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)

11th February 2025

COMMITTEE SUMMONS

TO: MEMBERS OF THE ASSETS AND OPERATIONS COMMITTEE

YOU ARE SUMMONED to a meeting of the **ASSETS AND OPERATIONS COMMITTEE** of Llantrisant Community Council to be held on **TUESDAY 18TH FEBRUARY 2025** at **LLYS Y CWM, BEDDAU** at **6.30pm.**

The Agenda and accompanying papers for the meeting are attached.

Please note that this meeting is being held pursuant to the Local Government and Elections (Wales) Act 2021. You may join the meeting using the following Zoom link or Meeting ID:

https://us06web.zoom.us/j/82888261843

Meeting ID: 828 8826 1843

I should be grateful if you would confirm your attendance.

Yours faithfully,

Geraint Hopkins

MR. G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL

A MEETING OF THE

ASSETS AND OPERATIONS COMMITTEE

TO BE HELD AT 6.30PM ON TUESDAY 18TH FEBRUARY 2025 AT LLYS Y CWM, BEDDAU

AGENDA

MR G. E. HOPKINS JP
CLERK TO THE COUNCIL

LLANTRISANT COMMUNITY COUNCIL

ASSETS AND OPERATIONS COMMITTEE

18TH FEBRUARY 2025

REPORT OF THE CLERK

COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE 2024/2025

Committee Membership

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

Terms of Reference

Purpose

The Assets and Operations Committee will oversee the management, repair, safety and organisation of the Council's assets and operations in the community, including its halls, outdoor maintenance, allotments and open spaces.

Terms of reference

The role of the Committee is to consider and make recommendations to the Council on matters relating to:

- the management and repair of The Parish Office, Caerlan Hall and Llys y Cwm;
- the administration of hiring out any of the Council's assets, including hall hire;
- the management and maintenance of all other of the Council's assets, land and community furniture;
- the setting and monitoring of works undertaken by the General Maintenance staff;

- the monitoring, administration and management of the Council's allotments sites and liaison with each Allotments Site Management Committee;

- the setting and monitoring of the Council's compliance with health and safety policies, legal requirements and procedures.

Delegated Powers The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council.

Specifically, the Council delegates power to this committee to:
- consider and implement any changes which are required to comply with Health & Safety Law;
- ensure all health and safety incidents are investigated and any actions required to prevent further occurrence is taken;
- complete the annual risk assessments.

Frequency The Committee will meet at least twice in each municipal year.

Membership 8 members of the Council (this year there are 9 members)

MR G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL

ASSETS AND OPERATIONS COMMITTEE

18TH FEBRUARY 2025

REPORT OF THE CLERK

BRYNTEG ALLOTMENTS (DANGEROUS TREE)

1. At Brynteg Allotments site, which is owned by Llantrisant Community Council, there is a large oak tree at the top right hand corner of the car park.

2. The tree is very much overgrown, and is overhanging areas where cars park, people walk, and where some have allotment plots and their holders work.

3. The tree needs to be brought down by a professional. The job is too big for our own maintenance team.

4. I have sought two quotes for this from local firms, both of which have done work for the Council before, and both of which are trusted to do a good job.

5. Firm A has quoted £1,140 which includes VAT (After VAT recovered, the cost to us would be £950.00); Firm B did not reply despite several reminders.

6. The Committee is recommended to approve the removal of the said tree by Firm A at a cost of £950.00 plus VAT.

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

LLANTRISANT COMMUNITY COUNCIL

ASSETS AND OPERATIONS COMMITTEE

18TH FEBRUARY 2025

REPORT OF THE CLERK

BEDDAU CLOCK

1. As Members will be aware, the Beddau Clock blew down in the strong winds that came with Storm Darragh during the first weekend of December last year.

2. To prepare for presenting the Committee with options for restoring a clock to Beddau square, we have been in discussions with our insurers. They need to assess the clock as it is before deciding whether it can be repaired and restored to its former position, or whether a new clock needs to be purchased.

3. On 12th February the damaged clock was delivered by our maintenance team to the manufacturer, Good Directions, near Southampton.

4. Good Directions will report their findings to us and the insurers. This will inform our recommendations to the Committee in due course.

5. Committee are asked to note this Report.

Mr. G. E. Hopkins

CLERK TO THE COUNCIL

LLANTRISANT COMMUNITY COUNCIL

ASSETS AND OPERATIONS COMMITTEE

18TH FEBRUARY 2025

REPORT OF THE CLERK

OPTIONS FOR THE FUTURE USE OF LLYS Y CWM

1. **INTRODUCTION**
   Members will be aware that since October 2024, when the Meithrin moved to YGG Castellau, Llys y Cwm Hall has remained empty. There have been expressions of interest in the building from potential hirers, but nothing has come of them. This situation needs addressing.

2. **HISTORY**
   i. Llys y Cwm is a small community hall with 2 side rooms on Gwaunmiskin Road. Llantrisant Community Council purchased the building in 1996 at a cost of £25,000. Until that point it had been used as a baby clinic by the local health authority.

   ii. For around a decade, the Community Council ran a youth club there for three evenings a week, whilst RCT Social Services department used it during the day.

   iii. For three years between Social Services leaving in 2010 and Meithrin starting in 2013 it was completely unused during the day.

   iv. For the last decade until September 2024 Cylch Meithrin Beddau used the hall Mondays to Fridays during school terms. This represented the most sustained use of the building since the Council's purchase. The move of the Meithrin from Llys y Cwm to Ysgol Gynraedd Gymraeg Castellau in October 2024 brought this arrangement to an end.

3. **PRESENT**
   i. Apart from the use of the building for meetings by Taff Ely Ramblers and the Council, freeing up Caerlan Hall (which is oversubscribed for evening bookings) there has been no use of the hall since the half term of October 2024.

   ii. The Finance and General Purposes Committee, in considering the budget for the Council for 2025/2026 and noting the under use of the building, asked the Clerk to consider and propose options for the future use of the building.

iii. Attached as Appendix I is a summary of the income and expenditure at Llys y Cwm since 2008/2009. Since 2015/2026 we have been able to break down the income between the Meithrin and other hirers, which demonstrates the fairly negligible use of the hall by other users. Again, since the Meithrin have left, there has been very little income from other hirers.

COMMUNITY HALL PROVISION IN THE LOCAL AREA

iv. Since the Council took responsibility for Beddau Community Centre in December 2023, the bookings for that centre have increased substantially. The hall is larger, with parking and a stage and excellent for larger groups, children and young people, and a range of indoor sporting activities. Most weekends see one if not two, party bookings.

v. Both Beddau Brownies and Afon Dance moved from Llys y Cwm to Beddau Community Centre as the larger hall met their needs much better.

vi. The Cwm Welfare Hall is also trying to encourage local groups to take up residence in their building to help sustain its future.

vii. The need therefore for another Community Hall in the area is not evident; there is ample space for hire within the community provided by other facilities.

4. THE OPTIONS

i. The building could be put up for sale. Whilst this would generate cash for the Council, there is no justification in any of Council's plans for future projects or activity which would support the liquidation of an important community asset. Community assets are hard to come by, especially in making the case for purchase or lease of buildings. If sold, the building, owned outright by the Council would be lost to the community.

ii. Leasing the building on a long-term basis is another potential option. This was recently explored with two different organisations, neither of which made any progress.

iii. Change of use for the Community Council.

5. CHANGE OF USE

a. Llys y Cwm is perfect, for small groups, especially for committee meetings or training, Providing a dual purpose meeting space: That could be a permanent Council Chamber, and a meeting space for community hire, embracing the size of the building.

b. The Council has outgrown the limitations of the Parish Office; There is no space in the office for confidential conversations whether these be between staff, Members or the public. Either in person or over the phone. Members will have their own recollections of times when a confidential conversation with the Clerk or with each other is not possible at the current office. Even if the meeting is not confidential, it is hard for other staff to concentrate on their work. Similarly, staff attending training courses or meetings online have to do so with all the interruptions of an office.

c. There is a genuine lack of storage space at Caerlan Hall which is restricting the availability to recruit new regular hirers who need to store equipment at the hall. The present office would offer a significant additional area for storage of chairs, tables, the great deal of play equipment and other paraphernalia that come with the provision of several children's groups that use the hall.

6. THE DETAIL

i. Whilst it is appreciated that moving offices can be a significant decision for any business, there are some compelling arguments for why in this case it is a good option:

ii. We have a situation where we own one hall which is not generating any income at all, whilst occupying space in a hall which is oversubscribed and which has potential to generate more income. Using Caerlan Hall as both office and meeting space means we are either turning away or interrupting regular hirers. Regular hirers have to vacate the hall when the Council holds its meetings there. The Parish Office was never built to be an office, when it was originally converted from the toilets it was meant to be a small community hall.

iii. Since we own Llys y Cwm outright, the need for better office facilities would not come with the ongoing revenue costs of renting space from another proprietor.

iv. A permanently set up meeting space in Llys y Cwm would offer an attractive venue for hirers with specific needs for good video conferencing facilities, with the obvious potential to generate income from Llys y Cwm which would not affect the daily operation of the office.

v. The present office requires certain improvements to the IT infrastructure, which is already earmarked in the reserves. Costs of setting up the IT systems at Llys y Cwm would therefore already be considered in the budget. The move would offer more modern and technologically advanced facilities.

vi. A well-designed office space can enhance collaboration and productivity. Conversely, outdated facilities can hinder day-to-day activities. Outdated facilities can also pose serious health and safety concerns, and some of these have already been mentioned by Members.

vii. Increased office space, meeting areas and privacy will result in increased efficiency and a better working environment for employees.

7. PRACTICALITIES

i. Little is needed to be done to the fabric of the building. The porch area needs a little tidying up, with the outside rendering needing to be redone, and which could be done in house.

ii. The current fenced area at the front of the building would be reordered to accommodate three car parking spaces. This area is owned by the Council and would provide spaces for our exclusive use. Members will be aware of the issues we have had with parking at Caerlan Hall.

iii. Internally, the office space is ideal for the needs of this Council: The Clerk would have an office utilising the connecting door to the larger "TV Room" as it is currently known, where the Deputy Clerk and Events Officer would be accommodated. This facilitates the type of communal space for staff to work well together, whilst offering the possibility for the Clerk to hold confidential meetings by closing the connecting door.

iv. To provide for offices for the staff, additional electrical sockets and wired-in network would need to be installed in the offices, and also in the Council Chamber so that all members – or potential hirers – would have the ability to plug their electronic devices, laptops, etc. in during the course of a meeting and have good online access.

v. We would set up the Council Chamber with a permanent audio-visual system for the conduct of hybrid and online meetings. Video conferencing is now a permanent feature of everyone's working life, and this would be an essential component of the new chamber.

vi. A fairly inexpensive stud partition would be required at the far end of the hall to provide an additional barrier between the chamber and the toilets.

vii. Much of the office furniture currently in use at Caerlan Hall would be transferrable to the new offices at Llys y Cwm. There would be a need to purchase a reception desk to welcome members of the public.

viii. During past meetings at Llys y Cwm, Members have commented that the hall has a considerable echo. Whilst appreciating this may be largely due to the complete emptiness of the hall since the Meithryn left, the Parquet flooring contributes to the resonance of the space. It is suggested that the hall be carpeted to make it warmer and less resonant. Blinds or curtains would also help to absorb any echo.

ix. New tables and chairs will be needed to provide a welcoming and professional space for the new Council chamber.

8. COST

i. The move of the Parish Office has not been included in the budget for this financial year or the next financial year. It would be naive to think that establishing a new office, meeting room and adapting the existing office can be done without sufficient funds.

ii. We estimate costs for moving the office to be as follows:-

	Cost £
Electrical work	2,500
Furniture	5,000
Carpet/Chattels	2,000
IT improvements	2,000
Car Park changes	1,000
Total	**12,500**

iii. Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

iv. The Council has several earmarked reserves for elections, new vans etc. As the name suggests they are for a specific purpose.

v. General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

vi. Using predicted expenditure for the remaining two months of the financial year. It is estimate that the Council will have an estimated balance in the bank of £128,460. Made up of £36,705 ear marked reserves and £91,755 general reserves.

vii. The current level of general reserves to be held by the Council is recommended to be three months' expenditure costs. For the 11 months of this financial year the average monthly expenditure has been £26,626. So, for 3 months council would be recommended to keep a level of reserves of £79,877.

viii. It is proposed to fund the move of the Parish Office to Llys y Cwm by viring £4,687 from ear marked reserves. Rounding up various pots and reducing the Charter of Friendship reserves. It is further proposed to authorise up to £11,000 to be used from general reserves to fund the cost of the move.

EAR MARKED RESERVES	31.03.25	USE
Elections	£11,240	£240
Office Equipment	£1,510	£1,510
Charter of Friendship	£4,674	£2,000
Beating the Bounds	£1,000	
New Van Fund	£9,296	£296
Street Furniture	£3,170	£170
Large Equipment	£3,757	£257
Training	£2,182	£182
Caerlan	£147	
Beddau CC	-£484	
Llys y Cwm	-£59	
CiL	£272	£272
TOTAL	**£36,705**	**£4,687**

ix. It is unusual to recommend use of reserves – however it is also unusual to have the opportunity to establish a professional, effective base for the Community Council.

9. IN CONCLUSION

By this preferred option:

i. The Council gains a permanent home and Council Chamber which improves the working environment for staff, enhances the professionalism and gravitas of the organisation. Such space could be hired out to organisations looking for such professional meeting space, generating income for the Council.

ii. The Council would meet its need for better offices, giving staff much improved range of options for meetings, operations and conversations, improving confidentiality, wellbeing and professionalism.

iii. Caerlan Hall would benefit from the extra storage facility, which would make it more attractive for potential regular hirers.

iv. The Committee is asked to recommend to full Council that the Clerk be authorized to move the Council Office from Caerlan Hall to Llys y Cwm and do those works necessary to achieve this.

MR. G. E. HOPKINS J.P.

CLERK TO THE COUNCIL

APPENDIX I

INCOME AND EXPENDITURE HISTORY (LLYS Y CWM)

	2008/9	2009/10	2010/11	2011/2012	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25*
Rates	£ 1,134	£ 1,186	£ 992	£ 1,038	£ 1,096	£ 1,125	£ 1,147	£ 1,169	£ 1,179	£ 1,647	£ 1,696	£ 1,736	£ 1,766	£ 1,766	£ 1,766	£ 2,033	£ 2,136
Water	£ 374	£ 404	£ 217	£ 170	£ 152	£ 212	£ 243	£ 301	£ 354	£ 432	£ 333	£ 378	£ 336	£ 406	£ 523	£ 659	£ 993
Electricity	£ 294	£ 310	£ 321	£ 92	£ 273	£ 847	£ 634	£ 421	£ 638	£ 704	£ 256	£ 728	-£ 173	£ 464	£ 1,120	£ 198	£ 540
Gas	£ 240	£ 2,594	£ 892	£ 801	£ 840	£ 1,506	£ 1,566	£ 1,613	£ 1,190	£ 852	£ 1,390	£ 1,013	£ 1,052	£ 1,159	£ 1,099	£ 1,283	£ 1,207
Broadband	£ -	£ -	£ -	£ -				£ -	£ -	£ -	£ 234	£ 128	£ 163	£ 251	£ 261	£ 294	£ 445
Cleaning Materials	£ 260	£ 252	£ 147	£ 144	£ 123	£ 96	£ 159	£ 261	£ 122	£ 172	£ 263	£ 208	£ 208	£ 387	£ 252	£ 232	£ 194
Maintenance Contracts	£ 865	£ 845	£ 699	£ 864	£ 867	£ 835	£ 791	£ 1,873	£ 1,499	£ 3,165	£ 1,311	£ 2,021	£ 1,420	£ 1,118	£ 1,534	£ 1,728	£ 2,326
Repairs & Maintenance	£ 875	£ 2,877	£ 1,395	£ 1,099	£ 818	£ 841	£ 2,786	£ 931	£ 1,094	£ 1,049	£ 20,097	£ 1,230	£ 2,555	£ 1,544	£ 396	£ 9,255	£ 1,125
TOTAL EXPENDITURE	**£ 4,042**	**£ 8,468**	**£ 4,663**	**£ 4,208**	**£ 4,169**	**£ 5,462**	**£ 7,326**	**£ 6,569**	**£ 6,076**	**£ 8,021**	**£ 25,580**	**£ 7,442**	**£ 7,327**	**£ 7,095**	**£ 6,951**	**£ 15,682**	**£ 8,966**
Meithrin income								£ 2,290	£ 5,540	£ 4,648	£ 5,220	£ 6,333	£ 2,312	£ 5,120	£ 4,123	£ 3,913	£ 2,239
Other hall hire income								£ 238	£ 206	£ 165	£ 1,450	£ 2,189	£ 127	£ 943	£ 1,274	£ 809	£ 660
TOTAL INCOME	**£ 4,368**	**£ 3,856**	**£ 2,902**	**£ 517**	**£ 622**	**£ 3,549**	**£ 3,380**	**£ 2,528**	**£ 5,746**	**£ 4,813**	**£ 6,670**	**£ 8,522**	**£ 2,439**	**£ 6,063**	**£ 5,397**	**£ 4,722**	**£ 2,899**
DIFFERENCE	**£ 326**	**-£ 4,612**	**-£ 1,761**	**-£ 3,691**	**-£ 3,547**	**-£ 1,913**	**-£ 3,946**	**-£ 4,041**	**-£ 331**	**-£ 3,208**	**-£ 18,910**	**£ 1,080**	**-£ 4,888**	**-£ 1,032**	**-£ 1,554**	**-£ 10,960**	**-£ 6,067**

** 10 months actual plus 2 months to year end estimated*