officer and the Community Halls Caretaker as at the 30th of September 2024;
- Checked and verified the Establishment list provided by the Clerk;
- Noted that all employees are in receipt of employment contracts based on One Voice Wales model documents;
- Noted that Four staff members are enrolled in the LGPS managed by Rhondda Cynon Taff Borough Council;
- Noted that the payroll is managed in house, by the RFO, using 'MoneyManager' Payroll software;
- Noted that only the Asset Supervisor and the General Maintenance Officer receive variable pay which is claimed by the completion of weekly timesheets which are checked and verified prior to the preparation of the payroll;
- All other staff are required to maintain timesheets to enable analysis of work type and to calculate Time off in lieu (TOIL) where appropriate;
- Checked and verified all timesheets from the 1st of April 2024 to the 30th of September 2024 with no issues arising;
- Checked and verified the Money Manager payroll reports for the period from the 1st of April 2024 to the 30th September 2024 with no issues arising; and,
- Checked and verified the detail of the net salary and third-party payments of PAYE / NI and Pension contributions by reference to payslips and payroll summary reports and the subsequent payments issued for September 2024.

14) **Interim Outcome: Substantial Assurance.**

# Internal Audit 2023-24

## Internal control objective '8'

'Assets and investments registers were complete and accurate and properly maintained.'

The objective in this area of review is to ensure that the Council that the Council has prepared and maintains a register of its stock of land, buildings, vehicles, furniture and equipment as required by the Governance and Accountability Manual.

The Council maintains is Fixed Asset Register in a software management system called 'ITEMIT', which has been in use for three years. The 2024-25 Fixed Asset Register will be reviewed during the year-end audit.

15) **FY2024-25 Outcome: To be stated during the year-end audit**

## Internal control objective '9'

'Periodic bank account reconciliations were properly carried out during the year.'

The objective in this area of review is to ensure that the Council conducts regular reconciliations of the bank, building society and other investment accounts in which it maintains the public funds raised by taxation. That these reconciliations along with the corresponding account statements are presented to Members for their scrutiny and approval with that being recorded in the Minutes of the Full Council or its Committees.

To meet the above objectives, we have: -

- Noted that the RFO reconciles all the Council's financial accounts on a monthly basis;
- Checked and verified the Bank Reconciliation on the Unity Trust Current and Deposit Account, The CCLA PSDF Account, The Barclaycard credit card account, The Charity Bank Savings Account and the Petty Cash Account for the period of the 1st of April 2024 to the 30th of September 2024 no issues arising.
- There is clear evidence of monthly reconciliations being undertaken, however, the periodic review of the Reconciliation Statements is not recorded in the Council's Minutes.

16) **Interim Outcome: Substantial Assurance.**

# Internal Audit 2023-24

## Internal control objective '10'

'Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.'

The objective in this area of review is to ensure that the Council is compliant with the 2015 Accounts and Audit Regulations which requires all Councils to prepare annually a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

The Council's accounts are managed in the Rialtas Omega software accounting package, detail of which we have examined and consider reflects accurately the half-year's transactions as recorded therein. The software is used to manage the following working records and management reports which have all been checked and verified from the 01st of April 2024 to the 30th of September 2024 with reference to prime documentation:

**Working records**

- Cashbooks
- Journals
- Reconciliation statements
- Budgetary reports
- VAT reclaim reports

**Management reports**

- Earmarked Reserves
- Trial balance
- Nominal Ledger
- Income and expenditure reports
- Statutory balance sheet

We have checked and verified the Closing Trial Balance for the 2024 financial year, as at the 31st of March 2024 against the Opening Trial Balance for the 2024-25 financial year as at the 1st of April 2024 ensuring that the cashbooks remained in balance, with no matters arising.

Further we have undertaken a 'line-item' check and verification for all the Council's cashbooks, journals, nominal ledger, for the months of April and September 2024, with reference to the supporting prime documentation and the Council's published Minutes.

We have checked and verified the Trial Balance as at the 30th of September 2024, against primary documentation, ensuring that the cashbooks remained in balance, with no matters arising.

# Internal Audit 2023-24

Finally, we have checked and verified the Nominal Ledger report to the 30th September 2024 to ensure that appropriate coding has been applied and that there is no unexplained or unbudgeted expenditure with no matters arising.

17) **Interim Outcome: Substantial assurance.**

## Internal control objective '11'

'Trust funds (including charitable) – The council met its responsibilities as a trustee.'

The objective in this area of review is to ensure that the Council has met its statutory requirements where it acts as a trustee for any trust fund or charitable trust, including maintaining separate financial and bank accounts and making all required statutory returns to the Charities Commission and/or the HMRC.

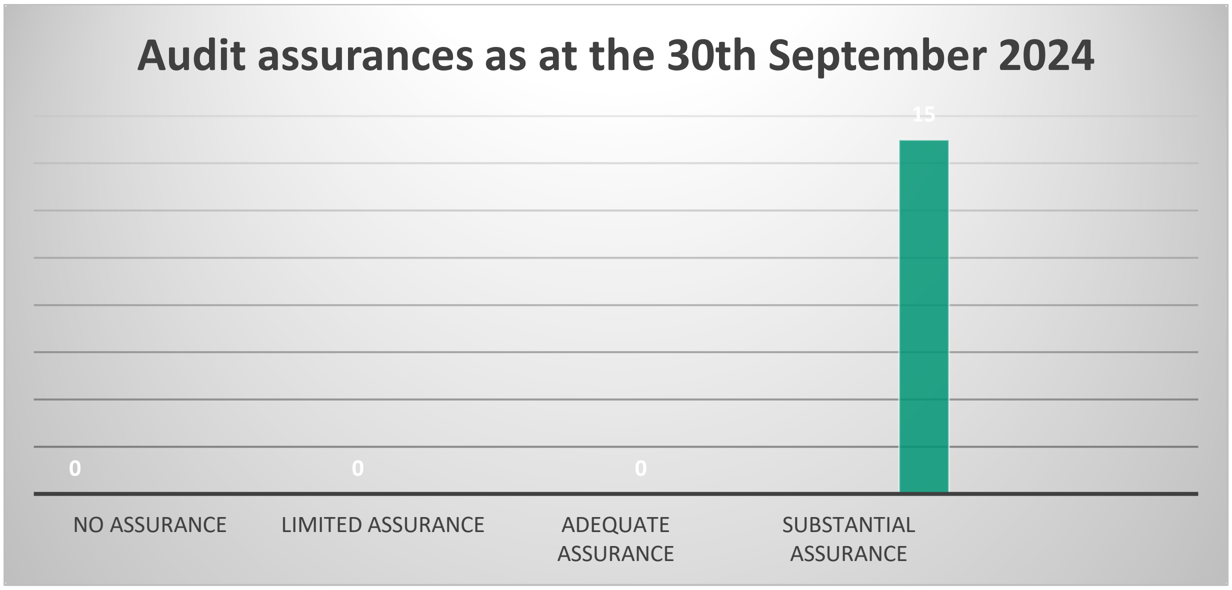
- The Clerk has certified that Llantrisant Community Council is not responsible for any Trust Fund or Charitable Trust and has no responsibilities as a trustee for any organisation.

18) **Interim Outcome: Substantial Assurance**

-oO0Oo-

## 8. Assurance review

During the Interim internal audit for the 2024-25 financial year, we have undertaken 171 separate audit tests, providing fifteen separate assurances in the eleven areas of review which correspond to the Internal Control objectives contained within the Annual Return: Annual Internal Audit Report as detailed in the chart below.




**Substantial:** A sound framework of internal control is in place and operating effectively. No risks to the achievement of system objectives have been identified;

**Adequate:** Basically, a sound framework of internal control with opportunities to improve controls and / or compliance with the control framework. No significant risks to the achievement of system objectives have been identified;

**Limited:** Significant weakness(es) have been identified in the framework of internal control and / or compliance with the control framework which could place the achievement of system objectives at risk; or

**No:** Fundamental weaknesses identified in the framework of internal control or the framework is ineffective or absent with significant risk to the achievement of system objectives.

# 9. Issues identified during the 2024-25 audit cycle

## Interim audit recommendations

### Corporate governance

1) **Interim Outcome: Substantial Assurance – Best Practice recommendation**

Noted that the Council continues, as far as may be reasonably ascertained with the General Data Protection Regulation (GDPR). However, the Council could benefit from a review of its GDPR documentation at this time, including undertaking a Document Impact Assessment.

**Recommendation**

we recommend that the Clerk reviews the Council's GDPR documentation and ensures that it reflects current use of IT equipment, and that it also undertakes a Document Impact Assessment that the assessment should be added to the Council's Risk Assessment portfolio, to be reviewed on an annual basis. Such action in this regard would strengthen the Council's internal Controls in this area.

2) **Interim Outcome: Substantial Assurance – Best Practice recommendation**

The Council's Minutes Agenda, Policies Procedures and other useful information may be found. However, the Minutes are included in the Agenda bundle, and not posted separately as is considered Best Practice.

**Recommendation**

We note that this year, the Council's Adopted Minutes have been published as part of the Agenda bundle. This makes finding the set of Minutes you are looking for rather challenging. It is considered Best Practice that the Minutes are published as stand alone documents, under an appropriate heading for Full Council or Committee and the date of the meeting to which the Minutes relate. I encourage this practice to be reinstated.

## Internal control objective '1'

3) **Interim Outcome: Substantial Assurance – Best Practice recommendation**

Noted that the Council maintains a robust backup procedure with near-real time backups being made to the Microsoft OneDrive cloud service. We consider this to be a reasonable and proportionate data security measure.

However, we believe that it would be prudent at this time, to review the Council's IT security due to the increase in cyber-attacks and potential internet fraud.

**Recommendation**

IT security is increasingly important for even the smallest of businesses and organisations, and never more so than for public facing organisations such as Town, Parish and Community Councils. To ensure that Llantrisant Community Council is prepared, to the extent that it is possible to do so, for attempted cyber-attacks and other forms of online fraud we believe that it should review its IT Security, in particular the use of appropriate Antivirus, Malware and VPN software.

## Internal control objective '9'

4) **Interim Outcome: Substantial Assurance – Best Practice recommendation**

There is clear evidence of monthly reconciliations being undertaken, however, the periodic review of the Reconciliation Statements is not recorded in the Council's Minutes.

**Recommendation**

It is considered Best Practice to periodically present the Council's financial account reconciliation statements for scrutiny and approval to either Full Council or the Finance & Policy Committee. We recommend that this practice should be undertaken on a quarterly basis.

-oO0Oo-

## 10. Confirmation of independence and Quality Assurance

During the 2024-25 financial year to the 30th of September 2024, we confirm that the internal auditor has acted independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation, based upon the internal audit programme, and has obtained appropriate evidence including copies of prime documentation to support our opinions from Llantrisant Community Council.

The interim internal audit for the 2024-25 financial year, conducted on the 16th of October 2024, was carried out in accordance with Llantrisant Community Council's needs and planned coverage. Based on the findings in the areas examined, the internal audit conclusions are summarised in the main body of this report, which corresponds to the Internal Control Objectives table contained within the FY2024-25 Annual Return's Annual Independent Internal Audit Report, which has been duly authorised, with positive assurances assigned against each internal control objective reviewed.

## 11. Internal Audit Performance

The following performance indicators are maintained to monitor effective service delivery & quality:

| Annual performance indicators | | | |
|---|---|---|---|
| **Aspect of service** | **Interim 2024-25 (Actual %)** | | **YE 2024-25 (Actual %)** |
| Internal Audit plan delivered | 61% | ⬆ | |
| Positive customer responses to quality appraisal questionnaire | | | |
| Compliant with the Public Sector Internal Audit Standards | Yes | ⬌ | |

## 12. Acknowledgements

We would like to take this opportunity to thank the Clerk, and RFO of Llantrisant Community Council for the quality of the internal control systems, the manner in which the documentation for audit was presented and the positive engagement with the Internal Audit process.

We now ask that the Clerk/RFO and Members consider the content of this report and acknowledge, in due course, that the report has been formally reviewed and adopted by the Council.

C Lingard-McKay
Head of WGW online internal audit practice

**LLANTRISANT COMMUNITY COUNCIL**

**TUESDAY 12TH NOVEMBER 2024**

**REPORT OF THE CLERK**

# STAFFING MATTERS

1. At the previous meeting of Council held on Tuesday 22nd October 2024, I raised the issue of the rate of remuneration of the General Maintenance staff, and gave a range of examples detailing the rates of pay of neighbouring authorities for staff in equivalent positions as the Council's General Maintenance Officer and General Maintenance Manager.

2. Complimenting the quality of the General Maintenance staff's work, Members unanimously agreed that it was important to value and retain staff and to keep pace with the terms and conditions within the sector.

3. As the matter was brought as urgent business, and not tabled, Members could only agree in principle the following, detailed at Council Minute FC/24-25/79, which they did unanimously:-

**FC//24-25/79 STAFFING MATTERS**

(i) It was **agreed** in principle that the Clerk be authorised to conduct negotiations with the General Maintenance Manager and the General Maintenance Officer on terms and conditions,

(ii) It was **agreed** in principle that the General Maintenance Manager, pending satisfactory annual appraisals, could receive an annual incremental rise to a maximum of Spinal Column Point (SPC) 17.

(iii) It was also **agreed** in principle to change the contracted hours of the General Maintenance Manager to annualised hours, averaging a 37 hour week.

(iv) It was further **agreed** in principle that the General Maintenance Officer be offered remuneration at SCP 8, with the facility, pending satisfactory annual appraisals to receive an annual increment to a maximum of SCP 12.

(v) These matters, suitably resolved by the Clerk with the staff, would be put to the following meeting for formal approval by Council.

4. I have since held discussions with the relevant staff as authorised, and I am now in a position to recommend that Council **agree** to the changes detailed in 3(ii), 3 (iii) and 3(iv) above.

5. Further, Council is asked to **note** the communication attached from One Voice Wales: "*Local Government Services Pay Agreement 2024/2025*" which gives Members the affect of the agreement negotiated by the National Joint Council for Local Government Services, and **agree** they be implemented from 1st April 2024.

**MR. G. E. HOPKINS J.P.**

**CLERK TO THE COUNCIL**

Un Llais Cymru

One Voice Wales

# LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024/25

The Local Government Association has informed us that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2024 to 31 March 2025. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2024. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2024 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2024.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

* Hourly rates

| | 1 April 2024 | | Scale ranges |
|---|---|---|---|
| **SCP** | **£ per annum** | *** £ per hour** | **Based on SCP** |
| 2 | £23,656 | £12.26 | Below LC Scale (for staff other than clerks) |
| 3 | £24,027 | £12.45 | Below LC Scale (for staff other than clerks) |
| 4 | £24,404 | £12.65 | Below LC Scale (for staff other than clerks) |
| 5 | £24,790 | £12.85 | Below LC Scale (for staff other than clerks) |

| | | | |
|---|---|---|---|
| 5 | £24,790 | £12.85 | LC1 (below substantive range) |
| 6 | £25,183 | £13.05 | LC1 (below substantive range) |
| 7 | £25,584 | £13.26 | LC1 (substantive benchmark range) |
| 8 | £25,992 | £13.47 | LC1 (substantive benchmark range) |
| 9 | £26,409 | £13.69 | LC1 (substantive benchmark range) |
| 10 | £26,835 | £13.91 | LC1 (substantive benchmark range) |
| 11 | £27,269 | £14.13 | LC1 (substantive benchmark range) |
| 12 | £27,711 | £14.36 | LC1 (substantive benchmark range) |
| 13 | £28,163 | £14.60 | LC1 (above substantive range) |
| 14 | £28,624 | £14.84 | LC1 (above substantive range) |
| 15 | £29,093 | £15.08 | LC1 (above substantive range) |
| 16 | £29,572 | £15.33 | LC1 (above substantive range) |
| 17 | £30,060 | £15.58 | LC1 (above substantive range) |
| 18 | £30,559 | £15.84 | LC2 (below substantive range) |
| 19 | £31,067 | £16.10 | LC2 (below substantive range) |
| 20 | £31,586 | £16.37 | LC2 (below substantive range) |
| 21 | £32,115 | £16.65 | LC2 (below substantive range) |
| 22 | £32,654 | £16.93 | LC2 (below substantive range) |
| 23 | £33,366 | £17.29 | LC2 (below substantive range) |
| 24 | £34,314 | £17.79 | LC2 (substantive benchmark range) |
| 25 | £35,235 | £18.26 | LC2 (substantive benchmark range) |

| | | | |
|---|---|---|---|
| 26 | £36,124 | £18.72 | LC2 (substantive benchmark range) |
| 27 | £37,035 | £19.20 | LC2 (substantive benchmark range) |
| 28 | £37,938 | £19.66 | LC2 (substantive benchmark range) |
| 29 | £38,626 | £20.02 | LC2 (above substantive benchmark range) |
| 30 | £39,513 | £20.48 | LC2 (above substantive benchmark range) |
| 31 | £40,476 | £20.98 | LC2 (above substantive benchmark range) |
| 32 | £41,511 | £21.52 | LC2 (above substantive benchmark range) |
| 33 | £42,708 | £22.14 | LC3 (below substantive range) |
| 34 | £43,693 | £22.65 | LC3 (below substantive range) |
| 35 | £44,711 | £23.17 | LC3 (below substantive range) |
| 36 | £45,718 | £23.70 | LC3 (below substantive range) |
| 37 | £46,731 | £24.22 | LC3 (substantive benchmark range) |
| 38 | £47,754 | £24.75 | LC3 (substantive benchmark range) |
| 39 | £48,710 | £25.25 | LC3 (substantive benchmark range) |
| 40 | £49,764 | £25.79 | LC3 (substantive benchmark range) |
| 41 | £50,788 | £26.32 | LC3 (substantive benchmark range) |
| 42 | £51,802 | £26.85 | LC3 (above substantive benchmark range) |
| 43 | £52,805 | £27.37 | LC3 (above substantive benchmark range) |
| 44 | £54,071 | £28.03 | LC3 (above substantive benchmark range) |
| 45 | £55,367 | £28.70 | LC3 (above substantive benchmark range) |
| 46 | £56,708 | £29.39 | LC4 (below substantive range) |

| | | | |
|---|---|---|---|
| 47 | £58,064 | £30.10 | LC4 (below substantive range) |
| 48 | £59,300 | £30.74 | LC4 (below substantive range) |
| 49 | £60,903 | £31.57 | LC4 (below substantive range) |
| 50 | £62,377 | £32.33 | LC4 (substantive benchmark range) |
| 51 | £63,881 | £33.11 | LC4 (substantive benchmark range) |
| 52 | £65,943 | £34.18 | LC4 (substantive benchmark range) |
| 53 | £68,000 | £35.25 | LC4 (substantive benchmark range) |
| 54 | £70,065 | £36.32 | LC4 (substantive benchmark range) |
| 55 | £72,145 | £37.39 | LC4 (above substantive benchmark range) |
| 56 | £74,198 | £38.46 | LC4 (above substantive benchmark range) |
| 57 | £76,277 | £39.54 | LC4 (above substantive benchmark range) |
| 58 | £78,315 | £40.59 | LC4 (above substantive benchmark range) |
| 59 | £80,247 | £41.59 | LC4 (above substantive benchmark range) |
| 60 | £82,221 | £42.62 | LC4 (above substantive benchmark range) |
| 61 | £84,243 | £43.67 | LC4 (above substantive benchmark range) |
| 62 | £86,319 | £44.74 | LC4 (above substantive benchmark range) |

# LLANTRISANT COMMUNITY COUNCIL

## 12TH NOVEMBER 2024

## PROPOSAL FOR THE REPLACEMENT OF THE YOUTH SHELTER IN TALBOT GREEN (CLLR MYLES)

Council to consider the following proposal brought by Cllr David Myles.

1. Funding to come from Talbot Green Project money plus street furniture proposal.

2. It is proposed that we develop plans for the small area which used to house the old youth shelter between Talbot Green shopping centre and the main Talbot Rd.

3. Current site is unused since the removal of the Youth shelter. There is a 5 x 5 metre square of asphalt which is joined to the Pedestrian path between the shopping centre and the road. This area is surrounded by high trees which go back to the original entrance of Talbot Green farm many of which have preservation orders on them. When the youth shelter was originally constructed the land was supposed to be returned tot eh owner RCT council in its original state. This would mean removing the asphalt and returning it to turf.

4. It is proposed that the Community council allocate funds from the Talbot green project money to establish a seating area on the site. It is envisaged that this would be a social area similar to Codgers corner in Tynant. The new seating could act as an area for people in Talbot Green to socialise and for people to learn about the history of the area, although much of the building is post 1945.

5. To enable this plan to come to fruition there are several stages that we would have to go through:
    a. The community council would need to agree to allocate and set aside the funds, currently in both the Talbot Green project money fund and monies from Street furniture fund.
    b. RCT council would need to be approached as to a change of use of the site from what it was originally planned for, they would as the landowner, need to give their consent.
    c. That a public consultation exercise is undertaken through both social media and the Community council's website to see if this is what the community actually want.

d. Then finally the works can take place, and it is envisaged that the site could be developed by our own internal workforce rather than going to outside contractors.

6. A proposal for the design of the area would have four benches set at a diagonal to the main square, with their backs to the four corners of the site to form a central diamond, Two joint use litter and recycling bins to the left and right of the entrance, between the front and rear pairs of benches, a planter facing the path between the two rear benches and two planters either side of the path. In addition, a sign board could be erected giving information of the development of the town of Talbot Green, from the opening of the Talbot Arms in 1859 to the modern day.

7. ThE alternative would be to remove the asphalt, returf the area and return it as was to RCT council.

CLLR DAVID MYLES

(TALBOT GREEN WARD)

**LLANTRISANT COMMUNITY COUNCIL**
**COUNCIL MEETING 12TH NOVEMBER 2024**

**PLANNING AND DEVELOPMENT CONTROL**

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

| WARD | REF | PROPOSAL | LOCATION |
|---|---|---|---|
| **LLANTRISANT / TALBOT GREEN** | 24/1008/TPO | Complete removal of mature scrub oak tree on boundary between the rear garden of 52 High Street and the Town Garage premises | 52 High Street, Llantrisant, CF72 8BR |
| | 24/1044/FUL | Change of use from licensed premises to offices (A3 to B1)* | Cross Keys Hotel, Llantrisant, CF72 8BR |
| | 24/0886/FUL | Full planning permission to allow for an extension to Unit 2, external alterations to Unit 2-3, alterations to the customer car park and associated development | Unit 2B Dream Time Beds, Glamorgan Vale Retail Park, Talbot Green, CF72 8RP |
| | 24/0462/FUL | Change of use to first floor from offices to 2 bedroom dwelling unit including proposed crossover and parking. | Rhondda Housing Department, 85 Talbot Road, Talbot Green, CF72 8AE |
| **BEDDAU / TYNANT** | - | - | - |

- ***A3 Food and drink -*** *For the sale of food and drink for consumption on the premises - restaurants, snack bars and cafes, drinking establishments and take-aways.*
- ***B1 Business -*** *Offices (other than those that fall within A2), research and development of products and processes, light industry appropriate in a residential area.*

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

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**LLANTRISANT COMMUNITY COUNCIL**

**TUESDAY 12TH NOVEMBER 2024**

## THANK YOU LETTERS/EMAILS FOR COUNCIL GRANTS

**The following is a compilation of the responses we have received by email or letter, thanking the Council for the recent grant awards.**

**Gwynfa Camera Club:**

Dear Alison,

Thank you for your email below with attached letter confirming our grant application award in the sum of £390 from Llantrisant Community Council.

I would be grateful if you would pass on our sincere thanks to Geraint Hopkins, Clerk to the Council and the wider Council members for their continued support which is very much appreciated and will help a great deal in the successful running of the Club going forward as we continue to rebuild post COVID.

Kind regards,

Mandy Martin
Treasurer
Gwynfa Camera Club

**Cylch Meithrin Beddau**

Good morning,

Thank you for the email, we're really pleased and grateful to have been granted this.

Diolch,

Lottie

**Llantrisant Ladies Bowls**

Thank you – very much appreciated

**Llantrisant Bowls Club**

FAO Mrs A Jenkins

May I, on behalf of Llantrisant Bowls Club, thank you for the generous grant which will contribute to green maintenance at Southgate Park.

Regards

Keith Sulley
Hon. Treasurer

**Cwm Welfare AFC**

Thank you very much from all at Cwm Welfare AFC
**Role Play Lane**

Thank you so much!


We really appreciate it. We would love you to visit one of our sessions one day, please let us know when is best for you if you would like to come.

Kind regards,

Joanne Baldock

**Llantrisant Netball**

Hello Alison
Thank you and the Community Council for your continued support for our club we are so grateful
Jean - Chair Llantrisant Netball Club

**Cylch Ti a Fi Beddau**

Prynhawn da.

Cylch Ti a Fi Beddau are so grateful to the Council for your continued support of our group. We are very happy in our new venue and for the welcome we have received.

Thank you for your generosity with the grant funding you have extended to us. This is appreciated more than you know.

Kind regards,

Marsha Preston
Cylch Ti a Fi Beddau

**Llantrisant Squash**
Wow this is amazing news!

Thank you so much Alison, yes I am extremely glad you did. *(I tagged Llantrisant Squash on Instagram when advertising the grants)*

Thanks to all on the community council too, this will be a great help!

Thanks
Jason

**RCT Community Wind Band**

Dear Geraint & Alison

Thank you so much for your grant letter.

Please would you be sure to pass on the band's most sincere and grateful thanks for awarding us a grant this year.

As we grow in strength and in numbers we look forward to continuing our interaction within the community both by providing an opportunity to all ages and abilities to play music for enjoyment and to pleasing with musical entertainment.

Thank you too for supporting us as we plan our 20th Anniversary celebration concert.

Kind regards
Beryl
RCT Community Wind Band

**2nd Pontylcun Guides**

Hi Alison,

That's fantastic news! Thanks so much.

It will really help us subsidise trips this term and next term. We are finding it increasingly difficult to keep the cost of things affordable for all, so this will be a huge help.

Please pass on our thanks to the committee.

Diolch yn fawr,

Jayne, leader for 2nd Pontyclun Guides

**Penygawsi Primary School PTA**

Hi Alison,

Thank you very much - much appreciated.

Regards,
Rhian

**Afon Community Dance**

Thank you so much.

We really do appreciate your continued support. Please pass on our thanks to the council members.

Best wishes

**Louise Prosser**

**Monday Club**

I am writing to thank you and the Council Members for awardin us this grant and we look forward to receiving the BACS transfer.  We appreciate that finances are restricted and are pleased that you are able to show generosity towars Monday Club and continue to give us your support.

Yours sincerely,

Diane Jones
Treasurer.