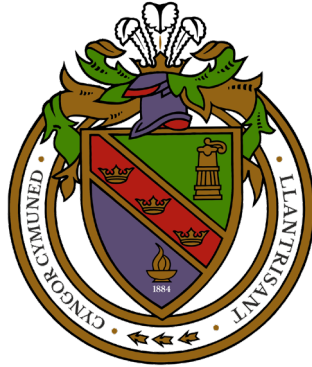




Wednesday 1st October 2025

COUNCIL SUMMONS

TO: ALL MEMBERS OF THE ASSETS AND OPERATIONS COMMITTEE

YOU ARE SUMMONED to a meeting of **LLANTRISANT COMMUNITY COUNCIL** to be held at **6.30pm** on **Tuesday 7th October 2025** at **LLYS Y CWM**, Beddau.

The Agenda for the meeting is attached. The meeting will be held 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/88283741269>

Meeting ID: 882 8374 1269

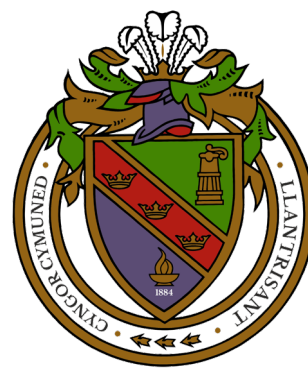
I should be grateful if you would confirm your attendance.

Yours faithfully,

MR. G. E. HOPKINS J.P.

CLERK

CYNGOR CYMUNED LLANTRISANT LLANTRISANT COMMUNITY COUNCIL



THE ORDER OF BUSINESS FOR A MEETING OF THE

ASSETS AND OPERATIONS COMMITTEE

TO BE HELD ON

TUESDAY 7TH OCTOBER 2025 AT 6.30PM
AT LLYS Y CWM, BEDDAU

AGENDA

Item		Page
1.	Apologies for absence To receive any apologies of absence from Members.	
2.	Declarations of Interest To receive disclosures of personal interests from Members in accordance with the Code of Conduct.	
3.	Public Representations To receive any representations from members of the public at the discretion of the Chair.	
4.	Committee Terms of Reference To note the Terms of Reference of the Committee	4 to 5
5.	Halls	
	(i) To receive and note a Report on the income and expenditure of Caerlan Hall and Beddau Community Centre.	6 to 9
	(ii) To receive and note an update on the office move to Llys y Cwm	10 to 13
	(iii) To consider any options for the use of the former office at Caerlan Hall.	14 to 15

- 6. General Maintenance Matters** 16 to 19
To receive a Report from the Clerk on any general maintenance matters requiring the Committee's attention or decision.
- 7. Health and Safety (Risk Assessments)**
To appoint a member of the Committee to accompany the Clerk in conducting the annual location Risk Assessments
- 8. Exclusion of Press and Public**
The following motion to be **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."
- 10. Allotments**
- (i) To receive and consider the confidential minutes of the Allotments Grievance Panel. 20 to 28
 - (ii) To note the Minutes of the Extraordinary General Meeting of Brynteg Allotments Committee held on Wednesday 3rd September 2025. 29 to 30
 - (iii) To consider ways in which the Council could assist the four allotments associations in carrying out their functions under their management agreements with the Council.
- 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

LLANTRISANT COMMUNITY COUNCIL

ASSETS AND OPERATIONS COMMITTEE

7th OCTOBER 2025

REPORT OF THE CLERK

COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE 2025/2026

Committee Membership

Cllr Mal Davies (Chair)

Cllr Julie Barton (Vice Chair)

Cllr David Brown

Cllr Glynne Holmes

Cllr Adam Robinson

Cllr Ron Hunt

Cllr David Myles

Cllr Dr Catherine Preston

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 Caerlan Hall, Llys y Cwm and Beddau Community Centre.
- 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

MR G. E. HOPKINS J.P.

CLERK

LLANTRISANT COMMUNITY COUNCIL

ASSETS AND OPERATIONS COMMITTEE

7TH OCTOBER 2025 – REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

COMMUNITY HALLS REPORT

This Report contains an update on the usage (income) and costs (expenditure) of the Council's Community Halls.

Beddau Community Centre

1. There are 5 regular hirers at Beddau Community Centre. A Monday evening is currently available and other than a Wednesday and Thursday the hall is free during the day time.
2. Some weekends we have 2 or 3 bookings for parties, other weeks there are none. However the hall is definitely well used for one off bookings. Many families seem to come back again each year.
3. This is the calendar of bookings for this week:

TUE 30/09/2025		Resource Booked	Contact
17:30	19:30	Beddau Community	Karate
WED 01/10/2025		Resource Booked	Contact
09:00	12:00	Beddau Community	Cylch Ti A Fi Beddau
17:30	19:30	Beddau Community	Slimming World
THU 02/10/2025		Resource Booked	Contact
09:00	11:00	Beddau Community	Slimming World
15:45	17:15	Beddau Community	BCBC Safeguarding East Team
18:00	20:00	Beddau Community	2ND BEDDAU BROWNIES
FRI 03/10/2025		Resource Booked	Contact
17:30	19:30	Beddau Community	Karate
SAT 04/10/2025		Resource Booked	Contact
14:00	18:00	Beddau Community	Bouncy Castle Party

4. In total the income for Beddau Community Centre for the first 6 months of this year is:

Category	Total Hours	Total Value
Regulaur Bookings	379	£ 4,317.50
Bouncy Castle Bookings	50	£ 1,170.00
One off Bookings	65.75	£ 1,074.50
Free Bookings	22.75	£ -
TOTAL	517.5	£ 6,562.00

5. Unfortunately, we are having problems chasing debt from Glo Bambino and Energise Fitness (same organiser), who are now not allowed to hire the hall.
6. Consideration for the practicality of hiring the hall out on a Friday morning needs to be made as this is the day the Food Bank are open to the public.
7. In total the expenditure for Beddau Community Centre for the first six months of this year is:

Beddau CC Expenditure	End of year 2024/25	End Qtr 2 2024	End Qtr 2 2025	Current Annual Bud
Electricity	1864	695	792	2200
Gas	5606	1817	2214	5000
Broadband	448	226	234	450
Cleaning Materials	270	132	120	300
Maintenance Contracts	1541	782	214	1200
Repairs & maintenance	2024	911	412	2500
TOTAL	£ 11,753	£ 4,563	£ 3,986	£ 11,650

8. Overall, the Beddau Community Centre is running well. It would be good to encourage some more regular hirers. The gas bill for the first six months of this year actually covers February and March as the bills are received in arrears. It is hoped that with the new boiler now in place the bills will settle this winter.

Caerlan Hall

9. There are 9 regular hirers at Caerlan Hall. There are bookings every weekday evening, and every morning except for Friday.
10. Although there are fewer party/private bookings there is a regular booking every Saturday.

11. This is the calendar of bookings for this week:

MON 29/09/2025		Resource Booked	Contact
09:00	11:00	Caerlan Hall	AFON COMMUNITY DANCE
16:00	19:00	Caerlan Hall	AFON COMMUNITY DANCE
19:15	21:15	Caerlan Hall	Aled Herbert
TUE 30/09/2025		Resource Booked	Contact
09:00	11:00	Caerlan Hall	AFON COMMUNITY DANCE
18:30	20:30	Caerlan Hall	Clwb Alawon Llantrisant
WED 01/10/2025		Resource Booked	Contact
10:00	12:00	Caerlan Hall	University of South Wales
16:00	21:30	Caerlan Hall	Kelly Wright School of Dance
THU 02/10/2025		Resource Booked	Contact
09:30	11:30	Caerlan Hall	Tabor Baptist Church
18:00	21:00	Caerlan Hall	Gwynfa Camera Club
FRI 03/10/2025		Resource Booked	Contact
17:00	20:00	Caerlan Hall	Horizons Dance Studio
SAT 04/10/2025		Resource Booked	Contact
09:00	15:00	Caerlan Hall	Kelly Wright School of Dance
SUN 05/10/2025		Resource Booked	Contact
16:00	19:00	Caerlan Hall	Perry Dobbins

12. In total the income for Caerlan Hall for the first 6 months of this year is

Category	Total Hours	Total Value
Business Bookings	55.5	£ 503.26
Not for Profit Bookings	401	£ 3,182.95
One off Bookings	25.5	£ 293.25
Free Bookings	19.25	£ -
TOTAL	501.25	£ 3,979.46

13. In total the expenditure for Caerlan Hall for the first 6 months of this year is:

Caerlan Expenditure	End of year 2024/25	End Qtr 2 2024	End Qtr 2 2025	Current Annual Bud
Rates	4889	2933	2966	5400
Water Charges	424	255	232	600
Electricity	964	412	269	1100
Gas	2878	1351	1122	2500
Broadband	0	0	216	0
Cleaning Materials	242	137	97	300
Maintenance Contracts	2895	1723	1150	3000
Repairs & maintenance	1748	400	8	1500
TOTAL	£ 14,040	£ 7,211	£ 6,060	£ 14,400

14. The Caerlan Hall budget until 1st July included costs for the Parish Office. Although some costs such as broad band were included in the administration budget. The Finance and General Purposes Committee will review the budget allocations at their meeting in November.

15. Overall Caerlan Hall is running well, the lack of car parking is definitely an issue for new bookings.

LLANTRISANT COMMUNITY COUNCIL

ASSETS AND OPERATIONS COMMITTEE

7TH OCTOBER 2025 – REPORT OF THE CLERK

LLYS Y CWM

This Report provides an update on the office move to Llys y Cwm

Overview

1. All of the Community Council staff report a more positive working environment, and plenty of space to prepare for events and meetings.
2. Members of the public are coming to the hall to pay for party bookings, collect recycling bags and make general enquiries. Many comment on when they came to the hall for youth club or baby clinic.
3. The meeting space has been booked by several community groups, including Litter Free Beddau and Tynant, Bug Life and Taff Ely Ramblers.
4. We will need to review the fee structure during the usual budget process in November, and how we market the room for future hire.
5. The PCSOs are also making good use of the hall as a base, calling in almost every time they are on shift. They regularly hold “Cuppa with a Copper” at the hall.

Income

6. In total the income from Llys y Cwm Hall for the first six months of this year is

	Total Hours	Total Value
Free Bookings	7.75	£ -
One off Bookings	12.5	£ 86.75
TOTAL	20.25	£ 86.75

Expenditure

7. In total the expenditure for Llys y Cwm Hall for the first six months of this year is:

	End of year 2024/25	End Qtr 2 2024	End Qtr 2 2025	Current Annual Bud
Rates	2136	1280	1294	2300
Water Charges	993	485	78	600
Electricity	532	199	198	800
Gas	1084	411	237	1200
Broadband	449	240	73	450
Cleaning Materials	207	136	138	300
Maintenance Contracts	2366	1369	776	1400
Repairs & maintenance	1391	700	725	2500
TOTAL	£ 9,158	£ 4,820	£ 3,519	£ 9,550

8. Broadband now comes under administration. A PRS Music Licence is no longer required for the hall. Finance & General Purposes will review the budget allocations at their meeting in November.

Refurbishment and the Office Move

9. At the meeting of Full Council on the 8th April 2025 minute ref FC/24-25/132 it was agreed:

that the Clerk in consultation with the Chair of the Assets and Operations Committee be given authority to spend up to £20,000, inclusive of the figure contained in (ii) in order to do those works necessary to facilitate the move of offices to Llys y Cwm.

10. The actual cost of the refurbishment of Llys y Cwm has been: £16369.36 (Appendix B)

11. Some costs have been absorbed into Llys y Cwm repairs and maintenance, as they would have happened if the hall had remained as a Community Hall. £724.54 (Appendix C)

Additional Comments

12. There have been problems with getting Llys y Cwm registered with Royal Mail. This was finally achieved at the end of September. Llys y Cwm can now be found on postcode finder. We are now just requesting that they move the location to the right location on Gwaunmiskin Road. It currently sends people to around 34 rather than where we are behind 47.

13. All of the staff have worked extremely hard to ensure that costs have been kept to a minimum and complete work in house where possible.

APPENDIX B

OFFICE REFURBISHMENT	Actual Expenditure (£)
Blinds supply and fit	1,113.36
Reflective window film	72.15
Chippings and cement car park	113.80
Electrics and lighting	6,220.00
Audio visual and hearing loop	5,212.92
Carpet	1,985.00
Timber for wall	141.11
Plasterboard	95.28
Insulation	32.00
Board for wall	85.68
Skirting board & adhesive	47.58
plastered wall and repair render porch	250.00
New Desk	275.00
White Board	33.64
Noticeboards	69.92
locks for office doors	69.98
Glazed Door	128.33
additional cables	12.48
Security Camera	38.95
Signage	145.52
Doorbell, Coat Hooks, clocks, viewing mirrors, mats	226.66
TOTAL	16,369.36

APPENDIX C

REPAIRS & MAINTENANCE	£
Cigarette Bin	15.07
Paint & Painting Materials	328.07
Toilet Roll Holders, mirrors, toilet seats, bins	138.53
New keys	29.55
Large mirror, recycling bag rack	27.29
Plasterboard (back of cupboard)	20.88
Kitchen supplies	41.83
Paint for Railings	123.32
TOTAL	724.54

LLANTRISANT COMMUNITY COUNCIL

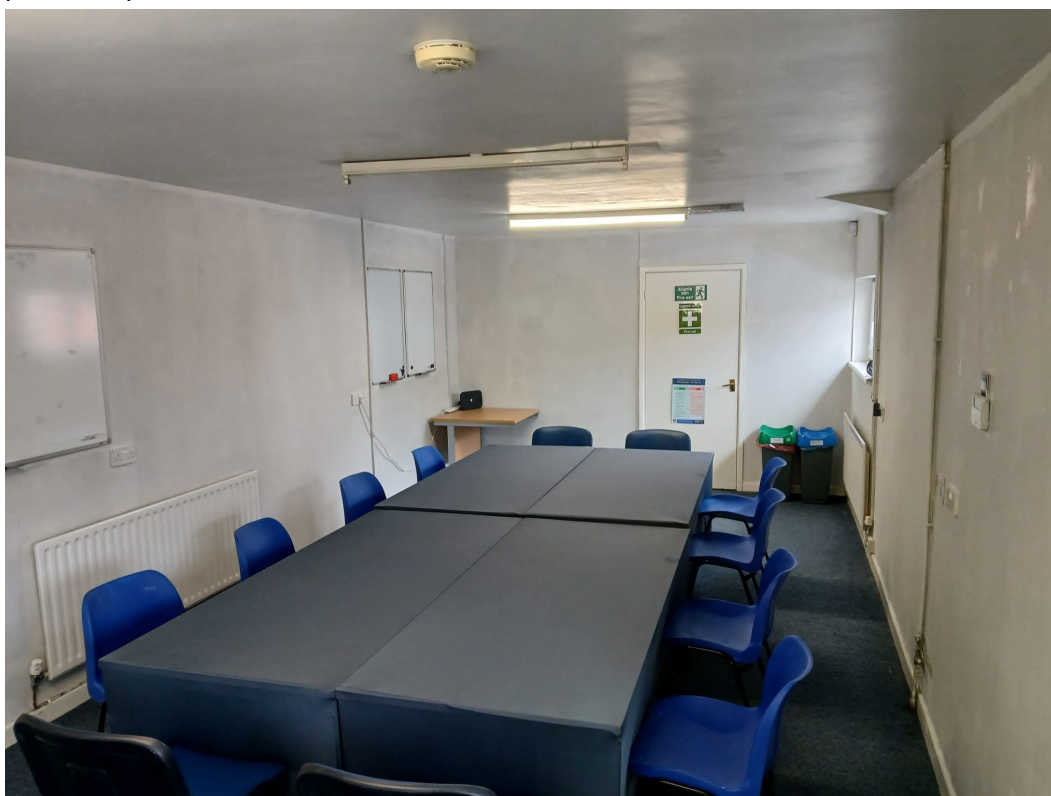
ASSETS AND OPERATIONS COMMITTEE

7TH OCTOBER 2025 – REPORT OF THE CLERK

FORMER OFFICE – FUTURE USE

This Report asks members to consider potential options for the use of the old Parish Office.

1. The former office area has been cleared, cleaned and painted. For the moment, there are some tables and chairs set up in a “board room” arrangement. Since this photograph we have put some pictures on the wall.



2. The Wednesday Welsh Class with a dozen or so members have found the smaller room more suitable than the larger hall for their class.
3. Nevertheless, the former office, due to its lack of separate toilet facilities and no disabled access can only be hired when the main Caerlan Hall is not in use.
4. Storage also remains an issue for regular hirers of the main hall.
5. Cllr Robinson sourced some prices in April for alterations to the space. (Appendix A)
6. Options are requested for future developments.

APPENDIX A

Potential costs for alterations at Caerlan Hall and the Old Parish Office

DESCRIPTION	BOQ Nett Quant	BOQ Unit	Rate	Tender Value
Llantrisant Community Hall				
Remove kitchenette and storage space, to create a new private office. The new stud wall partition would be where the blue line is.	1.0	Item	£ 1,060.00	£ 1,060.00
Extend services from the current location to serve a new smaller kitchenette in the public office. Such as the water, and waste. Cap off the existing gas and it not required in the office for meal preparation.	1.0	Item	£ 4,357.50	£ 4,357.50
The current disabled toilet needs to open up into the office, as it needs to be a private WC for the office staff, rather than the being using the wall. So, if you could allow to block up the wall where the current door is, provide a new door, complete with readjustment of the existing services within the toilet space. Also moving back of the counter to accommodate the swing motion of the door.	1.0	Item	£ 2,865.00	£ 2,865.00
In the main hall, there is a currently a female and male toilet area. Can you provide to convert one toilet, to a disabled uni sex toilet and the other a unisex toilet.	1.0	Item	£ 3,325.00	£ 3,325.00
Allow for a disabled ramp to get into the main office (far right of the drawing)	1.0	Item	£ 4,215.00	£ 4,215.00
Prelims				
Management	2.0	Weeks	£ 337.50	£ 675.00
Waste Disposal	1.0	Item	£ 562.50	£ 562.50
Floor Protection etc	1.0	Item	£ 100.00	£ 100.00
				£ 17,160.00

LLANTRISANT COMMUNITY COUNCIL

ASSETS AND OPERATIONS COMMITTEE

7TH OCTOBER 2025

REPORT OF THE CLERK

GENERAL MAINTENANCE MATTERS

This Report contains any matters pertaining to the Council's estate which may require the Committee's attention.

Floral Displays

Hanging Baskets:

1. The General Maintenance Team collected and put up the hanging baskets at the end of May and have watered them twice a week throughout the summer.
2. For reasons likely due to the hot summer followed by some harsh rainfall and wind, despite regular feed, the flowering baskets have gone over earlier this year than previous years.
3. The Clerk and the General Maintenance Manager had considered taking them down early given their condition, but the supplier (Boverton's) suggested that a particular feed be administered which may bring the flowers back.
4. This feed has been tried over the past two weeks and the outcome has resulted in an improvement in the health of the baskets.

Planters

5. The perennial plants that survived the winter were spread out between the various planters and then supplemented with some annual plants to increase the impact.
6. In July the planters at Dan Caerlan were lined with a membrane and covered with gravel enabling the planter to retain water better and reduce the weeds. This has worked well and significantly reduced the need to weed those planters.
7. It is hoped to complete this process on the rest of the planters over the winter, members are asked if they wish to plant winter pansies?
8. I would welcome the Committee's views on the planters around the area. How effective are they?

Daffodils

9. It is daffodil planting season. It is currently planned to replace the bulbs on Talbot Road outside the leisure centre that got damaged last year. Bulbs will also be planted at the Llantwit Main junction (bottom of Gwaun Miskin Road).
10. Members are invited to suggest any other locations that may benefit from some bulbs.

Halls

11. An earlier discussion will have taken place in the Committee on each hall, so these next few points will rest on maintenance issues only.

Caerlan

12. There is an issue with the roof at the rear of the hall. A roofer has come and completed some remedial repairs. There is an ongoing problem, however it is only on certain occasions, meaning that finding the point of ingress is impossible – we have now had 2 different companies to look and try and fix it. The last one said to be aware that it may be a case of replacing the roof, if the issue gets worse. The rain enters the hall through one of the light sockets, definitely less frequently than before the repairs.
13. Vents have been installed in the walls of the cupboards at the back of the hall, it is hoped they will improve air flow in the cupboards as there is a problem with damp around one of the windows and the old door area.
14. It is suggested that on the elevation facing Newbridge Road the words “Llantrisant Community Council” be replaced with “Caerlan Hall” in order that the public is not confused that the building is still the office for the Community Council.

Beddau Community Centre

15. In addition to removing the austere and unattractive high fencing around the perimeter of the grounds, our team has also removed tree stumps and landscaped the grassed area. Formerly cracked and broken window panes have been replaced. It is looking very pleasant.
16. It is proposed to remove or refurbish the redundant boxes/electrical equipment from the outside of the building and pressure-wash the brick work. It is hoped that this will improve the look even more.

17. There have been several teething issues with the new boiler, RCT have been quick to respond when a problem is identified, and it is hoped that the winter will pass without incident or excessive bills.
18. The front doors to the hall need to be replaced. The actual lock does not line up between the two doors, which is why the padlock is being used and the doors offer limited insulation to the building. Previous quotations for their replacement were higher than expected. It is hoped that a grant can be found to fund their installation.
19. Minor improvements continue inside, new soap dispensers and additional disabled hand rails have been installed. The kitchen cupboards have been reconfigured so that regular hirers can use them for storage.
20. Outside a ramp has been installed at 'The Food Bank' door for ease of access. The uneven floor and damaged drains have also been repaired or replaced in this area together with a repair on a retaining wall.

Llys y Cwm

21. There remains a slight echo in the hall which although tolerable to the human ear is somewhat confusing the Audio-Visual equipment used to operate hybrid online meetings. We have received a quotation for an improved microphone and its installation (£627).
22. The option of sound absorbing panels for the hall area is also being considered.
23. Work continues on the outside of the building. The railings are being painted, loose tiles are being fixed. Eventually the General Maintenance Team hope to repoint sections of the walls.

Council Workshop

24. There are no issues currently with the workshop.

Street Furniture

25. A number of benches have been vandalised recently in the Talbot Green area, specifically on the community route. We would like the Committee's views on how we approach this matter in the future.
26. We have taken two benches away. One which is reusable, the other bench has had two legs broken.
27. Several requests have already been made to the office for the replacement of the bench near Chartist Road on the Community Route.

28. We have been asked to order and install a memorial bench on behalf on a member of the public on the Graig. The family will pay for the bench. The Town Trust have given their permission for the bench and identified the location it is to be installed.
29. Ongoing issues with vandalism or storm damage to the Bus Shelters continues. We purchase Perspex to replace any broken panels ourselves.
30. The benches and planters which have been installed at the old Youth Shelter site (if the amount of rubbish being left in the area is an indicator) are being well used. The information boards still need to be finalised.
31. Following the Facebook post about the new notice boards in Talbot Green and at Beddau Community Centre a request was made from a member of the public to move the notice board at the library. This has been done, and people no longer need to walk on the grass to see the posters on display.
32. Increasingly members of the public are utilising Messenger to make us aware of issues in the area.
33. The new electricity supply for the clock has been installed (and funded) by RCTCBC. The replacement clock will be installed on the 30th October.

Outside Areas

34. Substantial replanning of the flower bed at Mount Pleasant Gardens took place at the start of the summer. Fresh Compost, an irrigation system, weed matting and gravel were added before the bed was planted with summer annuals.
35. The result has been impressive. The committee is asked if they wish to replant with pansies once the summer plants die back.
36. Unfortunately, the amount of litter at Mount Pleasant, the old youth shelter site and Codgers Corner is requiring increased attention from Community Council Staff.
37. The Heather in the Dr Price Heather Gardens is struggling due to the tree planted in the centre of the gardens. Overgrowing trees from the neighbouring property are also causing an issue.
38. It is hoped that the last cut of the outside areas (including the Castle Green) before the winter has been completed this week – this will be very dependent on the weather and resultant further growth.

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

BRYNTEG ALLOTMENT ASSOCIATION

WEDNESDAY 3RD SEPTEMBER 2025

EXTRAORDINARY GENERAL MEETING

MINUTES



CYNGOR CYMUNED
LLANTRISANT
COMMUNITY COUNCIL

OF THE EXTRAORDINARY MEETING OF THE BRYNTEG ALLOTMENT ASSOCIATION, HELD AT 7PM ON WEDNESDAY 3RD SEPTEMBER 2025 AT CAERLAN HALL, LLANTRISANT

Present

Brand, Mr Tony
Brand, Ms Maggie
Davis, Cllr Mal
Dean, Mr Michael
Dixon, Ms Amy
Evans, Mr Colin
Evans, Ms Sue
Griffiths, Mr Christopher
Hargest, Ms Liz
Hibben, Mr Paul
Hurley, Mr Gareth

Jones, Mr Rob
Lloyd, Mr Chris
Mattheson, Mr Alan
McLean, Mr Alun
Morgan, Mr Ivor
O'Raghallaigh, Ms Roisin
Phillips, Ms Sarah
Thorne, Mr Mark
Williams, Mr Stuart
Williams, Ms Heather

In Attendance

The Clerk to Llantrisant Community Council (Mr G. E. Hopkins J.P.)

The Deputy Clerk to Llantrisant Community Council (Mrs Alison Jenkins CiLCA)

The meeting was chaired by the Clerk to Llantrisant Community Council, Mr Geraint Hopkins J.P.

Before the formal business of the Extraordinary General Meeting was begun, the background to the necessity for the meeting was outlined by the Clerk to the Council (Mr Hopkins). In response to the Council's findings arising from a grievance process undertaken in line with the Allotments Rules, on Wednesday 20th August 2025 the Management Committee of the Association had resigned.

In such circumstances, and in accordance with Section 8 of the the Management Agreement between the Association and the Council, Llantrisant Community Council had since then been administering the affairs of the Association, and had sought by calling this Extraordinary General Meeting to secure the resumption of voluntary representative management of the Association at the earliest opportunity.

Therefore, the purpose of this meeting was to elect a Committee and Officers so that those functions delegated under the Management Agreement could be restored to the Committee.

There was period of discussion, where questions were asked by Members of the Association, which concluded in a consensus that the Committee and the Council would work together to make the improvements recommended, and the Council would offer training and support to Committee members in the carrying out of their roles and responsibilities. There was a willingness from all concerned to work positively to take things forward.

1. Election of the Management Committee

- (i) The following were duly elected to serve as members of the Brynteg Allotment Association Management Committee until the next Annual General Meeting:-

Mr Elis Bridgman
Mr Paul Hibben
Cllr David Myles
Mr Mark Thorne
Ms Sarah Phillips

- (ii) It was noted that pursuant to Section F(4) of the Brynteg Allotment Association Constitution the Management Committee may appoint 2 co-opted members in addition to those elected here.

2. Election of Officers of the Association

The following Officers of the Association were elected:-

Chair: Mr Paul Hibben
Secretary: Ms Sarah Phillips
Treasurer: Cllr David Myles

3. Election of the Inspection Committee

The following were duly elected to serve as members of the Inspection Committee (commonly known as Sheriffs) :-

Ms Liz Hargest
Mr Michael Dean

There being no further business, the meeting was ended at 8.15pm.

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