

LLANTRISANT COMMUNITY COUNCIL

MINUTES

OF THE

ANNUAL MEETING



OF LLANTRISANT COMMUNITY COUNCIL HELD ON TUESDAY 14TH MAY 2024 AT 6.30PM AT CAERLAN HALL

Present

Cllr Anne Callow (Chair 2023/2024)

Cllr Julie Barton

Cllr David Brown

Cllr Ron Hunt

Cllr Lynne Murdoch

Cllr David Nicholas

Cllr Dr Catherine Preston

Cllr Adam Robinson

Cllr Carys Romney (*left at 7.10pm*)

Cllr Paul Thomas

Cllr Ellie Townsend Jones

In Attendance

The Clerk to the Council (Mr Geraint Hopkins JP)

The Events and Public Engagement Officer (Ms Stephanie Todd)

County Borough Councillor Sarah Jayne Davies (Llantrisant and Talbot Green)

and

Mr Allan Matheson

FC/24-25/01 Election of Chair of the Council for 2024/2025

Cllr David Nicholas was duly elected to serve as Chair of the Council for the Municipal Year 2024/2025. Cllr Nicholas signed the Declaration of Acceptance of Office, and was invested with the Chain of Office by the outgoing Chair, Cllr Anne Callow.

Cllr Nicholas in the Chair.

FC/24-25/02 Election of Vice Chair of the Council for 2024/2025

Cllr David Myles was duly elected to serve as Vice Chair of the Council for the Municipal Year 2024/2025.

FC/24-25/03 Apologies for Absence

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

FC/24-25/04 Declarations of Interest

No declarations of interest were made by Members.

The Clerk to the Council declared a personal and prejudicial interest in the matter discussed at Minute FC/24-25/20 and left the meeting for the duration of the discussion of this item.

FC/24-25/05 Standing Committees of the Council

In accordance with the report of the Clerk, it was **agreed** to appoint the following five Standing Committees for the municipal year 2024/2025, their respective membership, and their respective committee Chairs and Vice-Chairs:

<u>Standing Committee</u>	<u>Members</u>	
Finance and General Purposes (8 members)	Cllr Ron Hunt (Chair) Cllr Mal Davies (Vice-Chair) Cllr Julie Barton Cllr Paul Davies	Cllr David Nicholas Cllr David Myles Cllr Dr Catherine Preston Cllr Ellie Townsend Jones
Assets and Operations (9 members)	Cllr Mal Davies (Chair) Cllr Glynne Holmes (Vice-Chair) Cllr Julie Barton Cllr David Brown Cllr Anne Callow	Cllr David Nicholas Cllr David Myles Cllr Adam Robinson Cllr Ellie Townsend Jones
Staffing (6 members)	Cllr David Nicholas (Chair) Cllr Julie Barton (Vice-Chair) Cllr Dave Brown	Cllr Anne Callow Cllr Glynne Holmes Cllr David Myles
Events and Public Engagement (9 members)	Cllr Ellie Townsend Jones (Chair) Cllr Dr Catherine Preston (Vice-Chair) Cllr Julie Barton Cllr David Brown Cllr Anne Callow	Cllr Lynne Murdoch Cllr David Myles Cllr Adam Robinson Cllr Carys Romney
Appeals (3 members)	Cllr Ron Hunt (Chair) Cllr Dr Catherine Preston	Cllr Ellie Townsend Jones

FC/24-25/06 Appointments to Outside Bodies

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

<u>Outside Bodies</u>	<u>Member(s) Representative</u>
SCHOOLS	
Llantrisant Primary (1)	Cllr Anne Callow until 13/11/2027
Llwyncrwn Primary (1)	Cllr Mal Davies until 02/09/2024
YGG Castellau (1)	Cllr Carys Romney until 13/06/2026
Gwaunmeisgyn Primary (1)	RCT Cllr Sam Trask JP until 10/07/2025
Penygawsi Primary (1)	Cllr David Brown until 16/05/2026
Tonysguboriau Primary (1)	RCT Cllr Sarah Jayne Davies until 13/11/2027
Beddau and Tynant Community Library (3)	Cllr Ron Hunt Cllr Anne Callow Cllr Lynne Murdoch
RCT CBC Community Liaison Committee (1)	Cllr David Nicholas
One Voice Wales (2)	Cllr Mal Davies Cllr Anne Callow
Llantrisant Town Trust (3) (Five year terms)	Cllr Ron Hunt until May 2027 Cllr Ellie Townsend Jones until May 2027 Cllr David Nicholas until May 2027
Llantrisant Guildhall CIO (1)	Cllr David Myles
CF72 RCT Neighbourhood Network (1)	Cllr David Brown
Llantrisant Business Forum	All four Llantrisant Town Councillors

FC/24-25/07 **Review of Standing Orders and Financial Regulations**

- (i) The Standing Orders of the Council were reviewed and noted, and no amendments thereto considered.
- (ii) (ii) The Financial Regulations of the Council were reviewed and noted, with no amendments thereto considered.

FC/24-25/08 **Finance Matters**

- (a) The Report of the Responsible Financial Officer was noted and the following banking arrangements were **noted**:
 - (i) The Council current account would continue to be with Unity Trust. All Councillors could be registered signatories and all Councillors have the option and were encouraged to register for internet banking. The staff had access the internet banking but could not authorise payments and were not signatories;
 - (ii) Council reserves would continue to be held with CCLA Public Sector Deposit Account, Charity Bank and Unity Trust Reserve;
 - (iii) The Clerk, the Responsible Finance Officer (Deputy Clerk) and the General Maintenance Manager would continue to hold a Council Barclaycard Credit Card with a combined credit limit of £3,000;
 - (iv) £150 petty cash would continue to be held in the office safe.
- (b) The contracts and leases of the Council as scheduled in the Report of the Clerk were duly **noted**.
- (c) The Asset Register was duly **noted**.

FC/24-25/09 **Annual Report 2023/2024**

The draft Annual Report of the Council for the Municipal Year 2023/2024 was **approved** for translation and publication with some minor alterations to typing errors.

There was a brief discussion about the scope of operation of the Beddau, Llantrisant and Talbot Green Food Bank which Members felt would be better considered at a future meeting of the Council.

FC/24-25/10 Annual Return 2023/2024

The Annual Return for 2023/2024 was **agreed** upon which it was signed by the Chair in readiness to be returned to the Wales Audit Office.

FC/24-25/11 Annual Governance Statement

The Annual Governance Statements for 2023/2024 were **agreed** in readiness to be returned with the Annual Return to the Wales Audit Office.

FC/24-25/12 Internal Audit Report 2023/2024

The end-of-year Report of the Internal Auditor for the financial year 2023/2024 was **noted**.

FC/24-25/13 Appointment of the Internal Auditor for 2023/2024

It was **agreed** to appoint Working the Greener Way as Internal Auditor for the financial year 2024/2025.

FC/24-25/14 Financial and Business Risk Assessments

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

6.50pm

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

7.00pm

FC/24-25/15 Minutes of the Previous Meeting

The Minutes of the Council Meeting held on Tuesday 9th April 2022 were **approved** as a correct record.

FC/24-25/16 Financial Matters

- (i) It was **agreed to approve** the following Accounts for Payment for May 2023, and for Cllrs David Myles and Adam Robinson to authorise the payments online:-

BT	30.04.24	Broadband/Landline Bundle (All sites)	£	173.86	s
Function28	31.05.24	Web and email Provision	£	54.00	z
Barclaycard	14.05.24	see attached sheet	£	962.11	-
Tesco Mobile	22.04.24	4 x mobile contracts	£	16.17	z
WGW	14.05.24	End of year internal audit	£	456.75	z
Girl Guiding cymru	14.05.24	Donation from Chairs Allowance	£	150.00	o
Best Workwear	07.05.24	annual staff uniform order	£	1,388.46	s
HMRC	14.05.24	NI and Tax (April)	£	2,644.78	z
Wages	15.04.24	Pay (April)	£	8,841.15	z
Pensions	14.05.24	Pensions (April)	£	2,127.90	z
RCTCBC	15.05.24	Rates	£	489.00	o
SSE	26.04.24	Electric (Jan to March)	£	114.38	f
RCTCBC	15.05.24	Rates	£	214.00	o
SSE	26.04.24	Electric (Jan to March)	£	47.72	f
SSE	26.04.24	Gas (March)	£	223.77	f
EDF	14.05.24	Electric Dec to March	£	932.61	f
SSE	14.05.24	Gas Dec to March	£	3,380.80	s
RCTCBC	01.06.24	Trade Waste	£	54.50	z
RCTCBC	15.05.24	Rates	£	60.00	o
SSE	22.04.24	Electric (Jan to March)	£	359.46	f
Welsh Water	24.04.24	Water Oct to April	£	81.97	o
PJ Saunders	27.05.24	Rent	£	633.00	s
Cambrian Group	14.05.24	Pole Pruner Service	£	167.26	s
Cambrian Group	14.05.24	Chain and Oil	£	57.73	s
Leekes	14.05.24	Paint, screws	£	35.89	s
Braceys	14.05.24	slate for Bullring	£	29.96	s
RCTCBC	14.05.24	Replacement Dog Bin (TG)	£	281.99	s
SSE	26.04.24	Electric (Brynteg)	£	27.50	f
Egan Waster	14.05.24	Skips (Penycoedcae & Brynteg)	£	600.00	s
Radius	15.05.24	Trackers monthly payment	£	24.00	s
Porter & Rowe	14.05.24	Excess for van door repair	£	100.00	z
UK Fuels	08.05.24	Diesel	£	80.60	s
RCTCBC	14.05.24	Van Lease (March)	£	58.38	s
Country Timbers	14.05.24	Postmix, posts, washers	£	79.63	s
Trade UK	14.05.24	Screwfix account	£	88.03	s
Viking Direct	14.05.24	Copier Paper, coffee	£	78.07	s
TOTAL			£	25,115.43	

- (ii) It was further **agreed** to note the income and expenditure accounts for April 2024.

FC/24-25/17 Planning and Development Control

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

24/0291/15	Variation of condition 2 of planning permission 22/0160/10 to allow approval of amended / revised plans	LLYS YR AWEL, ERW HIR, LLANTRISANT, PONTYCLUN, CF72 8BY
24/0393/10	Construction of a plant cage/compound, installation of air conditioning/refrigeration plant, together with the forming of 2 no. openings in external wall/cladding for pipe/duct work and the construction of a bin store.	UNIT 13 ARGOS EXTRA, NEWPARK DISTRICT SHOPPING CENTRE, TALBOT GREEN, PONTYCLUN, CF72 8LW
24/0397/10	Blocking up of a single door opening on the side elevation and the forming of new single door opening.	UNIT 13 ARGOS EXTRA, NEWPARK DISTRICT SHOPPING CENTRE, TALBOT GREEN, PONTYCLUN, CF72 8LW

FC/24-25/18 Memorial to Dean Powell

It was **agreed** to request that the Events and Public Engagement Committee consider making a recommendation to the Council for a way the Council could commemorate the life and work of Dean Powell.

FC/24-25/19 Exclusion of the Press and Public

The following motion was **agreed** to:

“By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of the full items that follow on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of business to be transacted.”

The remainder of the meeting was therefore held in camera.

FC/24-25/20 Reports from Committees

The Minutes of the Staffing Committee held on Tuesday 30th April 2024 were received. It was **agreed** that the single recommendation contained therein would be determined at an extraordinary meeting of the Council to be held at 6.30pm on Tuesday 28th May 2024.

There being no further business the meeting was ended at 8.00pm

CLLR DAVID NICHOLAS

CHAIR