

# LLANHARRY COMMUNITY COUNCIL

MINUTES OF ANNUAL MEETING HELD 7.15 P.M. WEDNESDAY 13<sup>TH</sup> MAY 2026 AT THE AMBULANCE HALL, BIRCHGROVE, LLANHARRY

PRESENT (AT THE HALL): COUNCILLORS: E COATES (CHAIR); J DILWORTH; M NELSON; W OWEN; L ROSSER; D SNOOK AND MRS G LEWIS (CLERK)

A one-minute silence was held to reflect on the passing of former Chair, Councillor Ian Claridge.

1. ELECTION OF CHAIR

**Resolved:** Councillor Manchip was re- elected Chair.

2. APPOINTMENT OF VICE CHAIR

**Resolved:** Councillor Coates was re-appointed Vice Chair.

3. DECLARATIONS OF ACCEPTANCE OF OFFICE

The acceptance of office from the new Chair will be signed in due course.

4. APOLOGIES FOR ABSENCE

Councillor Manchip, Councillor Davies & Councillor Edwards – accepted.

5. DISCLOSURES OF MEMBER'S INTERESTS

Councillor Coates and Councillor Snook declared an interest in item 6, Fixing of the Chair's Allowance and the Clerk declared an interest in item 18, Review of Wages.

**The Chair declared an interest in the following matter and left the meeting.**

**Councillor Snook declared an interest in the following item and took no part in the discussion.**

6. CONSIDERATION OF FIXING THE CHAIR'S ALLOWANCE

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SIGNED.....CHAIRMAN

**Resolved:** that the Chair's Allowance remains at £1300, £300 to be paid directly to the Chair as a personal allowance.

**The Chair re-joined the meeting.**

7. CONFIRMATION OF MINUTES OF ANNUAL MEETING OF 14<sup>TH</sup> MAY 2025

The minutes were signed by the Chair.

8. APPOINTMENT/RE-APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES.

**Resolved:** that delegates and representatives are as follows:

Outside Body	Member
Police Consultative Committee	Chair
School Governor Llanhari Primary School	Councillor Dilworth

9. APPOINTMENT/RE-APPOINTMENT OF COMMITTEES/SUB-COMMITTEES

**Resolved:** the appointments/re-appointments are as follows:

Committee/Sub-Committee	Membership
Audit	Councillors: L Manchip; E Coates; V Davies; J Dilworth & E Edwards

10. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

**Resolved:** to re-adopt Standing Orders and Financial Regulations.

11. REVIEW OF CURRENT POLICIES & INTERNAL CONTROLS DOCUMENTATION

**Resolved:** to adopt/re-adopt the policies listed below:  
GDPR documentation : Statement of Internal Controls  
Privacy Policy  
Document Retention Policy  
Data Protection Impact Assessment

12. REVIEW OF COUNCIL CHARGES

**Resolved:** that the burial and memorial charges are increased by £25 for residents and the charges for non-residents brought into line with those charged by RCTCBC.

13. REVIEW OF THE COUNCIL'S BANK AND INVESTMENT ACCOUNTS

**Resolved:** with regard to the FSCS limit to transfer £ [REDACTED] to CCLA Public Sector Deposit Fund.

14. APPROVAL OF THE ANNUAL REPORT

**Resolved:** to approve the annual report.

15. REVIEW OF THE BIODIVERSITY PLAN

**Resolved:** to re-adopt the Biodiversity plan

16. REVIEW OF THE TRAINING PLAN

**Resolved:** to re-adopt the Training plan.

17. REVIEW OF PAYMENTS TO COUNCILLORS

a. annual payment of £156 for costs incurred in carrying out the role of councillor (heating, lighting, broadband, etc)

**The payment of £156 is mandatory for every member unless they advise the Clerk, in writing, that they do not want to take it.**

b. extra costs payment – reimbursement for consumables of £52

**The payment of £52 is mandatory for every member unless they advise the Clerk, in writing, that they do not want to take it**

c. consideration of an annual payment of £500 each to up to five members in recognition of specific responsibilities.

**Resolved:** No payments will be made.

d. consideration of the annual provision of a payment to the Vice Chair (up to £500) to undertake the functions of that office.

**Resolved:** to give a personal allowance of £300 to the Vice Chair, effective from 1<sup>st</sup> April 2026.

e. consideration of the attendance allowance, (£30 maximum payment per member) for attendance at meetings and specified events in respect of official business or approved duty.

**Resolved:** No payment will be made for this.

f. consideration of payment of financial loss compensation, where such loss has actually occurred, for attending approved duties.

**Resolved:** No payment will be made for this.

g. consideration of reimbursement of subsistence expenses for a particular duty requiring an overnight stay and payments in respect of travel costs for attending approved duties.

**Resolved:** No payment will be made for this.

f. consideration of necessary costs for the care of dependent children and adults (provided by formal and informal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out approved duties and shall only be made on the production of receipts from the care provider.

***The payment is mandatory for every member if they are eligible to claim, and wish to do so.***

Members also noted: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.

**The Clerk declared an interest in the following item.**

18. REVIEW OF WAGES

No agreement has been made regarding the local government pay award yet.

19. CONSIDERATION OF THE DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL

SIGNED.....CHAIRMAN

**Resolved:**

that the meetings remain on the second Wednesday of the month (unless a bank holiday falls in the same week, when it will then be held a week later) and that the start time remains at 7.15p.m. Under normal circumstances meetings will be held in the Council Chamber.

20. DELEGATION/RENEWAL OF FUNCTIONAL POWER TO THE CLERK/RFO

**Resolved:** to renew the functional power to the Clerk/RFO.

21. AUTHORITY OF THE CLERK TO ACT ON BEHALF OF THE COUNCIL

In pursuance of the smooth running of the Council business, the Clerk has the authority to act on behalf of the Council at her discretion in consultation with the Chair.

The meeting closed at 7.40 p.m.