

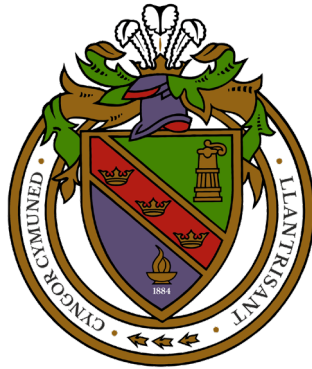
CYNGOR CYMUNED LLANTRISANT LLANTRISANT COMMUNITY COUNCIL

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Thursday 2nd July 2026

COUNCIL SUMMONS

TO: ALL 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 at **6.30pm** on **WEDNESDAY 8TH JULY 2026** at **LLYS Y CWM**, Beddau.

The Agenda for the meeting is attached. Attendance at the meeting online will be facilitated 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

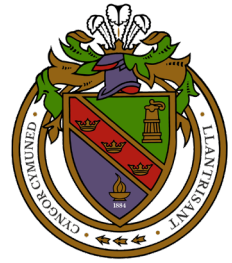
I should be grateful if you would confirm your attendance.

Yours faithfully,

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 8TH JULY 2026 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. Minutes of the Previous Meeting	To note the Minutes of the meeting of the Events and Public Engagement Committee held on 20 th January 2026, which were reported to full Council on 10 th February 2026.	4
4. Committee Terms of Reference	To note the Committee's Terms of Reference as agreed at the Annual Meeting of Council.	12
5. Community Council Reception (Reception of Thanks)	To reflect on the Council's Reception of Thanks held on 18 th June 2026, and consider any changes or improvements if the event is to be repeated in 2027.	
6. Time Capsule Project	To receive an update on the Time Capsule Project.	
7. Council Website	To receive a verbal update from Cllr Townsend Jones on the Community Council website.	

8. Public Mural (re-siting)

To consider the appropriateness and possible locations for a commissioned mural within the Llantrisant Town ward, to be carried out in 2027.

9. Events Schedule 2026

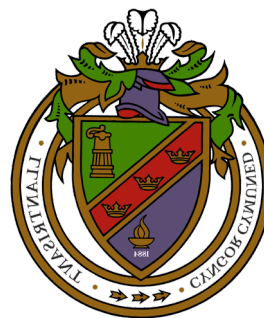
To receive from the Clerk and consider the Schedule of Events for the remainder of 2026. 15

10. Urgent Business

To consider any matters which the Chair has deemed reasonably to be urgent. (Members are reminded that these should be brought to the Chair or Clerk's attention before the commencement of the meeting.)

MR G. E. HOPKINS JP
CLERK TO THE COUNCIL

CYNGOR CYMUNED LLANTRISANT LLANTRISANT COMMUNITY COUNCIL



MINUTES OF THE MEETING OF THE EVENTS AND PUBLIC ENGAGEMENT COMMITTEE

HELD AT 6.30PM ON TUESDAY 20TH JANUARY 2026 AT LLYS Y CWM,
BEDDAU.

Present

Cllr Anne Callow (Chair)
Cllr Julie Barton
Cllr David Brown
Cllr Ron Hunt

Cllr Lynne Murdoch
Cllr Adam Robinson
Cllr Dr Catherine Preston

In Attendance

The Clerk to the Council (Mr G. E. Hopkins J.P.)
Cllr David Myles (Not a member of the Committee)

Mr Colin Williams	}	Llantrisant Male Voice Choir
Mr David Crabbe		
Mr David Fairbairn		

Cathy	Llantrisant Model House (online)
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EPE/25-26/19 **Apologies for absence**

Apologies for absence were received from Cllr Ellie Townsend Jones and Cllr Carys Romney.

EPE/25-26/20 **Declarations of Interest**

Cllr Julie Barton declared that they she was Chair of Beddau and Tynant Community Library, Litter Free Beddau & Tynant and the Governors at YGG Castellau.

Cllr Catherine Preston declared that they she was Treasurer of Beddau and Tynant Community Library.

Cllr Adam Robinson declared that he was the Vice Chairman of Llantrisant War Memorial Committee, and a member of Llantrisant and Talbot Green Together.

Cllrs Anne Callow and Lynne Murdoch declared that they were volunteers of Llantrisant and Talbot Green Together and members of Beddau Library.

EPE/25-26/21 Minutes of the previous meeting

The Minutes of the Meeting of the Events and Public Engagement Committee held on 15th October 2025, and which were received by full Council on Tuesday 11th November 2025 were accepted as a true record.

EPE/25-26/22 Charter of Friendship (Invitation to Crecy 2026)

This matter was brought forward in the order of business to allow representatives from Llantrisant Male Voice Choir to take part in the discussion.

The Clerk reported that the Council had received an invitation from the Mayor of Crécy-en-Ponthieu for representatives of the town of Llantrisant to attend the 680th anniversary commemorations of the Battle of Crecy, to take place over the weekend of 21st to 23rd August 2026.

The Committee agreed in principle that the Council should support a visit to the events in France, and it was further agreed that a public meeting be held in the town on 24th February to gauge public interest in attending. It was further agreed that a steering group for the visit be established under the chairmanship of the Chair of Council, and this involve past and new members wishing to become more involved in the Charter of Friendship.

The representatives of Llantrisant Male Voice Choir in attendance informed the Committee that the choir was considering going to the events, and the Clerk said that he would check with the hosts whether there were any particular opportunities for the choir to perform.

EPE/25-26/23 Review of Christmas 2025

The report of the Clerk was considered which summarised reflections from the staff on the three Christmas events put on by the Council during December 2025. The report was somewhat unrefined in parts, and some members felt it was unfairly critical of the involvement of elected members at the events. The Clerk apologised to members for any offence caused, which he assured was unintentional.

Members then proceeded to reflect on each event in turn:-

BEDDAU AND TYNANT CHRISTMAS EVENT – FRIDAY 28TH NOVEMBER

The event was well-attended and a great success despite the rain. There was some discussion ongoing as to whether the event had outgrown its current venue at the Library, and whether it would be better either scaled down, or moved to Beddau Community Centre. These would be matters mainly for the principal organisers (the Library and Litter-Free Beddau and Tynant) but the Council may also wish to take a view as these thoughts percolate.

LLANTRISANT – “CHRISTMAS ON THE HILLTOP” Saturday

This event was once again adversely affected by the weather. The yellow warning of high winds and rain forced a decision to not produce our Christmas scene on the Bullring and instead concentrated efforts on the indoor activities at the Workingmen’s Club, the Guildhall, Model House, and the Christmas Tree Festival at Llantrisant church.

The Community Council’s part of the event, held at the Workingmen’s Club was very well attended, and focused mainly on fun activities for children. GTFM were present and linked in with their live broadcasts throughout the day.

The Christmas carol service at the church was very well attended again, with the singing led by Llantrisant Male Voice Choir.

It was agreed that for future “Christmas on the Hilltop” events, the Model House should be involved in the early preparation for the weekend.

At their suggestion, the Committee agreed that a visit to the Model House by Members of the Council would be valuable.

TALBOT GREEN CHRISTMAS EVENT

This was the first event of its kind run at Talbot Green Community Centre, in partnership with their management committee. Members of the TG Community Centre Committee had agreed to be responsible for the provision of hot food and drinks, and this was a success.

The event was a success, and very well-attended by the public. RCT Community Wind Band provided musical entertainment and led the community carol singing.

EPE/25-26/23 Christmas Trees & Street Lights

It was agreed that the Clerk convene a meeting to discuss Christmas displays.

EPE/25-26/24 Consultation Responses

The Report consisting of a compilation of the responses to the Council's public consultation document circulated in the community during 2025 were noted.

Members agreed that the findings should be shared with partners, such as the police and schools, as the comments were wide-ranging and some beyond the scope of the Community Council's jurisdiction.

EPE/25-26/25 Community Council Reception

A paper was received and considered, written by Cllr Barton, proposing a Council reception for community groups along the lines of that held in May 2025.

It was agreed that such a reception should be arranged, for 21st May 2026, to be held at Caerlan Hall, Llantrisant.

EPE/25-26/26 Events Schedule 202

The Events Schedule for 2026 was reviewed and amended as attached as Appendix I.

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

**CLLR ANNE CALLOW
COMMITTEE CHAIR**

LLANTRISANT COMMUNITY COUNCIL

ANNUAL MEETING

REPORT OF THE CLERK

18TH MAY 2026

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 2026/2027:-

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 / JUNE 2026

EVENTS SCHEDULE 2026

This document is updated regularly; past events are removed and new/potential events added. Items in dark background have taken place.

Date	Event	Partnership Organisations	Remarks / Recommendations
Half Feb / Half March	St David's Day		Welsh flags to be flown as usual from the brackets throughout the community, and bunting where appropriate. Some, if not all flags may need to be replaced due to wear and tear. Noted that there was a weekend of St David's Day-themed events scheduled at the Guildhall.
18 th June 2026	Community Reception Council		The Committee is considering as a separate item on the Agenda the details of the Reception, which will be held at Llantrisant Rugby Club. Invitations have already been sent out to stakeholders.

3 rd July 2026	Fundraising Concert for the visit to Crecy	Mrs Anne Callow	A fundraising concert on the Castle Green to raise funds towards the bus for Llantrisant Male Voice Choir's contribution to the visit to Crecy in August. Council's only involvement is the lending of our gazebos and barriers.
16 th August	Community Horticultural Show	Show Committee	The Llantrisant Community Horticultural Show is going ahead at Llantrisant Rugby Club. There is a strong steering committee leading this with the assistance of the Council.
30 th August 2026	Tynant and Beddau Community Fayre	LFB&T, Beddau Library, Beddau and Tynant Groups	No information as yet whether this annual event is being run this year.
5 th September 2026	Talbot Green Summer Fayre	Llantrisant and Talbot Green Together	No information as yet whether this event is being run this year.
8 th November	Remembrance Sunday		Beddau service to be arranged by the Council as usual. The involvement of a section of the RCT Wind band leading the singing, and the schools leading poetry and prayers was very much appreciated. The service being bilingual for the first time as also noted and very much appreciated. Suggest no format changes. However need to double number of orders of service printed, probably more like 200.

			The Clerk does not know what is expected of the Council in terms of Llantrisant's service and this needs clarity and resolution. Nevertheless, a section of the RCT Wind Band has been provisionally booked.
December	Christmas Events		The Committee is considering, following a review of the Christmas 2025 events, what events it may wish to put on in 2026.
	Time Capsule	ETJ	When it last met in January, the Committee appreciated that there had been some considerable delays on this project, and hoped that the capsule would be ready for sometime in May 2026.

MR G. E. HOPKINS J.P.
CLERK