

**CYNGOR CYMUNED LLANTRISANT
LLANTRISANT COMMUNITY COUNCIL**

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4th June 2025

COMMITTEE SUMMONS

**TO: MEMBERS OF THE EVENTS AND PUBLIC ENGAGEMENT
COMMITTEE**

YOU ARE SUMMONED to a meeting of the **EVENTS AND PUBLIC
ENGAGEMENT COMMITTEE** of Llantrisant Community Council to be held on
WEDNESDAY 11TH JUNE 2025 at **6.30PM** at **LLYS Y CWM**.

The Agenda and papers for the meeting are attached.

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

<https://us06web.zoom.us/j/6292774301?omn=88689863473>

Meeting ID: 629 277 4301

I should be grateful if you would confirm your attendance.

Yours faithfully,

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

MR. G. E. HOPKINS J.P.

CLERK

CYNGOR CYMUNED LLANTRISANT**LLANTRISANT COMMUNITY COUNCIL****A MEETING OF THE****EVENTS AND PUBLIC ENGAGEMENT COMMITTEE****TO BE HELD AT LLYS Y CWM ON WEDNESDAY 11TH JUNE 2025 AT 6.30PM****AGENDA**

Item		Page
1. Apologies for absence	To receive any apologies of absence from Members.	
2. Declarations of Interest	To receive disclosures of personal interest from Members in accordance with the Code of Conduct.	
3. Committee Terms of Reference	To note the Committee's Terms of Reference and Membership as agreed at the Annual Meeting of Council on 13 th May 2025.	3 to 0
4. Events Schedule 2025	To received from the Clerk and consider a draft Schedule of Events for 2025.	10 to 12
5. Time Capsule	To receive an update on the Time Capsule project from Cllr Ellie Townsend Jones	13
6. Urgent Business	To consider any matters which the Chair has deemed reasonably to be urgent.	

MR G. E. HOPKINS JP
CLERK TO THE COUNCIL

LLANTRISANT COMMUNITY COUNCIL

ANNUAL MEETING

REPORT OF THE CLERK

13TH MAY 2025

STANDING COMMITTEES STRUCTURE AND TERMS OF REFERENCE

The Council is recommended to appoint the following five Standing Committees and their respective Terms of Reference for the Municipal Year 2025/2026-

FINANCE AND GENERAL PURPOSES COMMITTEE	
Purpose	The Finance & General Purposes Committee is to oversee the administration of all matters relating to council finance, audit and compliance with relevant legislation.
Terms of reference	The role of the Committee is to consider and make recommendations to the Council on matters relating to: • the administration of the council's financial affairs • fixed assets/asset management (in consultation with the Assets and Operations Committee) • internal controls including review of effectiveness of internal audit and financial controls • virements between revenue budgets • charges or fees associated with council facilities • tendering, contract and purchasing arrangements in line with council Financial Regulations • awards of grants to local organisations • receipts of committee proposals for inclusion in the forthcoming annual budget • authorisation for payment of council invoices

	- the annual budget and precept amount in time for approval by the Council as per council Financial Regulations - any review or amendments of Financial Regulations, Standing Orders or Terms of Reference Reference relevant to this committee - any financial borrowing or loans - any use of financial reserves - proposals for inclusion in the capital works programme
Delegated Powers	This Committee cannot make decisions on behalf of the Community Council. The Committee's prime function is to make recommendations upon which the Community Council can base decisions. Urgent business which needs to be attended to before the next meeting of the Community Council may be dealt with by the Proper Officer, under authority already delegated to them in the Council Standing Orders and Financial Regulations.
Frequency	The Committee will meet at least twice in each municipal year.
Membership	8 Members of the Council

ASSETS AND OPERATIONS COMMITTEE

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 Outdoor Assets staff; - the monitoring, administration and management of the Council's allotments sites in accordance with the Council's Allotments Rules. 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. - the exercising pro tempore of the functions and responsibilities of the former Beddau Community Centre Management Committee as laid out in its Constitution at its dissolution on behalf of Rhondda Cynon Taf County Borough Council. <i>(from 1st December 2023)</i>
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

STAFFING COMMITTEE	
Purpose	The Staffing Committee will oversee and consider the staffing of the council. Unless otherwise directed, due to the nature of the purpose and terms of reference, the meetings of this Committee will be closed to the public.
Terms of reference	The role of the Committee is: • To manage and oversee the work of the Clerk in his or her duties as Proper Officer and manager of all other staff; • To consider the staffing needs of the Council and make recommendations to the Council for the staffing structure • To make recommendations to Council on all matters relating to recruitment, human resources policies, procedures and requirements, pay, terms and conditions • To consider grievance and disciplinary matters;
Delegated Powers	This Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Staffing 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 Employment Law, Health & Safety Law and Terms and Conditions of Service • review job descriptions, person specifications and all contracts of employment. • manage long term sickness and incidents at work in line with the council's agreed policies • review employees pay awards and increments • oversee any disciplinary investigation in line with the council's disciplinary procedures which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken • oversee an employee's formal grievance(s) in line with the council's grievance procedures

	• ensure that confidentiality is maintained over all staffing matters by all members of the council • provide at least two Members to constitute, along with the appropriate senior Officer, the Interview Board for all applicants for Council employment. • grant the Interview Board the authority to make offers of employment with the exception of the role of Proper Officer whose appointment shall be referred to Full Council. On making an offer of employment the Interview Board shall offer no more than the base salary agreed for the job plus 10% without reference to Full Council.
Frequency	The Committee will meet at least twice in each municipal year.
Membership	6 Members of the Council

EVENTS AND PUBLIC ENGAGEMENT COMMITTEE

Purpose	The Events and Public Engagement Committee will plan and oversee events and the ways in which the Council engages with the residents of the community.
Terms of reference	The role of the committee is to make recommendations to the Council on matters relating to: • Events which the Council may wish to put on itself or in partnership with others; • The scheduling of such events; • Any resource requirements for the events, both financial and staffing; • consulting the public on the Council's plans and operations; • The means by which the Council's activities and events are communicated to the Public;

	The drafting of the Annual Report and the means by which it is published and distributed to residents.
Delegated Powers	This 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: - organise, run and review all events which have been agreed by Council to be held during the municipal year; - spend the budget specifically allocated for events by the Council in line with Financial Regulations.
Frequency	The Committee will meet at least four times in each municipal year.
Membership	8 Members of the Council

APPEALS COMMITTEE

Purpose	The Appeals Committee will receive, hear and deliberate upon appeals in relation to grievance or disciplinary matters already considered by the Staffing Committee. Due to the nature of this Committee's purpose and terms of reference, the meetings of this Committee are closed to the public and its papers not published.
Terms of reference	The role of the committee is to consider appeals under the Council's staffing policies and procedures in relation to grievance and discipline.
Delegated Powers	This 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 a complaint or appeal by any employee of the Council in accordance with the Grievance Procedures and Disciplinary Policies on behalf of, in the name of and without further reference back to the Council.

Frequency	The Committee will meet when required.
Membership	4 Members of the Council who are not members of the Staffing Committee. (Should there be a situation where the quorum of three is not reached, reserve members may be drawn from any Members of the Staffing Committee who were not present to hear the matter in its first instance.)

MR G. E. HOPKINS JP

CLERK TO THE COUNCIL

EVENTS AND PUBLIC ENGAGEMENT COMMITTEE / 10TH JUNE 2025**EVENTS SCHEDULE 2025**

This document is updated regularly; past events are removed and new/potential events added.

Date	Event	Partnership Organisations	Remarks / Recommendations
END FEB/BEGINNING MARCH	ST DAVID'S DAY		Welsh flags flown as usual from the businesses in the community.
8 th MAY	VE DAY		Similar format to the 80th Anniversary of D Day last year, namely:- - two short services of commemoration led by the Vicar, Chair of the Council at Llantrisant War Memorial and the Memorial Gardens, Beddau - wreaths purchased to be laid by the Chair at these events Also:- - Union and Welsh flags and bunting to be flown during VE day "week" throughout the community along the lines of the Coronation.
JULY/AUGUST?	Talbot Green Summer Fayre	Llantrisant and Talbot Green Together/Schools?	No details as yet.
AUGUST	Community Horticultural Show	Show Committee	There is no sign at the moment from the committee that there is appetite for a show this year.

31 st August	Tynant and Beddau Community Fair	LFB&T, Beddau Library, and Tynant Groups	Awaiting confirmation from local partners that the fair will go ahead as usual. Will require an Events Proforma if Council assistance required.
19 th /20 th September	Pride Llantrisant	Pride Llantrisant Cttee/Guildhall	
9 th Nov	Remembrance Sunday	Llantrisant War Memorial Committee, Church representatives, Royal British Legion	Beddau/Tynant event to be organised as in 2024, with the involvement of the Royal British Legion and the Llantrisant War Memorial Committee. It was agreed that a meeting with stakeholders on the format of the services should be organised well in advance of November.
December	Christmas Lights	RCT Centregreat	General satisfaction with the display during Christmas 2024. Clerk to be in discussion with Centregreat about more specific timing for switching on of Christmas lights in Beddau.
28 th Nov (?)	Beddau/Tynant Christmas Event	Beddau Library, LFB&TN	Await Pro Forma for assistance from local organisers.
5 th to 7 th December	“Christmas on the Hilltop” 2025	RCTCBC, Guildhall,	We await to see if Rhondda Cynon Taff CBC will be offering a significant Christmas event again for Llantrisant in

		Churches, Workingmen's Club, Model House other Groups Talbot Green Community Centre (LCC Lead)	December, along the lines of that proposed last year, sadly cancelled due to Storm Darragh. If so, Committee may be minded to have a presence at this event, rather than run its own. Or have no presence at the RCT event, and run the Saturday as usual. Carol service at 5pm, Llantrisant Parish Church.
14 th December 2025	Talbot Green Christmas event	LCC/Talbot Green Community Centre Committee/ RCT Cllr Sarah Jane Davies	Event at Talbot Green Community Centre Suggest 4pm to 6.30pm event, similar to the event in Beddau: Stalls, Father Christmas, rides? school performances?, TG CC Committee to run hot food stall ending with 6pm carol singing and the switching-on of the tree and lights.
December	Schools Christmas Tree Competition	Schools	Continue long-running arrangements with schools. £200 first prize; £75 for two runners up, to the school PTAs.

MR G. E. HOPKINS J.P.
CLERK

Location

Work on the bell tower of Llantrisant Church is now well underway.

A Museum Room is planned, on the first level. This room will have a work in progress display relating to the work on the tower and the installation of the refurbished bells. Also on show will be a centuries-old bell mould, which has been concealed in the tower for many years. This room will be accessible to many people, including all those visiting the Museum Room and all those who ring the bells.

The time capsule is to be located within the Museum Room. A floor-standing box (on legs) is proposed, which will contain the time capsule box (or boxes). The exact size / shape of the outer box is still to be determined, subject to available floor space.

It is hoped that this outer box can be made from surplus old timber removed in the tower reconstruction process. The box will be lockable and will also accommodate a plaque,

Cost

There will be no cost to the Council for the outer box, the lock or the plaque. This is expected to be able to be contained within the church's budget.

Timescale

The construction work on and within the bell tower is projected for total completion in late autumn 2025, with additional time needed to fine-tune the interior. Funding is in place for all aspects of the work.

A final finish and launch date is provisionally projected for early spring 2026. Perhaps January to February. The actual date for the concealment of the time capsule is subject to the above.

The time capsule within the overall church project

The church will first launch the completion of the tower and bells.

The time capsule concealment will follow a short time afterwards, with its own separate event.

This is to ensure that the time capsule concealment is not overshadowed or subsumed by the more significant bell tower project.

Publicity for the time capsule will give the church the chance of an additional reminder to the public of its new status. Both parties gain.

When is the end date?

The project was conceived to coincide with the 49-year anniversary of the Beating of the Bounds: 2024 plus 49 takes us to 2073.

Letters were distributed to the parents of children in Year 6 at Llantrisant and Penygawsi Primary Schools informing them of the time capsule and for those still living in the area to be aware of the proposed year for the box to be opened. Similar letters will be distributed to pupils in all primary school years, towards the end of Summer Term 2025.

Content

This reflects many aspects of Llantrisant as it is today, with some reflections of how it was 49 (ish) years ago. Featured are: landmark buildings, bodies such as the Community Council and the Town Trust, the two Primary Schools, groups and societies, a few individuals. A comprehensive photobook has been created by Gwynfa Camera Club.