

List of Correspondence – January 2025

Appendix 1

Items marked with an * have been sent to each member.

Heledd Fychan AS - Notes from the [Cost of Living](#) Network

One Voice Wales

COVID-19 Day of Reflection - 9 March 2025

TRAINING DATES - JANUARY - MARCH 2025

Consultation on Reforms to the Compulsory Purchase Process and Compensation Rules

Llais - IMPACT - monthly newsletter

Help Us Break the Silly Rules in Welsh Health and Care!

British Heart Foundation - Your winter edition of The Circuit newsletter

Wales Air Ambulance - Community Council Appeal 2024 – email of thanks.

ICCM - digital Winter Journal

***Democracy and Boundary Commission Cymru** - Review of Senedd Constituencies – deadline 13th January 2025

Paul Sherrard – fenced off dog area.

LLANHARRY COMMUNITY COUNCIL – BURIAL & MEMORIAL CHARGES FROM 01/07/2024



| <u>Interments</u> | <u>Llanharry Resident</u> | <u>Non-Resident</u> | <u>Grave Digging Fees</u> |
|---|---------------------------|---------------------|---------------------------|
| | <u>£</u> | <u>£</u> | <u>£</u> |
| Interment in a new grave for 2 burials | 125 | 1222 | 700 |
| Second interment in a grave | 50 | 311 | 650 |
| Interment in a new grave for 1 burial only | 125 | 1222 | 700 |
| Interment of Ashes in a new family grave | 125 | 1222 | 700 |
| Subsequent interment of Ashes in an existing grave | 40 | 227 | 100 |
| Interment of Ashes in a new cremation plot | 100 | 554 | 100 |
| Interment of Ashes in an existing cremation plot | 40 | 227 | 100 |
| Interment of a casket in a new grave for 2 burials, where only one grave space is used * | 125 | 1222 | 700 |
| Second interment of a casket | 50 | 311 | 650 |
| Grave test to identify whether further interments may take place | One depth | | TBC |
| | Two depth | | TBC |
| Interment on a Saturday | TBC | | |

| <u>Memorials</u> | <u>Llanharry Resident</u> | <u>Non- Resident</u> |
|--|---------------------------|----------------------|
| Full Monument | 70 | 300 |
| Headstone, Cross, Scroll | 50 | 300 |
| Cremation Stone | 50 | 300 |
| Scattering of Ashes upon a private grave | | No Charge |
| Vase, including Inscription | | No Charge |
| Additional Inscription | | No Charge |
| Erection of a wooden cross | | No Charge |
| Renovation/Refurbishment to an existing memorial | | No Charge |
| No charges will be made for the interment/memorial of under 18's. 25% discount for Armed Forces | | |



Llanharry Community Council
Cyngor Cymuned Llanhari

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| <u>Council Charges</u> | Effective from 1 st April 2024 unless otherwise stated | |
|--|---|--|
| | | |
| <u>Hire of Ambulance Hall</u> | <u>Resident</u> | <u>Non-Resident</u> |
| | £10.00 | £20.00 |
| | | |
| <u>Allotments</u> | <u>Full Plot</u> | <u>Half Plot</u> |
| | | |
| Effective from 1 st July 2023 | £20 | £12 |
| 1 st July 2024 | £25 | £15 |
| | | |
| <u>Hire of Playing Field</u> | <u>Resident</u> | <u>Non-resident</u> |
| | No charge | £300 Plus £100 bond |
| | | - returnable if the field is left in a satisfactory condition) |
| <u>Cemetery Plaques</u> | £70 | £250 |

| Calculation of Precept 2025/26 | | | Appendix 3 (Jan 2025) | |
|--------------------------------|----------|------------|-----------------------|--|
| Year | Tax Base | Precept | Band D | |
| 2001-2002 | 963.39 | 25000 | 25.95 | |
| 2002-2003 | 1053.08 | 29200 | 27.73 | |
| 2003-2004 | 1113.82 | 31538 | 28.32 | |
| 2004-2005 | 1191.32 | 33357 | 28.00 | |
| 2005-2006 | 1107.20 | 31001 | 28.00 | |
| 2006-2007 | 1172.14 | 32819.92 | 28.00 | |
| 2007-2008 | 1199.73 | 35691.96 | 29.75 | |
| 2008-2009 | 1207.19 | 35738 | 29.60 | |
| 2009-2010 | 1226.75 | 36802 | 30.00 | |
| 2010 -2011 | 1247.80 | 37434 | 30.00 | |
| 2011-2012 | 1276.49 | 39571 | 31.00 | |
| 2012-2013 | 1359.10 | 42132 | 31.00 | |
| 2013/2014 | 1383.60 | 52576 | 38.00 | |
| 2014/2015 | 1406.30 | 67502 | 48.00 | |
| 2015/2016 | 1475.54 | 81154 | 55.00 | |
| 2016/2017 | 1493.24 | 82128 | 55.00 | |
| 2017/2018 | 1,526.13 | 91,567 | 60.00 | |
| 2018/2019 | 1,560.80 | 103,013 | 66.00 | |
| 2019/2020 | 1,590.12 | 119,259 | 75.00 | |
| 2020/2021 | 1597.34 | 127787 | 80.00 | |
| 2021-2022 | 1594.20 | 111594 | 70.00 | |
| 2022-2023 | 1596.25 | 111737 | 70.00 | |
| 2023-2024 | 1608.35 | 112584 | 70.00 | |
| 2024-2025 | 1666.53 | 128322 | 77.00 | |
| Council Tax Base 2025/2026 | | | 1617.24 | |
| | | | | |
| | | | | |
| Band D | | 121,293.00 | 75.00 | |
| | | 124,527.48 | 77.00 | |
| | | 129,379.20 | 80.00 | |
| | | 137,465.40 | 85.00 | |
| | | | | |
| | | | | |

| Projects for consideration in 2025/2026 | | | | | | | |
|---|---|-------------------------|--|--|--|--|--|
| Misc | water bowser and equipment | | | | | | |
| | Flagpole | | | | | | |
| Seats | | | | | | | |
| A/Hall | Cladding | Repairs | | | | | |
| | Refurbishment of toilet. | | | | | | |
| | Widening driveway entrance (inc new gates) | | | | | | |
| | Re-surfacing of driveway | | | | | | |
| Cemetery | New hedge | | | | | | |
| Park | Removal/Replacement of dug outs - 2 | | | | | | |
| | Movement of perimeter play area fence - already agreed. | | | | | | |
| | Banked slide | | | | | | |
| Allot | Hardstanding on existing verge | | | | | | |
| Community Centre - Partnership | | | | | | | |
| | Replacement double internal door | | | | | | |
| | Replacement radiators and pipework | | | | | | |
| | Built in oven & hob | | | | | | |
| Admin | Gratuity Clause | | | | | | |
| Long term | Purchase of additional land at the Cemetery/natural burial ground | | | | | | |
| Existing commitments: | | | | | | | |
| | | Fireworks | | | | | |
| | | Xmas Event inc lighting | | | | | |
| | Flowers: | Beds inc spraying | | | | | |
| | | Hazeldene | | | | | |
| | | Boverton | | | | | |
| | | Watering | | | | | |



Statement of Internal Controls

Introduction

Llanharry Community Council is a local authority funded largely by public money and is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

The Council is required to review at least annually the effectiveness of its systems of financial control. This is informed by the work of the Internal Auditor and the Council as the body corporate who has responsibility for the development and maintenance of the internal audit environment and any comments made by the Council's appointed internal and external auditors in their respective interim and annual reports.

Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to:

- identify and prioritise the risks to the achievement of the Council's policies, aims and objectives;
- evaluate the likelihood of those risks being realised and the impact should they be realised; and
- manage them efficiently, effectively and economically.

The system of internal control accords with the practices set out in the Joint Panel on Accountability and Governance; A Practitioners Guide (2024 edition).

The Internal Control Environment

The Council:

- has adopted Financial Regulations which set parameters for its financial operations;
- reviews its obligations and objectives and approves budgets for the following year at its January meeting;
- approves the level of precept for the following financial year at its January meeting;
- annually appoints an Audit Committee;
- carried out monthly bank reconciliation checks;
- meets once a month and monitors progress at each meeting by receiving relevant reports from the RFO / Clerk;
- carries out regular reviews of its internal controls, systems and procedures.

The Clerk:

- has been appointed by the Council and acts as the Council's advisor and administrator;
- is the Council's Responsible Financial Officer (RFO) and is responsible for administering the Council's finances;
- carries out regular budget monitoring and reports quarterly to the Council;
- is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks;



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- ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

- All payments are reported to the Council for approval.
- Three members of the Council must authorise the payments sheet and adhere to the Council's Financial Regulations as appropriate.
- Payments are made by direct debit, standing order or BACS transfer, with online payments being raised by the Clerk and authorised by three Councillors.
- Where delegation permits, as per the Local Government Act 1972, s101(1a) and the Council's Financial Regulations, a report will be provided to the next full Council.
- Regular payments are reviewed annually by the Council.

Risk Assessments / Risk Management:

- The Council maintains up to date risk assessments as appropriate, reviewing all documents at least annually, and regularly reviews its systems and controls.
- The Council seeks and receives appropriate property, legal, insurance and health and safety advice as appropriate to manage risk.

Internal Audit:

- The Council appoints an independent and competent internal auditor who reports to the Council on an annual basis on the adequacy of its records, procedures, systems, internal controls and risk management.
- Any issues raised by the Internal Auditor are reported in writing to the Council and agreed actions are monitored to ensure that they have been carried out and actioned within agreed timescales.
- The Council reviews the effectiveness of internal audit annually.

External Audit:

- The Council has been appointed Wales Audit Office to carry out basic and triennial full audits.
- Following completion of the External Audit the annual Certificate of Audit is provided, which is presented to Council.

Review of Effectiveness

The Council has responsibility for conducting a review of the effectiveness of the system of internal control and internal audit process, which is monitored and informed by:

- the Council;
- the Clerk to the Council / Responsible Financial Officer;
- the work of nominated Councillors reporting to the Council as the 'Audit Committee';
- the work of the independent Internal Auditor;
- the External Auditors through the Annual Return.

| Action | Date | Revision number |
|-----------------|------|-----------------|
| Adopted | | |
| Reviewed | | |
| Next review due | | |



Playground Risk
Management Policy



Playground Inspection Methodology

Llanharry Community Council is responsible for one area This area includes a playground, fitness equipment and multi-use games areas (MUGA).

Inspection Frequency & Type

The table below details the frequency of inspections and the inspector responsible for carrying out the on-site inspections. The inspector and frequency rates are currently feasible given resources available to Llanharry Community Council and the current contractual arrangements which are set until 2020.

| FREQUENCY OF INSPECTION | INSPECTION TYPE | INSPECTOR |
|-------------------------|-----------------|--|
| Weekly | Visual | Llanharry Community Council |
| 1 – 3 Months | Operational | External Inspector |
| Annual | Annual Detailed | RoSPA (or other external organisation) |

Inspection Type – Definitions

Routine Visual Inspections – EN 1176-7.6.2a - LOOK & SEE

It includes the identification of obvious hazards resulting from use, weather and vandalism, broken parts or bottles, litter, graffiti, equipment misuse.

Operational Inspection – EN1176-76.2b - POKE & PROD

Operational inspections provide a more detailed inspection to check the operation and stability of all equipment and surfaces especially for wear.

It is recommended that inspections should be carried out every 1 – 3 months. Initially all areas will receive a monthly operational inspection. Frequency of Operational inspections may alter to a period of no longer than 3 months in certain areas. In using resources better, Llanharry Community Council may alter frequencies of the operational inspections and this decision will be dependent of the grading of the area which will consider factors such as popularity, profile and equipment type.

- Check repairs carried out by others; rust and rot; bearings.
- Cleanliness
- Equipment Ground Clearance
- Exposed Foundations
- Sharp Edges
- Missing Parts
- Excessive Wear (of moving parts)
- Structural Integrity

Inspectors will be trained to RPII Operational inspector's level enabling them to perform an operational inspection.

Annual Main Inspection – EN1176-7.6.2c

These inspections will approximately be carried out every 12 month, not exceeding 15 months.

- The overall safety of equipment, foundations and surfaces
- The effects of weather, evidence of rotting or corrosion and any change in the level of safety as a result of repairs made or added or replacement components.

The annual inspections are to be carried out by an independent inspector.

Accidents, Enquiries and Claims

Llanharry Community Council will record all accidents and enquires relating to the play areas and facilities within them. Recording incidents in this manner will enable the authority to illustrate a clear chain of information from the inspection, the associated risk, details of works and repairs carried out and any information related to an accident or enquiry. This information will enable the authority to defend itself against claims and also be an effective management tool for future improvements.