

Annual Meeting of the Council

Bedlinog & Trelewis Community Council



Date 13/05/2024
Time 6:15 PM - 7:45 PM
Location Microsoft Teams Meeting

Agenda

1 - To Elect a Chair for the Council Year 2024/25

2 - To Receive Apologies for Absence

3 - To Receive Declarations of Personal/Prejudicial Interest

4 - To Receive Representations/Questions from the Public

5 - To Receive an Update on the work of the Home Office

6 - Meeting with the Police Representative

7 - To Elect a Vice-Chair for the Council Year 2024/25

8 - To Appoint Committees and Working Parties for the Council Year 2024/25

HR Staffing Committee (3 members) - Currently Cllrs Beard (Chair), Matthews and Searl.
One Voice Wales Area Committee (2 members) - Currently Cllr Brown and Cllr Dawson as substitute member.
Community Councillor Governor Representation for Taf Bargoed Learning Partnership (1 member) - Currently Cllr Matthews.
MTCBC Standards Committee Representative (1 member) - Currently Cllr Beard.
Biodiversity Champion Member (1 member) - Currently Cllr Dawson.

9 - To Approve Schedule of Meetings for Council Year 2024/25

10 - To Approve Schedule of Regular Payments for Council Year 2024/25

11 - To Complete the Annual Approval of the Council's Risk Assessment Register

12 - To Approve the Standing Orders v4.0

13 - To Approve the Financial Regulations v3.0

14 - To Approve the Council's Asset Register v2.0

15 - To Approve the Events Committee Terms of Reference v1.0

16 - To Approve Minutes of the Meeting of the Council held 08 April 2024

17 - To Consider Planning Application P/24/0093

18 - To Receive any Matters Arising

19 - To Receive any Community Councillor Cases

20 - To Receive a County Councillors Update

21 - To Receive any Correspondence

22 - To Note the Living Wage, increase effective from 1st April 2024

23 - To Approve Payments and Receipts for Period 31-03-2024 to 08-05-2024

24 - To Note the Emergency Fund Payment for those affected by the Trelewis Flood

25 - To Note the Date of Next Meeting



Schedule of Council Meetings for Council Year 2024-25

Date of Meeting	Agenda Published	Date to Submit Agenda Items By
Thursday 13 th June 2024	Friday 7 th June 2024	Tuesday 4 th June 2024
Thursday 11 th July 2024	Friday 5 th July 2024	Tuesday 2 nd July 2024
No meeting in August		
Thursday 12 th September 2024	Friday 6 th September 2024	Tuesday 3 rd September 2024
Thursday 10 th October 2024	Friday 4 th October 2024	Tuesday 2 nd October 2024
Thursday 14 th November 2024	Friday 8 th November 2024	Tuesday 5 th November 2024
Thursday 10 th December 2024	Friday 6 th December 2024	Tuesday 3 rd December 2024
Thursday 9 th January 2025	Friday 3 rd January 2025	Thursday 2 nd January 2025
Thursday 13 th February 2025	Friday 7 th February 2025	Tuesday 4 th February 2025
Thursday 13 th March 2025	Friday 7 th March 2025	Tuesday 4 th March 2025
Thursday 10 th April 2025	Friday 4 th April 2025	Tuesday 1 st April 2025
Thursday 8 th May 2025	Friday 2 nd May 2025	Tuesday 29 th April 2025



The clerk is duly authorised to make payments from the 'Regular Payment Schedule – Financial Year 24/25' as set out below, and will report payments at the next Council meeting:

Item	Description	Approximate Costs (£)
Salaries	11.5 hours per week	650.00 (Monthly)
Clerk Mileage	0.45p per mile for reimbursement of Council business travel	14.00 (Monthly)
WFH Clerk Payment	Standard WFH cost	26.00 (Monthly)
Salaries	30 hours per month	307.40 (Monthly)
CloudyIT	Decisions Software	495.00 (Annually)
Dwr Cymru	Water bill at Bedlinog Community Centre	70.00 (Quarterly)
HMRC Tax Payments	Employee tax	180.00 (Monthly)
Pension Contributions	Employee contributions	180.00 (Monthly)
SSE	Electricity & Gas bill at Bedlinog Community Centre	900.00 (Quarterly)
BT	Bedlinog Community Centre broadband and line rental	38.00 (Monthly)
One Voice Wales	Annual subscription costs	705.00 (Annually)
Internal Audit	Internal audit costs	400.00 (Annually)
Wales Audit Office	Annual audit costs	350.00 (Annually)
Vision ICT	Website and domain annual costs	350.00 (Annually)
ICO	Data protection registration fee	40.00 (Annually)
Easy Parish Council Accounts	Parish Council Accounting System	96.00 (Annually)
Microsoft 365	Clerk Microsoft 365 account and Teams licence for hosting remote meetings	12.00 (Monthly)
Brightpay	Payroll software	7.20 (Monthly)
Admin	Postage/stationary/cleaning materials	15.00 (Monthly)
MTCBC Recycling Contract	Community Centre collections	55.33 (Monthly)
MTCBC Park Inspections	Inspections of kickabout area at rear of Hylton Terrace)	201.25 (Quarterly)
Poppy Wreaths	2 x Poppy Wreaths for Remembrance Sunday	40.00 (Annually)
Payments as part of any external Grant Awards to the Com Council	As determined in the grant application and agreed by awarding body.	As determined by the awarding body.

FINANCIAL & BUSINESS RISK ASSESSMENT

BEDLINOG AND TRELEWIS COMMUNITY COUNCIL

2024/25 Last updated 08/05/2024; APPROVED: 13/05/2024

	<u>HAZARD</u>	<u>EFFECT</u>	<u>CONSEQUENCES</u>	<u>MANAGEMENT OF RISK</u>	<u>Action</u>	<u>FREQUENCY</u>
<u>FINANCIAL</u>						
Budget/Precept	Not set	Low	Adequate Funds to be able to Operate temporarily. Disruption of services	Monthly Accounts	Clerk	Monthly
	Not paid by Borough Adequacy	Low High		Report to Full Council	Council	Annual
Income	Theft or Dishonesty	Low	Loss of revenue	Insurance Cover	Zurich	Annual
Other Income	Not received	Low		Monthly bank reconciliation	Clerk	Monthly
Payments	Not made Not authorised (fraud)	Med.	Delay of Goods from supplier	Checks carried out as req. Pay only on invoice Inv. matched to bank statements etc.	Clerk	Monthly
		Low	Financial loss	Monthly reconciliation ie: Accounts Paid, Bank Statement checked with Monthly Accounts	Clerk	Monthly
				Payment Schedule presented to Council	Council	Quarterly
				Internal audit to test check		Annual
Cheques & Direct Debits	Loss/Theft	Low	Mis-used	Cheques Stored securely Two Members to sign all cheques Internal controls on DDs	Clerk	Ongoing
Security of Funds (bank accounts) (cash in hand)	Theft or Dishonesty	Low	Loss of revenue	Insurance Cover Bank Reconciliation Access controls to accounts	Zurich Clerk	Annual Monthly
				Internal audit to test check		Annual
V.A.T.	Not reclaimed	Low	Loss of revenue	Accounts/Bank Statements Internal audit to test check	Clerk	Monthly Annual
Reserves/ final accounts	Adequacy	High	Financial problems	Discussed in Budget meeting	Clerk/Full Council	Annual

	Contingency Correctness	High Low	Bankruptcy loss of financial control	Report Budget progress three monthly Internal audit to test check		Monthly Annual
Wages	Incorrectly Paid <u>Fraud</u>	Low	Detrimental to Staff	Checked against Inland Revenue Annual PAYE return Checked against Budget Internal audit to test check	Clerk	Monthly Annual Monthly Annual
Grants	Council Agreement	Low	Payments Ultra Vires	Application forms and accounts Minute the award of grant amount	Clerk	Ongoing
	Power to Pay				Members confirm	

GENERAL

Financial Records	Inadequate Records Errors	Low	Potential loss of income etc. Inadequate funds to operate	Monthly Accounts Internal Audit to test check	Clerk	Monthly Annual
Minutes	Inaccuracy Loss of Minutes	Low	Complaints from Public	Approved by Council prior to release Copies on website	Clerk/Full Council	Monthly
Computer Records	Loss	Medium	Loss of Records	Back up to Cloud	Clerk	Weekly
Public Liability	Injuries		Injuries to General Public/Staff/Members	Insurance cover	Clerk	Annual
Insurance	Inadequate Cover Not re-newed	High	Insufficient cover Serious consequences	Clerk, Internal Auditor	Clerk	Annual
Contracts	Poorly specified Fraud	High	Poorly specified Financial loss	Written into Standing Orders	Clerk/Full Council	When Required
Members	Interests not declared	Medium	Loss of reputation	Agenda item: Disclosures of Personal interest	Clerk	Every Meeting

ASSETS

Assets	Theft, damage, loss,	Medium	Disruption to business	Insurance Cover	Clerk	Annual
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Assets	Risk to damage to third party property or individuals	Medium	Loss of revenue	Insurance Cover	Zurich	Annual
STAFF Loss of Clerk	Disruption of services	High	Disruption of services	Replacement Clerk / External support from One Voice Wales	Members	When required
	Pandemic	High	Disruption of services			
Personnel Disputes	Compensation Claims Tribunals Failure to comply with Legislation	Low	Large diversion of staff time Financial compensation to be paid	Training Procedures	Members	When required
OTHER						
Service Levels Agreements and Grant Claims	Failure to Deliver service Failure to claim grants	Low	Financial loss	Internal controls Internal Audit to test check	Clerk Internal Auditor	Annually
Gifts & Hospitality	Fraud/ dishonesty	Low	Financial loss	Internal controls	Clerk	When required
		Low		Internal Audit to test check	Internal Auditor	Annually
Pandemic – Use of Community Centre	Spread of COVID-19 or other virus	Med	Financial Loss	A risk assessment is developed for implementation should future government guidelines ever come into place.	Clerk	When required



STANDING ORDERS

Date	Version	Update	Approved By
08/04/2018	1.0	Implementation of Standing Orders	Full Council
08/04/2019	2.0	Annual Review. Adoption Date updated.	Full Council
12/10/2020	3.0	Updated logo. Annual Review.	Full Council
08/11/2021	3.0	Annual Review	Full Council
13/05/2024	3.0	Annual Review	Full Council

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RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

1. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

2. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**

- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- o **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one), if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
-
- q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting**

- **vote whether or not he gave an original vote.**
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.
- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- t **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts his right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.**
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.
- v **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- w A meeting shall not exceed a period of 1 hour 30 minutes.

3. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the

meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

4. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chairman of the Council if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of**

votes.

- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. Review of inventory of land and other assets including buildings and office equipment;
 - xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xiv. Review of the Council's and/or staff subscriptions to other bodies;
 - xv. Review of the Council's complaints procedure;
 - xvi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xvii. Review of the Council's policy for dealing with the press/media;

- xviii. Review of the Council's employment policies and procedures;
- xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.
- xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

5. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 1 member of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

6. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

7. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

8. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 3 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

9. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

10. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements**

shall include deciding who has access to personal data and encryption of personal data.

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

11. DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the meeting held on [date] in respect of (item(s) no.) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Subject to standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

12. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

- a Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**
- b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c Dispensation requests shall be in writing and submitted to the standards committee of the Merthyr Tydfil County Borough Council** as soon as possible before the meeting that the dispensation is required for.

13. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the County Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - iii. indemnify the councillor or non-councillor with voting rights in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the Council.

14. PROPER OFFICER

a The Proper Officer shall be the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee:**

- **serve on councillors by email, delivery or post at their residences a signed summons confirming the time, place and the agenda; and**
- **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and publish electronically notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 23;
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
See also standing order 23.

15. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

16. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils in Wales – A Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

17. FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. subject to standing orders 18(e) and (f) whether contracts with an estimated value below £25,000 or due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

- d Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- f **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

18. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council at its next meeting.
- c The chairman of the Council shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to

the chairman or vice-chairman of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

19. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council may appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

21. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

23. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCIL COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Borough representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County Borough shall be sent to the ward councillor(s) representing the area of the Council.

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



FINANCIAL REGULATIONS WALES

Date	Version	Update	Approved By
08/04/2018	1.0	Implementation of Financial Regulations	Full Council
08/04/2019	2.0	Annual Review. Adoption date updated.	Full Council
12/10/2020	3.0	Updated logo. Annual Review.	Full Council
01/11/2021	3.0	Annual Review	Full Council
13/05/2024	3.0	Annual Review	Full Council

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These Financial Regulations were adopted by the Council at its Meeting held on 12/10/2020.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO:

¹ Model standing orders for Councils are available in Local Councils Explained © 2013 National Association of Local Councils

- acts under the policy direction of the Council.
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
- determines on behalf of the Council its accounting records and accounting control systems.
- ensures the accounting control systems are observed.
- maintains the accounting records of the Council up to date in accordance with proper practices.
- assists the Council to secure economy, efficiency, and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate.
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant, or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the

approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements.
- approving an annual governance statement.
- borrowing.
- writing off bad debts.
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts.
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance, and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Council will verify bank reconciliations (for all accounts) produced by the RFO. The Chairman shall sign the reconciliations and the original bank statements as evidence of verification.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council.
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The Council shall review its annual forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to no later than the end of January each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's annual forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the Council for all items over £500.

- the Clerk, in conjunction with Chairman of Council for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO, and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified, and certified by the RFO to confirm that the work, goods, or services to which each invoice relates has been received, carried out, examined, and represents expenditure previously approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Councilmeeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delaypayment.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or
 - c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary

Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants Council shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers e.g., BACS or Direct Debit, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.

- 6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit.
- 6.7. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order.
- 6.8. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods (Internet Banking Transfer).
- 6.9. If thought appropriate by the Council payment for certain items may be made by debit card.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bankpayments.
- 6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO] or a member. A programme of regular checks of standing data with suppliers will be followed.

- 6.17. Any Debit Card issued for use will be specifically restricted to the Clerk the RFO and will also be restricted to a single transaction maximum value of £5000 unless authorised by Council in writing before any order is placed.
- 6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council Finance Committee. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.
- 6.19. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.20. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

OR

- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance, and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each

payment is reported quarterly at the Council meeting, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate cash book. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any Councillor who can demonstrate a need to know.
 - b) by the internal auditor.
 - c) by the external auditor; or
 - d) by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff, the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk or RFO.

- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a

reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official quote shall be issued for all work, goods, and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of quotes shall be retained.
- 10.2. Quotes and order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services.
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.

- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
- v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- f. Any invitation to tender issued under this regulation shall be subject to Standing Orders,³ and shall refer to the terms of the Bribery Act 2010.
- g. When it is to enter into a contract of less than £25,000⁴ in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall usually obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- h. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

³ Based on NALC’s model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

⁴ This suggested figure is based on the sum above which special rules are applicable (under the Regulations) to Councils in England and is therefore considered an appropriate threshold.

requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

- 11.2. The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.
- a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
 - b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

- 15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council when there is a business requirement to do so. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that

reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

* * *



Bedlinog and Trelewis Community Council - Fixed Asset

Notes

- 1) Where the purchase value is unknown, a nominal figure of £1.00 is inserted.
- 3) The replacement value figures are inserted for insurance purposes.
- 4) The total value figure will be inserted into the annual return representing the total value of the Councils fixed Assets at purchase cost

Ref Number	Catergory	Description	Location	Date Acquired	Purchase Cost	QTY	Total Value	Replacement Value	Disposal Details
<u>Benches</u>									
1	Community Assets	Wooden Bench	Graig Fargoed	unknown	£429.00	1	£429.00	£595.00	
2	Community Assets	Wooden bench (memorial)	Parc Nant Llwynog	unknown (gifted)	£1	1	£1	£595.00	
3	Community Assets	Wooden bench (memorial)	Taf Bargoed Parc Entrance	unknown (gifted)	£1	1	£1	£595.00	
4	Community Assets	Steel bench	Kickabout area (Hylton Terrace)	unknown	£1	1	£1	£695.00	
				Total number of benches		4			
<u>Dog Bins and Litter Bins</u>									
5	Community Assets	Litter bin	Station Terrace, Bedlinog	2019	£225.00	1	£225.00	£481.97	
6	Community Assets	Litter bin	Hylton Terrace, Bedlinog	2018	£219.00	1	£219.00	£481.97	
7	Community Assets	Litter bin	Tennis Courts, Bedlinog	2022	£481.97	1	£481.97	£481.97	
8	Community Assets	Dog waste bin	New Park, Trelewis	2021	£204.97	1	£204.97	£204.97	
9	Community Assets	Dog waste bin	Garth Terrace, Bedlinog	2021	£204.97	1	£204.97	£204.97	
10	Community Assets	Dog waste bin	Pleasant View, Bedlinog	2021	£204.97	1	£204.97	£204.97	
11	Community Assets	Dog waste bin	Glyn Bargoed, Trelewis	2021	£204.97	1	£204.97	£204.97	
				Total litter bins		3			
				Total Dog waste bins		4			

Ref Number	Catergory	Description	Location	Date Acquired	Purchase Cost	QTY	Total Value	Replacement Value	Disposal Details
<u>Digital Interpretation Board</u>									
12	Community Assets	Digital interpretation board	Parc Nant Llwynog	2021	£10,000.00 (grant funded)	1	£10,000.00	£10,000.00	
					Total Digital Interpretation Boards	1			



Bedlinog and Trelewis Community Council - Fixed Asset

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<u>Recreation Ground</u>									
13	Community Assets	Kickabout Area	Hylton Terrace	unknown	£1 (licensed)	1	£1	£1	
14	Community Assets	Changing Rooms (Part ownership)	Bedlinog Recreational Ground	Unknown	£1	1	£1	£1	
15	Community Assets	Bedlinog Allotments	Hylton Terrace, Bedlinog	Unknown	£1	1	£1	£1	
16	Community Assets	Allotment Beds	Trelewis Primary School	2022	£800	4	£3200	£3200	
17	Community Assets	Allotment Beds	Bowling Green Bedlinog	2023	£800	12	£9600	£9600	
					Total Recreation al Ground	19			

Ref Number	Catergory	Description	Location	Date Acquired	Purchase Cost	QTY	Total Value	Replacement Value	Disposal Details
<u>Community Centre</u>									
18	Community Assets	Bedlinog Community Centre	Garth Terrace, Bedlinog	unknown	£1	1	£220,000.00	£220,000.00	
					Total Community Centre	1			
<u>Street planters & baskets</u>									
19	Community Assets	Lampost baskets	Bedlinog & Trelewis	2020	£65.10	28	£1822.80	£1822.80	
20	Community Assets	Double barrel planters	Bedlinog & Trelewis	2020	£324.11	7	£2268.79	£2268.79	
21	Community assets	Barrel Planter	Bedlinog & Trelewis	2020	£348.48	8	£2787.83	£2787.83	
					Total Street planters	43			
<u>Miscellenous</u>									
22	Community Assets	Brushcutter	Bedlinog Community Centre	2021	£119.99	2	£239.98	£239.98	
23	Community Assets	CCTV System	Bedlinog Community Centre	2022	£550.00	1	£550.00	£550.00	



Bedlinog and Trelewis Community Council - Fixed Asset

Notes

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24	Community Assets	Defibrillator and Cabinet	1 x Grove Terrace, 1 x Top Bus Stop, 1 x Entrance to Taf Bargoed Parc, 1 x Opposite Ffaldcaiaach Inn.	2022	£1198.00	4	£4792.00	£4792.00	
25	Community Assets	Projector	Bedlinog Community Centre	2019	£99.00	1	£99.00	£120.00	
26	Office	iPad	Cllr iPads	2019	£329 (gifted)	7	£2303.00	£2303.00	
27	Office	Laptop Lenovo	Cllr laptops	2019	£624 (gifted)	9	£5616.00	£5616.00	
28	Office	Computer	With Clerk	2020	£1200	1	£1200	£1200	
29	Office	Laptop Lenovo	With Clerk	2017	£299	1	£299	£500	
30	Office	Printer HP	With Clerk	2017	£59.00	1	£59.00	£100	
31	Community Assets	Allotment Beds	Manor View, Trelewis	2024	£800.00	6	£4800	£4800	
32	Community assets	Storage Containers	Bedlinog Bowls Allotments	2024	£1700	2	£3400	£3400	
					Total Miscellaneous Items	35			

The Total Value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 12 on the Authority's Annual Governance and Accountability Return

Total Fixed Asset Register Value at 31 March 2024: £275,218.25

Value of Changes / deletions (see disposals register): £0.00

Value of Changes / additions (see asset addition): £8200

Box 12: AGAR - Total Fixed Asset Register Value Recorded at 31 March 2024:

£275,218.25

As Per Box12 AGAR Figure

Bedlinog and Trelewis Community Council - Fixed Asset



Notes

- 1) Where the purchase value is unknown, a nominal figure of £1.00 is inserted.
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Date Adopted: 19/06/2023

Date Reviewed: 13/05/2024



TERMS OF REFERENCE – COMMUNITY EVENTS COMMITTEE

These terms of reference are supplemental to, and do not in any way override, the Council's Standing Orders and Financial Regulations.

All powers shall be exercised in accordance with any Standing Orders, Financial Regulations, adopted policies or directions given by Bedlinog and Trelewis Community Council.

1. Membership of the Committee shall be decided during the first initial meeting and thereafter at the Annual Community Council Meeting.
2. The Committee will consist of both Community Councillors and members of the public, only members of the Community Council may have voting rights. The Committee is delegated to co-opt up to 4 non-Councillors. The Chair and Vice-Chair of the Community Council are automatically become members of the Committee.
3. The Committee shall be subject to a quorum of half of its members or 3, whichever is greater.
4. The Chairman of the Committee will be elected by the Committee at its first meeting and thereafter annually at its first meeting after the Annual Community Council Meeting.
5. The Vice Chairman of the Committee will be elected by the Committee at its first meeting and thereafter annually at its first meeting after the Annual Community Council Meeting.
6. Meetings will be called by the Chairman of the Committee and the Clerk as and when deemed necessary, minutes will be recorded by the Clerk, or any member nominated at the meeting.
7. All meetings will be convened in accordance with the Community Councils standing orders.
8. The Committee will have a delegated total budget, this amount is set in the approved Community Council budget. This budget is to be spent solely on costs associated with arranging community events throughout the year. The Committee is expected to adhere to the Community Councils standing orders when obtaining quotes for items and services.
9. The Committee has the delegated power to incur expenditure on behalf of the Community Council up to the value of the allocated annual budget.
10. All orders for goods and services are to be made in conjunction with the Clerk.
11. The aim of the Committee is to facilitate the delivery of community events in the Community throughout the year, achieving value for money for our residents.
12. The Committee is responsible for ensuring that all events comply with current legislation and have adequate insurance provision and risk assessments.

13. The Committee will provide a diarised scheme of community events.

14. The Committee will report progress to Council.

15. The Committee may allocate events budget to other community-based groups organising events, with approval of the grant request from Council.

16. The Committee will maintain a planning document including:

- Event timetable plan – key tasks
- Event Risk Assessment
- Key Contacts
- Budget Tracking

17. The Committee will ensure protocols and guidelines from Council’s insurance are adhered to.

18. The Committee will ensure events do not clash with other community group events.

19. The Terms of Reference will be reviewed on an annual basis, or sooner if there is a business requirement to do so.

Date Approved	Approved By	Notes	Version
13/05/2024	Full Council	Approved	1.0



MINUTES OF MEETING

BEDLINOG & TRELEWIS **COMMUNITY COUNCIL** **MEETING**

MONDAY, 8TH APRIL, 2024

PRESENT: Community Councillor J Beard (**In the Chair**)

Community Councillors Brown, E Dawson, Jago, Matthews, Preston, Thomas, and Frayne

Officers:

Ryan James, Clerk to the Council

In Attendance:

County Cllr Michelle Symonds

A resident

ITEM NO.	AGENDA MATTER	DECISION
587	To Receive Apologies for Absence	Apologies were received from Cllr Searl.
588	To Receive of Declarations Personal/Prejudicial Interest	There were none.
589	To Receive Representations/Questions from the Public	A resident asked if the agenda item 'To Receive Representations/Questions from the Public' could be moved to the end of the meeting. The Clerk explained that this is a

		standard agenda item at Council meetings at the start, so that Community Councillors can take into consideration any public/press questions, representations or evidence when making decisions on agenda items. A resident asked if Council meetings will be held in person going forward. The Clerk explained that technology for hybrid meetings needs to be put in place as we have a legal requirement to allow any Cllr or member of the public/press to join public meetings remotely. The Council is applying for a grant to cover the cost of this so not to have to use any other budget which can be spent in the community and/or raise the precept to cover the cost. A resident congratulated the Community Council on the recent Environmental Award from One Voice Wales, and stated they would like to know more about what the award was for. This will be discussed at agenda item 591. A resident asked if the HR Committee and Events Committee meeting minutes will be published. The Clerk explained that these would be published, however, if the HR Committee is to discuss staff, then this will not be published in the public domain. A resident commented on agenda item 586 confirming that they were pleased that there was no increase to the precept this fiscal year, and that no increases are always welcome.
590	Meeting with the Police Representative	The Police sent an email report covering the crime and ASB figures for Bedlinog and Trelewis, for the period 01/03/24 to 04/04/24. The Clerk confirmed that Cllrs Searl and Preston had a meeting with the Police on 13/03/24 to discuss attendance at meetings. It was suggested changing the day of Council meetings after May, to the second Wednesday of every month, which will fall on the Police shift days. The Clerk will discuss the change of day with Cllrs. Cllr Dawson's report from attending the last PACT meeting has also been shared with Cllrs and published on the website. Cllr Dawson commented that the PACT meeting was a very useful meeting. Feedback from the PCSO is that workforce is low. Cllr Preston said that she raised at the meeting to alternate the PACT meetings between Trelewis and Bedlinog. Also, that the Police should pop into the Warm Hub, and they could make themselves known as there is good attendance at the hub. To date, the Police have not attended. Cllr Jago stated that the Police have also had an invitation to attend the Youth Club on a Thursday evening, but there has not been attendance to date. Agreed the Clerk will write to the Police and extend

		invitation to attend the warm hub and youth club. It was stated that one of the PCSO's left beginning at the beginning of April and is not going to be replaced, the other PCSO is leaving in September to join the Police and one PC will be left covering Treharris, Trelewis and Bedlinog. There will be no more recruitment for PCSO's, and this is a borough wide issue. We will be down to 2 PCs and 4 PCSO's for Merthyr. County Cllr Symonds is having a meeting with the Police in the coming weeks to discuss the limited resources in the Borough. Cllr Jago commented that she is disappointed to hear about the reduced resource, especially when there has been an increase on the precept for the Police and Crime Commissioner. Cllr Thomas said that the precept is a small part of their funding, and the majority should be coming from the Government. Cllr Preston commented that we are paying more towards the Police, but we are getting less of a service. It was suggested that the Clerk write to County Cllr Symonds with the concerns raised on behalf of the Community Council, to be presented at the forthcoming meeting, and County Cllr Symonds stated she would be happy to receive and raise these concerns.
591	To Commendation Note from One Voice Wales for Environmental Work in the Community	Cllr Searl sent his thanks to Cllr Dawson for submitting the application about the Environmental work completed at Parc Nant Llwynog via grant funding from the Community Council. We were also commended for the allotment improvement work across Bedlinog and Trelewis – increasing the number of allotment beds for community growing significantly over the last year and creating new allotment plots. The MP and MS for Merthyr Tydfil will also be informed of the award, and we will update residents in the forthcoming newsletter as well as contacting the local press.
592	To Approve Minutes of the Meeting held 11-03-2024	RESOLVED that the minutes of the meeting held 11-03-2024 be approved.
593	To Receive any Matters Arising	Item 565 – Cllr Dawson stated that a meeting will be held 09/04/24 to discuss the path issues at Nant Llwynog Park. Item 565 – a response was received from TfW about the works at Club Row Bridge. They advised that repair works will be conducted in early May with closure of the bridge on the 3rd, 4th, and 5th May. We have been informed that issues have been raised regarding the closure of the bridge and the alternative route suggested by TfW, so discussions are taking place with MTCBC, and we will be updated once dates are confirmed between both parties.

		Item 576 – this will be picked up under agenda item 594. Item 577 – the update has been made to the Grant Request Form in terms of how the grant from the Community Council will be publicised, and the updated form has been published on our website.
594	To Approve a Grant Request from Bedlinog Football Club	At the last meeting, it was agreed that the grant application from Bedlinog AFC be deferred to this meeting, pending further information about the future of the club. The club has advised that the Bedlinog Football Club has no intention of folding and are thriving as a club in the Taff Ely Rhymney Valley League. They hope is that they return to their home pitch next season, and they are in the process of working with MTCBC to obtain a lease for the changing rooms at Nant Llwynog Parc to take on full responsibility and management of them. The grant request, if successful, will be used towards the cost of maintaining the Bedlinog home pitch in readiness for next season. A discussion took place between Cllrs regarding the grant application. RESOLVED that the club re-apply for the grant in the new football season when it is confirmed if they are back playing at the field. County Cllr Symonds will also reach out to the club to inform them of other grants for which they can also apply. Cllr Jago left the meeting.
595	To Approve Appointment of Internal Auditor for FY23-24	Three quotes have been obtained of £400, £850, and £1200 for completion of the internal audit. RESOLVED that the appointment letter to the internal auditor be approved at a cost of £400.
596	To Approve Purchase of 'Decisions' Agenda and Meeting Management Software	RESOLVED that the purchase of 'Decisions' Agenda and Meeting Management Software be approved at a cost of £495.
597	To Consider any Planning Applications dated 12-03-2024 to 07-04-2024	We have been made aware of application P/24/0075 today – Construction of garage at land adjacent to The Funeral Home, Park Terrace, High Street, Trelewis. The consultation period of 21 days will end before the next Council meeting so Councillors can make observations at this meeting and should any be contacted by residents within 21 days, Councillors can inform the Clerk to send these to the Planning Department. RESOLVED that there are no objections to planning application P/24/0075.
598	To Approve Payments & Receipts for the period 08-03-2024 to	RESOLVED that the payments and receipts for the period 08-03-2024 to 30-03-2024 be approved.

	30-03-2024	
599	To Note the FY23-24 Budget Report	The Clerk talked Cllrs through the budget report for financial year 23-24. Cllr Brown asked about the cost of running Bedlinog Community Centre on an annual basis. It was agreed for this to be added to the next agenda item for a further discussion. RESOLVED that the budget report for FY23-24 be noted.
600	To Approve the Bank Reconciliation Dated 30-03-2024	RESOLVED that the Bank Reconciliation Dated 31-03-2024 be approved.
601	To Approve the Balance Sheet for FY2023-24	RESOLVED that the balance sheet for FY2023-24 be approved.
602	To Receive any Community Councillor Cases	Cllr Preston reported the parking issues at Bedlinog on 07/04/24 during the home game that was taking place. Only nine cars were parked in the Community Centre car park. The Clerk will make an additional report on behalf of the Community Council Cllr Brown raised the rubbish outside Trelewis Post Office. Cllr Frayne also said that this is an issue in Bedlinog. During the inclement weather, rubbish outside is being blown through the streets. The Clerk will contact the Director of Neighbourhood Services for an update on the Enforcement Officers appointments.
603	To Receive the County Councillors Report	Cllr Thomas advised that the main topic at the last meeting was in relation to Aberfan Community Centre. The decision was that the Council will continue discussions with MTLT to ensure that a leisure and library service will continue after the termination of the existing agreement. There will be a further report presented to Council as soon as possible. County Cllr Symonds added that it has been incredibly difficult and challenging when there is a lack of communication from Wellbeing Merthyr. All Cllrs are aligned that services should continue, and jobs should be protected. A pothole audit was conducted between the main route of Bedlinog and Trelewis – 15 potholes reported in total, and requests were also made with the cleansing teams. Two community litter picks took place - Trelewis went well and there were a number of volunteers, but for Bedlinog, there was just Cllr Symonds and her husband. A number of bags were filled with litter. County Cllr Symonds joined Nant Llwynog for their Easter event. Information has also been cascaded on local grants that are available for local groups, and there has been community interest in these.

		Over the last month there have been issues dealt with in relation to social services, housing, abandoned cars, ASB and food bank referrals. In relation to parking on rugby home days – the Rugby Club have put out messages to teams about alternative places to work. Representations have been made to the health board to use the Doctor's Surgery car park but there are insurance issues the health board have concerns about. In terms of litter outside business properties, Keep Wales Tidy will be supporting the businesses in the area, and we should see an improvement shortly. An update on planning applications. The application for stables in Stormtown was refused. The change of use for outdoor skips near at Taf Bargoed Development Trust was refused. The HMO in Stormtown is being heard on 10/04/24 at Planning Committee.
604	To Receive any Correspondence	The update on the One Voice Wales Conference has been shared with Cllrs. We have received confirmation to proceed with the allotment improvement work for the next financial year. Works to be completed over the forthcoming year include rendering of shed that we built at Bedlinog Allotments a couple of years ago for added protection and prevent damp within the shed. Fencing at the new allotment site in Manor View, Trelewis, as well as storage shed for plot holders. Raised planters at Parc Nant Llwynog for further increase of biodiversity. Enquiries were made at the last PACT meeting about whether the Community Council could fund a dog bin at the South End of Trelewis in the area from the Cenotaph South to the Nelson Boundary. The clerk has responded to say that we need permission from MTCBC to install a bin in the area and that they will add it to their collection route, this can then be considered at a community council meeting. A resident has also queried with Cllr Colbran if a dog waste bin could be installed on the High Street in Bedlinog in the area between numbers 39 and 40 as this is the entrance of where most people walk their dogs, or possibly on the concrete island by the top bus stop where the defibrillator is. The resident was advised that the Community Council provide dog waste bins are provided by the Community Council rather than MTCBC – the Clerk has explained that Waste Services is the remit of MTCBC not the Community Council, but we have a power that allows us to consider supplying bins in the community if the County Council do not have funds for this. Again, we would need permission from MTCBC for installation and approval that they could add an additional bin to their collection route. An update from Welsh Water has been received today on works completed in Trelewis – this will be forwarded on to all Cllrs.

		MVH have invited the Community Council to the 'Conversation Station' event at Trelewis Community Centre on 24 th April. An opportunity to share information with residents and complete paper versions of the consultation form and share the latest copy of the newsletter. The Clerk will contact Cllrs to check availability to attend.
605	To Note the Date of Next Meeting	It was noted that the date of the next meeting is Monday 13th May. Cllr Preston advised that she would need to send apologies for the next meeting.



Cyngor Bwrdeistref Sirol Merthyr Tudful

Cynllunio Trefol (Rheoli Datblygu)

Uned 5

Parc Busnes Triongl

Pentrebach

Merthyr Tudful

CF48 4TQ

Rhif Ffon: 01685 726213

www.merthyr.gov.uk

Application for Outline Planning Permission with all matters reserved

Town and Country Planning Act 1990

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Details

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Town/city

Postcode

Description of site location (must be completed if postcode is not known)

Easting (x)

Northing (y)

Description

Applicant Details

Name/Company

Title

Mr

First name

Surname

Grace

Company Name

Ruby Housing Solutions Limited

Address

Address line 1

32 High Street

Address line 2

Wendover

Address line 3

Town/City

Buckinghamshire

Country

United Kingdom

Postcode

HP22 6EA

Are you an agent acting on behalf of the applicant?

- ☒ Yes
- ☐ No

Contact Details

Primary number

Secondary number

Email address

Agent Details

Name/Company

Title

Mr

First name

Christopher

Surname

Brimble

Company Name

Arden Kitt Associates Limited

Address

Address line 1

7 Warren Drive

Address line 2

Address line 3

Town/City

Caerphilly

Country

United Kingdom

Postcode

CF83 1HQ

Contact Details

Primary number

***** REDACTED *****

Secondary number

Email address

***** REDACTED *****

Site Area

What is the site area?

1241.00

Scale

Sq. metres

Does your proposal involve the construction of a new building which would result in the loss or gain of public open space?

☐ Yes

☒ No

Description of the Proposal

Description

Please describe the proposed development

Construction of four new dwellings and associated works

Has the work already been started without planning permission?

☐ Yes

☒ No

Existing Use

Please describe the current use of the site

Site was previously cleared, presumed to be in connection with planning consents granted in 2005. Land is presently vacant and overgrown with no extant use class.

Is the site currently vacant?

☒ Yes

☐ No

If Yes, please describe the last use of the site

Consent for C3 use lapsed in July 2010.

When did this use end (if known)?

dd/mm/yyyy

Does the proposal involve any of the following?

Land which is known or suspected to be contaminated for all or part of the site

☐ Yes

☒ No

A proposed use that would be particularly vulnerable to the presence of contamination

☒ Yes

☐ No

Application advice

If you have said Yes to any of the above, you will need to submit an appropriate contamination assessment.

Does your proposal involve the construction of a new building?

☒ Yes

☐ No

If Yes, please complete the following information regarding the element of the site area which is in previously developed land or greenfield land

Area of previously developed land proposed for new development

0.00	hectares
------	----------

Area of greenfield land proposed for new development

0.12	hectares
------	----------

Assessment of Flood Risk

Is the site within an area at risk of flooding?

- ☐ Yes
☒ No

[Refer to the Welsh Government's Development Advice Maps website.](#)

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- ☐ Yes
☒ No

Will the proposal increase the flood risk elsewhere?

- ☐ Yes
☒ No

From 7 January 2019, all new developments of more than 1 dwelling house or where the construction area is 100 square metres or more, require Sustainable Drainage Systems (SuDS) for surface water designed and built in accordance with the Welsh Ministers' [Statutory SuDS Standards](#). SuDS Schemes must be approved by your local authority acting in its SuDS Approving Body (SAB) role. Please contact your local authority for details of how to apply.

How will surface water be disposed of?

- ☒ Sustainable drainage system
☐ Existing water course
☐ Soakaway
☐ Main sewer
☐ Pond/lake

Biodiversity and Geological Conservation

To assist in answering the following questions refer to the help text. The help text provides further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the help text, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species

- ☒ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☐ No

b) Designated sites, important habitats or other biodiversity features

- ☒ Yes, on the development site
☐ Yes, on land adjacent to or near the proposed development
☐ No

c) Features of geological conservation importance

- ☐ Yes, on the development site
- ☐ Yes, on land adjacent to or near the proposed development
- ☒ No

Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- ☒ Yes
- ☐ No

If you answered "yes" to the question above, please specify the existing and proposed number of market and affordable dwellings on the attached plans.

All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

- ☐ Yes
- ☒ No

Employment

Will the proposed development require the employment of any staff?

- ☐ Yes
- ☒ No

Hours of Opening

Are Hours of Opening relevant to this proposal?

- ☐ Yes
- ☒ No

Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- ☐ Yes
- ☒ No

Is the proposal for a waste management development?

- ☐ Yes
☒ No

Renewable and Low Carbon Energy

Does your proposal involve the installation of a standalone renewable or low-carbon energy development?

- ☐ Yes
☒ No

Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

- ☐ Yes
☒ No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☒ Yes
☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

- ☒ The agent
☐ The applicant
☐ Other person

Pre-application Advice

Has pre-application advice been sought from the local planning authority about this application?

- ☐ Yes
☒ No

Authority Employee/Member

With respect to the Authority, is the applicant or agent one of the following:

- (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you?

- ☐ Yes
☒ No

Ownership Certificates

Please answer the following questions to determine which Certificate of Ownership you need to complete: A,B,C or D.

Are you the sole owner of ALL the land?

- ☐ Yes
- ☒ No

If No, can you give appropriate notice to ALL the other owners?

- ☒ Yes
- ☐ No

Certificate of Ownership - Certificate B

I certify/the applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner (owner is a person with a freehold interest or leasehold interest with at least seven years left to run) of any part of the land or building to which this application relates.

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant: ***** REDACTED *****
House name: 5 Sir Charles Square
Number:
Suffix:
Address line 1:
Address Line 2:
Town/City: Newport
Postcode: NP10 8QP
Date notice served (DD/MM/YYYY): 18/04/2024
Person Family Name:

Person Role

- ☐ The Applicant
- ☒ The Agent

Title

First Name

Christopher

Surname

Brimble

Declaration Date

18/04/2024

- ☒ Declaration made

Agricultural Holding Certificate

Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Agricultural land declaration - you must select either A or B

- ☒ (A) None of the land to which the application relates is, or is part of an agricultural holding
- ☐ (B) I have/The applicant has given the requisite notice to every person other than myself/the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below

Person Role

- ☒ The Applicant
- ☐ The Agent

Title

Mr

First Name

Nigel

Surname

Grace

Declaration Date

18/04/2024

☒ Declaration made

Declaration

I/We hereby apply for Outline planning permission: All matters reserved as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Christopher Brimble

Date

18/04/2024



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Introduction

Arden Kitt associates has been appointed to prepare designs and submit an outline planning application of a proposal for 4 new build homes at Hylton Terrace, Bedlinog.

The applicant is exploring the development potential of the site, which is located within the settlement of Bedlinog - a growth area as identified in the adopted Local Development Plan. Early enquiries with MTCBC Housing Strategy team identified a greater need for 2-bedroom properties in the local area, and designs have been developed on this basis. Difficult site constraints and the existing context have been balanced with a need to deliver sustainable homes fit for contemporary lifestyles; resulting in a proposal which reinterprets the valleys terrace for modern living.

The land is wholly situated within identified settlement boundaries and represents an infill opportunity, given its location between the existing terraced housing at Hylton Terrace and the local Primary School. The neighbourhood is characteristically residential in nature, with a variety of 2 storey terraced type housing that has been individualised and altered over time. A local material palette of pennant grey stone, brickwork, and various renders represents a mix of architectural treatments that provide an opportunity to use these local references to introduce newer, forward looking styled homes; suited to current and future needs.

It is the applicant's intention to develop housing for rent, to deliver new homes that are energy efficient, comfortable, and sustainable. Site topography and the immediate context have heavily influenced the design approach, resulting in a 3-storey arrangement with elevated gardens to the rear and street level entrances. The resulting designs accommodate off street parking, private rear gardens, and modern open plan living arrangements to provide safe and attractive homes for future residents.

This Design Statement & Site Analysis is written in support of the proposed development; including an overview of the design process commensurate with the scope and size of the submitted scheme.

Project Vision

To provide sustainable new homes that complement the existing mix of residential property in the locality. Houses will cater for contemporary living; being energy efficient, and affordable to run, with renewable technologies for comfort and convenience.



Constraints & Opportunities

Culture & Community

Site Location

The site is located in Bedlinog, in the Borough of Merthyr Tydfil and approx. 4.5miles southeast of the Principal Town.

Bedlinog is principally residential in nature, with local facilities including a primary school, doctors, convenience store, rugby club, community centre, and church/ church hall. Local topography ensures the place retains a semi-rural character despite its relative closeness to larger population centres such as Merthyr Tydfil and Ystrad Mynach. Steeply sloping valley sides and linear streets which follow land contours are strong characteristics of the area.

The application site is situated within identified settlement boundaries and is a vacant parcel of land between 36 Hylton Terrace and the local primary school. Site levels are particularly challenging and slope steeply up from street level toward a service lane for the school to the rear. The area was previously cleared for development (circa 2010) and is presently overgrown having been left un-managed in the interim.

Planning Context

Bedlinog is identified as a growth area in the adopted LDP, being an established settlement of modest size and with identified capacity for additional homes.

The site is in a long-established residential area, and within established settlement boundaries. Local policies, including those specific to Bedlinog, are relevant to the proposal, together with Planning Policy Wales advice relating to sustainable development. The previous planning history for the application site includes outline consent for residential uses – ref. P/01/0391, and full consent for two separate dwellings – ref. P/05/0393 & P/05/0394.

Principles outlined in the Welsh Government Site and Context Analysis Guide have been followed, together with advice contained in TAN:12 in terms of sustaining local character. This design statement therefore summarises the analysis and design response specific to the site and project brief.



FIGURE 1 - SITE LOCATION IN CONTEXT OF BEDLINOG

Constraints & Opportunities

Surrounding Land & Buildings

The site is located centrally along the Hylton Terrace/ Commercial Street axis which runs through Bedlinog; and is within 10mins walk of available local facilities. Both the adjacent terrace and school are set up off the street, each effectively sitting on a stone podium that adds an extra storey height to the buildings. Land slopes steeply up away from the street and providing a significant constraint to any potential development. The opposite side of the street is enclosed with a linear hedgerow, beyond which the land slopes steeply down toward a heavily wooded riparian corridor of the Taff Bargoed River (a tributary of the River Taff).

Properties in the immediate area are mainly 2 storey dwellings, with a reasonably consistent typology across a variety of styles that have been subject to a range of alterations and personalisation in the course of time. A predominantly traditional character exhibits some typical late Victorian and Edwardian styling, is not demonstrative of a particular overarching design approach or of any evident architectural merit with which it would be necessary to conform.

Local characteristics include strong linear forms running parallel to the street, properties with active frontage, and a vertical emphasis to fenestration patterns. Grey/ Brown pennant stone typifies earlier buildings (and the school) in the vicinity, with varying renders and brick finishes on more recent properties. A majority of buildings lack architectural adornment and fuss detailing, which is limited to stylised surrounds to windows and doors in some cases. Set-back types vary depending on the age of property, including directly off pavement, forecourt gardens, and driveway parking.

The north side of Hylton Terrace is effectively a 3-storey feature in the townscape, comprising a street level podium with step access to typical 2 storey terraced housing above. The depth of the terrace is such that there is no meaningful garden amenity to properties, with large rear retaining walls and steeply sloping gardens characterising the area. Several properties retain ground floor bay windows, and most have large front windows overlooking the street. Houses address the street directly, with little to no set back.

The school set-back is more pronounced, creating a forecourt plateau presently in use as the playground. A large stone retaining wall topped with a fence forms the street interface.

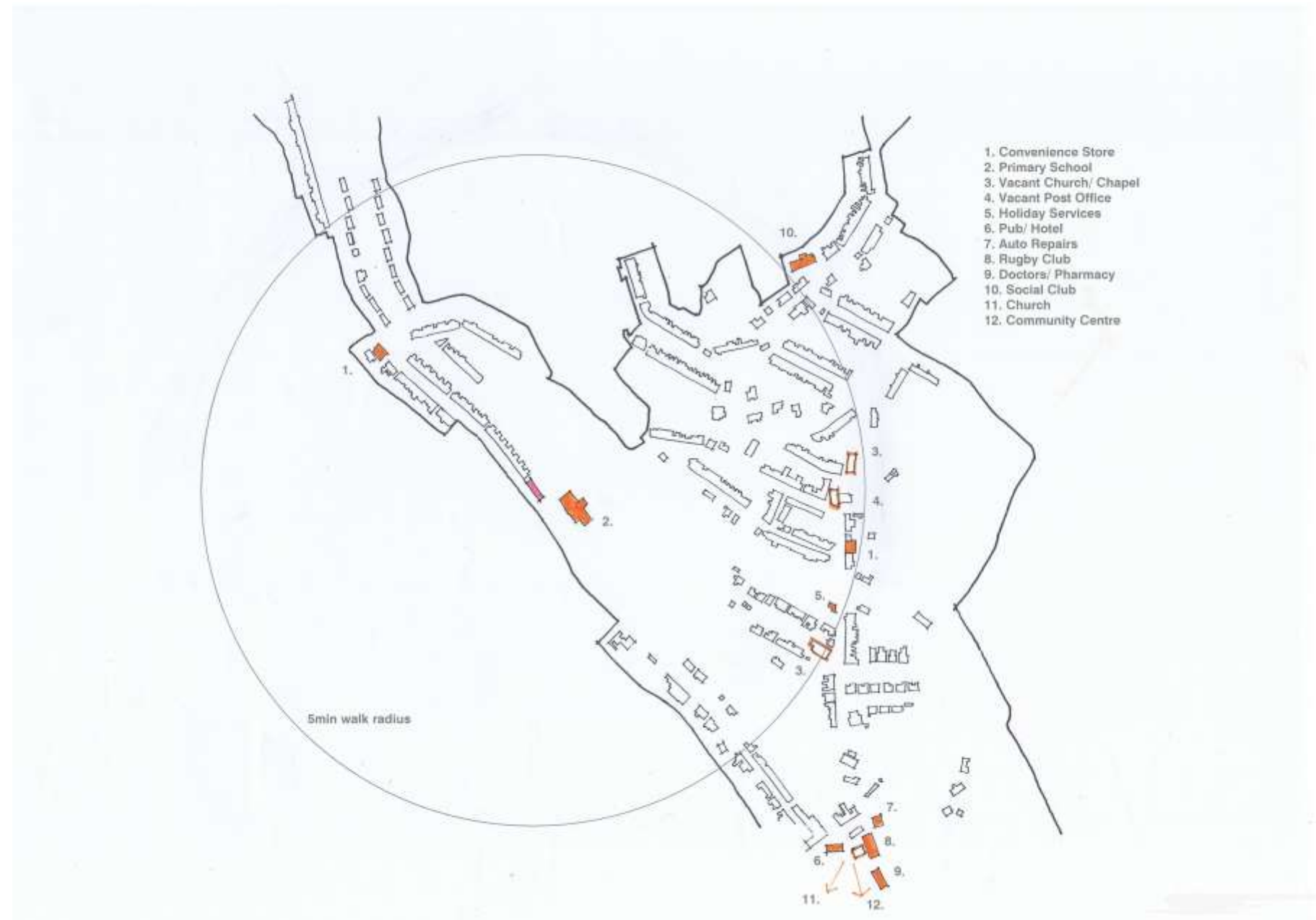


FIGURE 2 - SURROUNDING BUILDINGS & LOCAL FACILITIES

Constraints & Opportunities

Neighbourhood Structure

The immediate area comprises a mixture of housing. It is beyond the scope of the brief to determine the exact tenure mix, although site observations suggest that the neighbourhood comprises a reasonably diverse range of housing needs. The addition of another residence in the area is wholly commensurate with the character and nature of the locality more generally.

Neighbouring developments include a range of styles and tenures reflective of Bedlinog's growth from C19th onward.

Consultations

The application site is wholly owned by a third party who is aware of the submitted proposal. No wider consultation has been undertaken, and as is commensurate with a proposal of this size, feedback would be expected as part of the statutory consultation period during the planning application process.

Market Analysis

The applicant has reviewed the local market and housing need; and determined that four 2-bedroom properties would be appropriate at this location. Presently the development is envisaged as a build to rent model.



Constraints & Opportunities

Landscape

Topography

The general landform is steeply sloping river valley, to the east of the Taff Bargoed. Hylton Terrace generally follows the topography, with properties perpendicular to the street and arranged as terraced forms. The street elevation and lack of buildings opposite provides good solar conditions throughout the year.

Green & Blue infrastructure

Local areas for leisure & play and large areas of open space are within easy walking distance of the site. A heavily wooded riparian corridor at the base of the valley is relatively inaccessible, with land above the site to the north-east providing links to upper parts of Bedlinog and excellent access to the open countryside.

Ecology

The site is overgrown in its present state. Preliminary ecology scoping studies have been conducted and the proposal anticipates an element of retention, mitigation, and improvement of a large part of the existing site. Landscape proposals are presently in abeyance, and it is expected that the application will liaise with the LPA in discharging any associated conditions for ecological enhancement and landscaping.

Ground Conditions

Ground conditions are expected to be favourable for development given the wider use of the locality for housing. Detailed investigation will be undertaken in preparation for any retaining walls, civils works, and new foundations in line with relevant legislation.



FIGURE 3 - GREEN/ BLUE INFRASTRUCTURE LOCALLY

Constraints & Opportunities

Movement & Infrastructure

Road Hierarchy & Access

The site has direct access to the main trunk road network at the A472, and pedestrian access along Commercial Street to bus services at Cwmfelin Square. Anticipated future rail services through Bedlinog (LDP Policy SW12) as part of the South Wales Metro augurs favourably for development in this location, with access expected via Ystrad Mynach and connecting bus & rail services to national rail services via Central Cardiff.

Vehicular access to the primary road network is achievable via the B4255 through to the A472 corridor for access to the A470 and wider regional network.

Utilities & infrastructure

It is expected that the development will benefit from easy access to existing utilities infrastructure already servicing the neighbourhood. The applicant will make necessary enquiries with statutory undertakers, and it is expected that connections for water, gas, electricity, sewerage, and telecoms can be made at reasonable cost.

Connectivity

The site benefits from reasonable pedestrian access to the immediate local street network, which is presently served by bus routes to and from Merthyr Tydfil via Treharris. There is limited connectivity to neighbouring streets, particularly in an east-west direction due to the topography. Pedestrian links to the local amenities are reasonably direct and despite the lack of street permeability more widely.

The site is approximately 10mins walk from Cwmfelin Square for an hourly bus service to Merthyr Tydfil during working hours.

Local access roads are linked via Commercial Street to the nearest principal route (B4255), which is very well connected to the A472 & A470 main arterial routes.

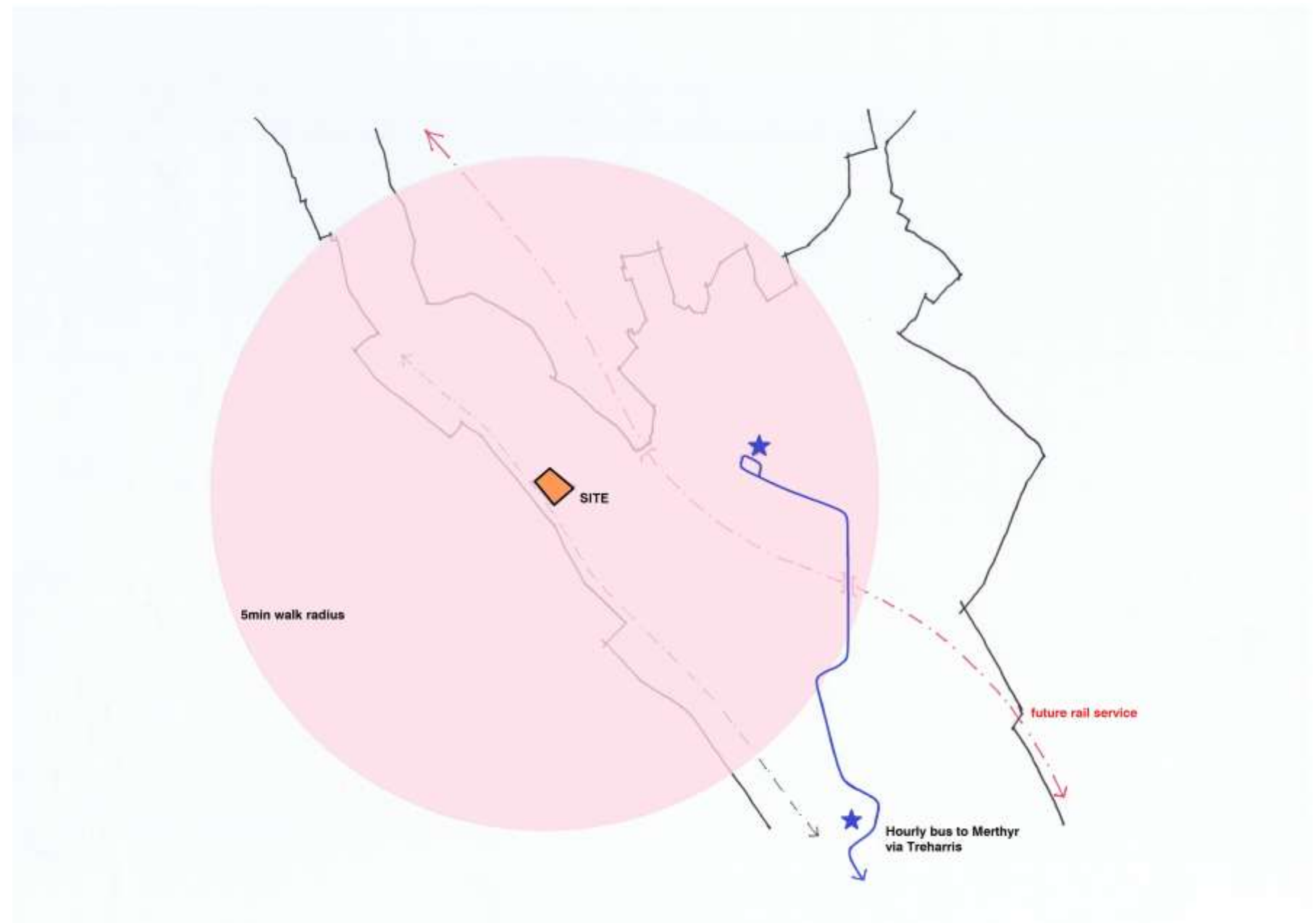


FIGURE 4 - PRINCIPAL ROADS, RAIL, AND PEDESTRIAN ROUTES

Constraints & Opportunities

Built Form

Urban Form

Urban form is typical of the late Victorian & Edwardian approach to rapid urban expansion, with the site located within a clearly identifiable residential street which extends outward from the settlement core at Cwmfelin Square. Whilst properties tend to address streets in a traditional manner, the urban block layout is limited by the topography and lacks permeability and optimal integration with any wider urban fabric. The nature of the proposal is that broader urban design matters will remain unaffected in any event.

History & Archaeology

Hylton Terrace remained undeveloped until the early 1900's, with Bedlinog mainly centred about the train station and colliery near High Street. The school and terrace of houses appear to have been constructed prior to 1914 and separated by a small parcel of land which remains and is the application site.

Above the site at higher elevation is an overgrown area which records indicate to be made up ground resulting from the original railway engineering works. This is well outside the site curtilage.

Online searches indicate that the site appears to have been cleared for development around 2010, and its present condition is the result of regrowth and self-seeding plants in the interim.

Scale, Height & Density

The immediate neighbourhood is typically residential in scale, predominantly 2-3 storey housing, comprising long rows of terraced properties which follow land contours.

Bedlinog Primary School is a dominant feature at the southern end of Hylton Terrace, albeit set back and above street level. Its typology is consistent with other hillside county schools of a similar age – utilising cut and fill approach to make the best of use of the space available on a constrained site.

Net development density is typical of the low rise urban terraced forms which make up the neighbourhood.

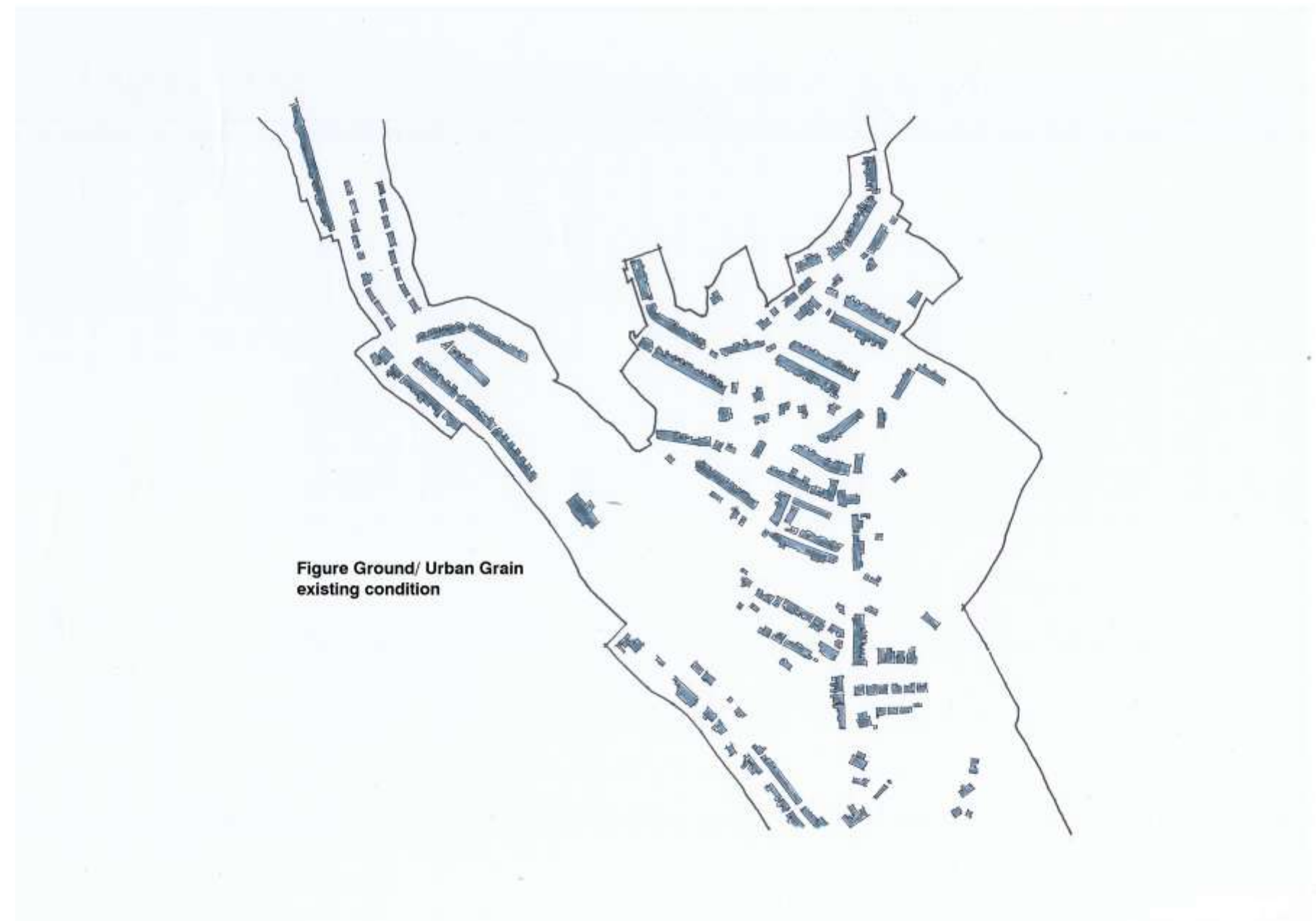


FIGURE 6 – URBAN GRAIN/ BUILT DENSITY

Constraints & Opportunities

Character & Building traditions

Homes in the immediate area are typically terraced houses with simple pitched roofs, as outlined above.

The oldest properties are characterised by the use of cut pennant stone, some with brick quoin features – and directly fronting the street. Later properties have substituted pennant stone for rendered finishes, and there is widespread use of larger ground floor front windows (and bay windows to some late Edwardian homes). There are a few more recent additions and alterations, generally of a poor appearance and with little regard to the original character of the area. Cement renders and spar-dash are a common “improvement” to many properties which obscures the original characteristics.

The terrace along which the application site sits is comprised of three long rows of repeating houses, raised about a storey height above street level with stepped access to front doors. Large ground floor windows (some with bays) are a common feature. All homes are finished in a plain painted cement render, with clay brick detailing and copings to the plinth/street level retaining walls only. Roof forms are plain and windows simple in arrangement. Properties are set back by virtue of the plinth and stepped access arrangements.

The tight spacing of buildings reflects topographical constraints and the mix of dwelling types in the neighbourhood; and is characteristic of prevailing conditions at the time of construction. Properties are typically between 5.0m – 5.5m width, with rear alterations & extensions offering a much greater variety of property sizes than the street elevations might first suggest. More recent homes in the neighbourhood tend to be more generously sized and of a contrasting style to the typical terraced houses.

In summary the area is characterised by a varied material palette and a more restrained building typology, within which there exists a subtle variation depending upon the age and location of the property within the neighbourhood.

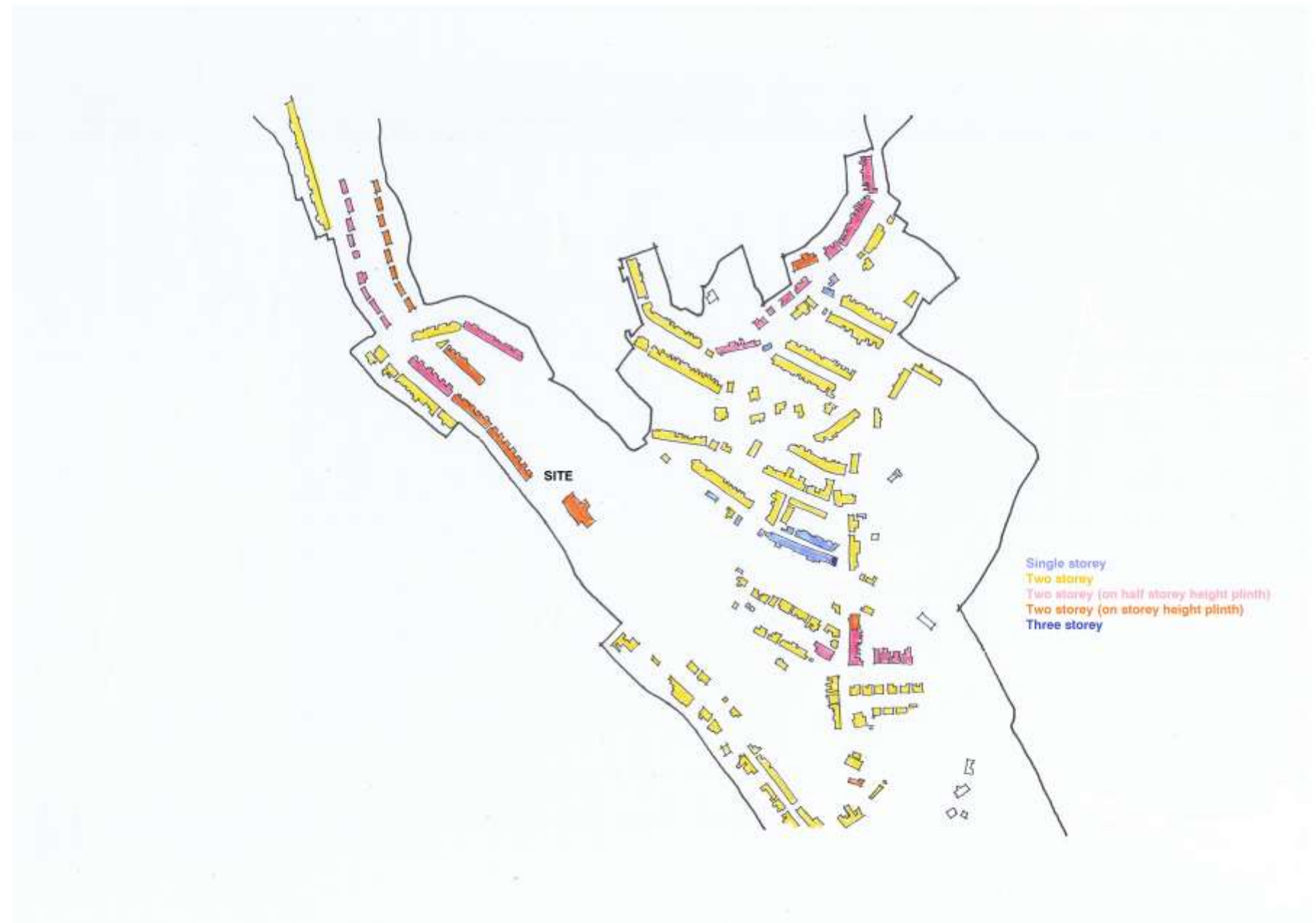


FIGURE 7 - SITE CHARACTERISTICS (BUILDING HEIGHTS)

Constraints & Opportunities

Neighbourhood Characteristics



FIGURE 8 – PROPERTIES ADJACENT TO SITE



FIGURE 9 – PROPERTIES JUST NORTH OF SITE

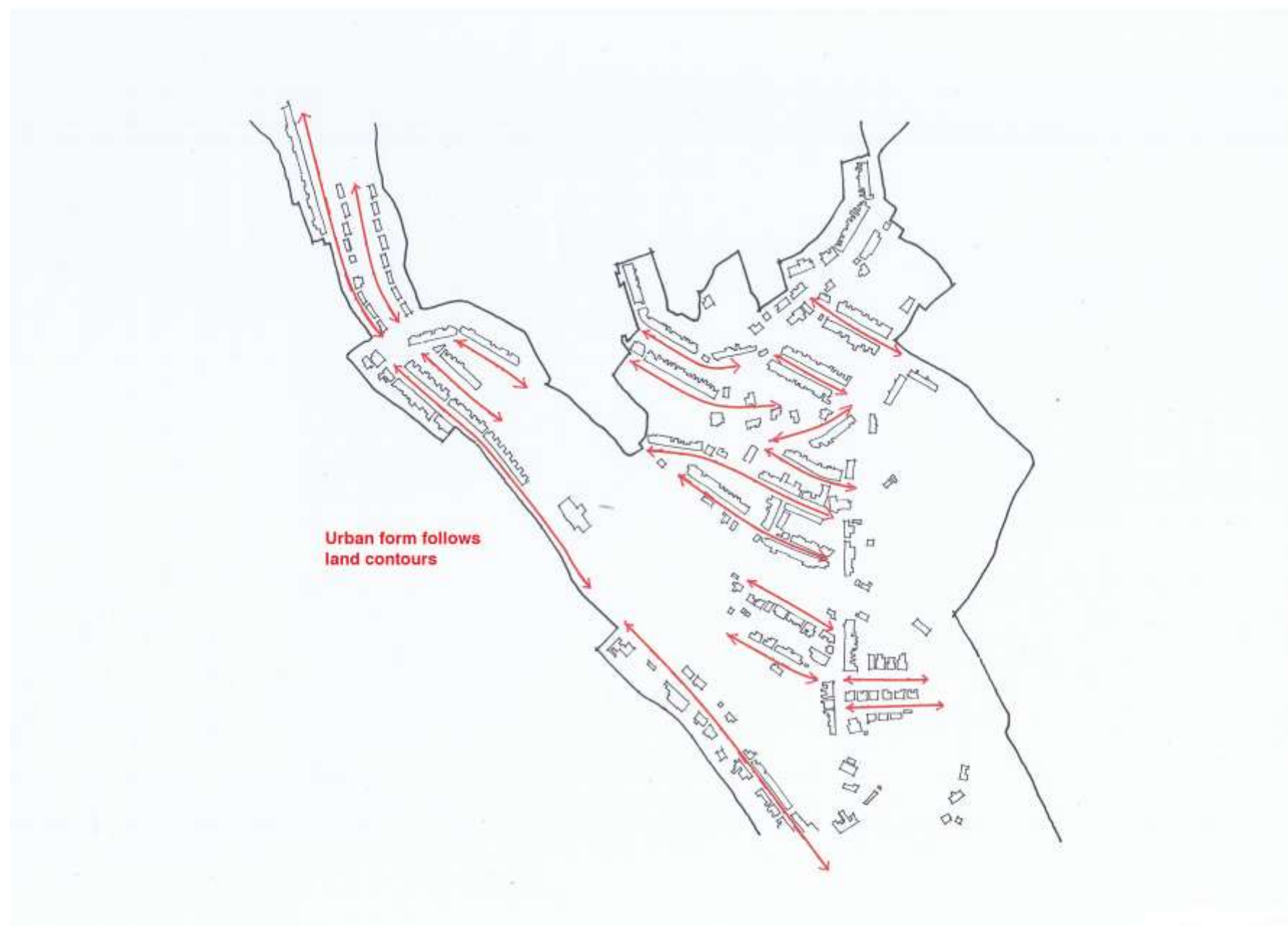


FIGURE 10 - SITE CHARACTERISTICS (LINEAR TERRACES ALONG CONTOUR LINES)

Planning Policy

National Policy - Wales

Infill Development

The proposal supports PPW 4.2.23 as an “infill and windfall site” together with a majority of the national sustainable placemaking outcomes (PPW p.42) relevant to a small development of this nature.

The development therefore:

- Prioritises the use of previously developed land
- Supports a diverse population
- Unlocks potential and regenerates
- [supports existing] community-based facilities
- Accessible by existing public transport
(and also anticipates future rail provision)

Design – TAN 12

The proposal is a direct response to existing local characteristics using a contemporary design approach - making use of form, patterns of fenestration, materials and aesthetic treatments which contribute positively to the neighbourhood. A low-profile roof will assist with the inclusion of Solar PV technology and the management of rainwater as part of the SUDs scheme for the development. The raised plinth has been revisited as undercroft parking which maintains the street characteristics whilst accommodating private vehicles. Brick colours will match local pennant stone, with contrasting bands for contrast and visual interest.

Visual representations of the designs are included to show the houses in the context of the existing street scene and demonstrate the positive impact to be had from a small development of this nature.

TAN 12 principles are met as follows:

- Creates places with needs of people in mind
- Respects local character
- Focusses on the quality of places & living environments
- Provides energy efficiency housing
- Exhibits an efficient use of land
- Balanced approach to TAN 12 principles

Placemaking principles have been followed in providing a contextual response which builds on local character *and* provides homes better suited for contemporary lifestyles. The building’s adaptability will ensure continued use of the building in line with sustainability principles and helps contribute to meeting the continuing challenge of the climate and nature emergency.

The decision in this case to reinterpret the architectural language of neighbouring properties in a contemporary manner, is fully concordant with Planning Policy Wales 3.16 and the need for new development to consider the objectives of good design and placemaking.

Planning Policy

Local Policy – Merthyr Tydfil

Infill Development – Small windfall site

Proposals meet the following key objectives of the LDP strategy (being relevant to small infill sites).

- Encourages a sustainable level and distribution of population growth.
- Ensures the sufficient provision of land for the delivery of a range and choice of housing [for local need]
- Promoting the continued regeneration of existing communities.
- Promotion of high quality, sustainable design.
- Supports existing community facilities.
- Protect and enhance character and appearance of the landscape and countryside.
- Promotes renewable and low carbon energy.

The proposal:

- Is compatible with neighbouring uses.
- Respects local build density, aspect, scales, and form
- Respects neighbouring privacy
- Provides secure private garden amenity commensurate with similar properties in the area.
- Helps promote a resource efficient settlement pattern.
- Helps support local facilities.

The proposal helps:

- Protect the environment as a whole whilst balancing the need for development.
- To provide good design, that meets a diversity of needs which uses resources efficiently.
- To enhance the vibrancy and diversity of existing communities
- Support a modern, integrated, and sustainable public transport system.

Proposals meet the following relevant policies:

SW3 – Sustainably Distributing New Homes

- Located within an LDP identified growth area

SW4 – Settlement Boundaries

- Site is wholly within settlement boundaries.

SW11 – Sustainable Design & Placemaking

- Positively responds to local character and context.
- Enhances the general street scene to create a good quality townscape.
- Does not result in unacceptable impact on local amenity, loss of light, privacy, or visual impact.
- Will not adversely affect County Borough network of green infrastructure.
- Provides accessible homes with adequate parking.
- Provides flexible accommodation and adds to the mix of available property in the Bedlinog Ward
- Flexible homes using sustainable designs & construction techniques.
- Minimises the demand for energy & includes renewable technologies.
- Will not cause unacceptable environmental impacts.
- Will incorporate SUDs where practicable.
- Includes adequate space for waste & recycling.
- Promotes creation of healthy environments and helps reduce opportunities for crime and ASB.

SW12 – Improvements to Transport Network

- The proposal anticipates future SEW Metro expansion and services to Bedlinog via the Cwm Bargoed rail line.

SW13 – Community Facilities

- The proposal will provide attractive, contemporary homes in support of existing local facilities.

EnW1 - Nature Conservation

- Impacts of development can be satisfactorily mitigated [due to upper parts of site being retained for ecological benefit]
- Retained areas of site can be improved as advised by consulting ecologists.

EnW4 - Environmental Protection

Proposals will not generate unacceptable impacts in terms of:

- Pollution.
- Land Contamination.
- Hazardous Substances.
- Land Stability.
- Noise, Vibration, Dust, Odours, Light Pollution.

Placemaking

Policy Guidance – Placemaking Charter

Infill Development

Placemaking principles are promoted as follows:

- Proposals will help enhance the existing sense of community and promote equality.
- Development which uses land efficiently, supports and enhances existing places and is well connected.
- [will in future, be] in a location that provides a choice of transport modes to help avoid dependence on private vehicles.
- increases the local tenure mix at an appropriate development density, in a sustainable location, and which positively responds to the public realm.
- property interfaces are designed to help define the existing street, and such that they promote social interaction and safety with a well-defined transition between public and private spaces.
- distinctive property styles in the area are reinterpreted in designs that quietly reflect the existing pattern of development whilst providing a residence better suited to contemporary modes of living.

Design Development

The design approach accepts the suitability of the site for residential use, being in conformity with relevant planning policies.

Initial concepts considered several options for overcoming site topography and minimising the extent of any retaining walls, whilst also balancing accepted placemaking principles. The effective 3 storey height of the adjacent terrace also provided an opportunity to develop a contextual response that also accommodates off street parking, good levels of natural surveillance, and provision for private rear gardens. A reinterpreted terrace of four properties is proposed therefore, reflecting the characteristics of the adjacent houses in a contemporary manner to better accommodate immediate and future lifestyles.

All design options sought to respect the established building line/ interface set-back, with early iterations including semi-detached house types and separate adjacent driveways. A small footprint, 3 storey option was deemed preferable in addressing the site topography (front to back) yet risked being unfeasible due to the elevation of the adjacent terrace and school on each side of the site. Consequently, the preferred design includes sufficient space to undertake regrading works, and an opportunity to reimagine the terrace typology. The resulting proposal uses the plinth characteristic of the adjacent terrace, with homes elevated above street level in a similar manner, including large front windows typical for many houses in the locality. A low profile “blue roof” will assist with rainwater management as part of the SUDs scheme and provide scope for a discreet solar PV array, each helping to minimise the environmental impacts of the development in use.

Proposed designs take cues from the surrounding built context whilst avoiding unnecessary pastiche or replication of existing characteristics. A common building set back, similar storey heights, and a terrace form, all reflect local patterns of development. Street level front doors and large windows overlook the public domain in a similar manner to other homes in the neighbourhood. And the “plinth” condition is used to accommodate car parking discretely and create a more welcoming street-scene. Planting beds to the front elevation will form part of the SUDs solution for the scheme.

Proposed materials are envisaged as a lighter brick at plinth level, with darker brick to match the local pennant stone for the upper storeys. This contrast differentiates living accommodation from the entrance level, and visually lifts the houses whilst providing a brighter surface nearest the street - reflecting painted rendered properties in the locality. Rearmost parking spaces will be screened, both for security and to reduce the visual impact of cars in the street scene. The arrangement of deep overhanging “porches” and partially covered forecourts will ensure a less conspicuous foremost parking space, and a more human scaled street scene with fewer visible cars. Horizontal detail bands at the upper levels will accentuate the terrace form and visually anchor the building to the ground plane, whilst also reducing the perceived height and massing of the proposal.

Concealed external rear stairs permit maintenance of elevated rear gardens from the under-croft areas, without cause to pass through homes. Open plan living arrangements at first floor level permit generous views through large windows over the street to the front, and full access to private gardens at the rear. Properties are anticipated as being highly energy efficient and designed to accommodate renewable technologies for minimal environmental impact. A large area of the upper part of the site will be retained for ecology retention, mitigation, and enhancement.

The submitted design is a reinterpretation of the terrace typology, strongly influenced by local characteristics and site conditions. It represents an appropriate response to existing local character (following contextual analysis of the area) balanced with current legislative requirements. The addition of new housing as proposed, will therefore add to the established mix of properties whilst building on older patterns of development and neighbourhood characteristics.



FIGURE 11 - DESIGN ITERATIONS



FIGURE 12 - DESIGN ITERATIONS



FIGURE 13 – DESIGN ITERATIONS

Proposed designs



Proposed designs



Proposed designs



Proposed designs



Proposed designs



Proposed designs



Proposed Materials

Subject to reserved matters application

Conclusions

The proposed development adopts a design approach that positively responds to local character (TAN 12) by reflecting architectural forms, massing, and key aspects of existing properties immediately adjacent to and in the vicinity of the application site. Variety in the street scene is achieved therefore, and in a manner which reflects patterns of development evident throughout the neighbourhood and accepted aspects of good placemaking. Analysis shows that the area typically includes a range of house types, sizes, and styles; and the addition of these newer properties will help diversify the residential mix further.

Flexible plan layouts, secure private gardens, energy efficient building fabric, and a location in an established settlement all contribute to the proposals credentials as sustainable housing suitable for today's needs and those of future generations.

A contemporary approach to the proposed designs reflects current and anticipated future lifestyles, without resorting to a pastiche copying of existing styles in the locality. The modern aesthetic coupled with traditional materials will add variety and interest to the street scene; and does not cause any adverse effects on the character of the neighbourhood sufficient to justify a refusal. A proposal of this nature, in an identified growth area, is compliant with both national and local planning policies and demonstrative of sensitive infill development which actively sustains key local characteristics whilst proposing a new housing type for the area.

Supporting Information

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Background References

Statutory Publications

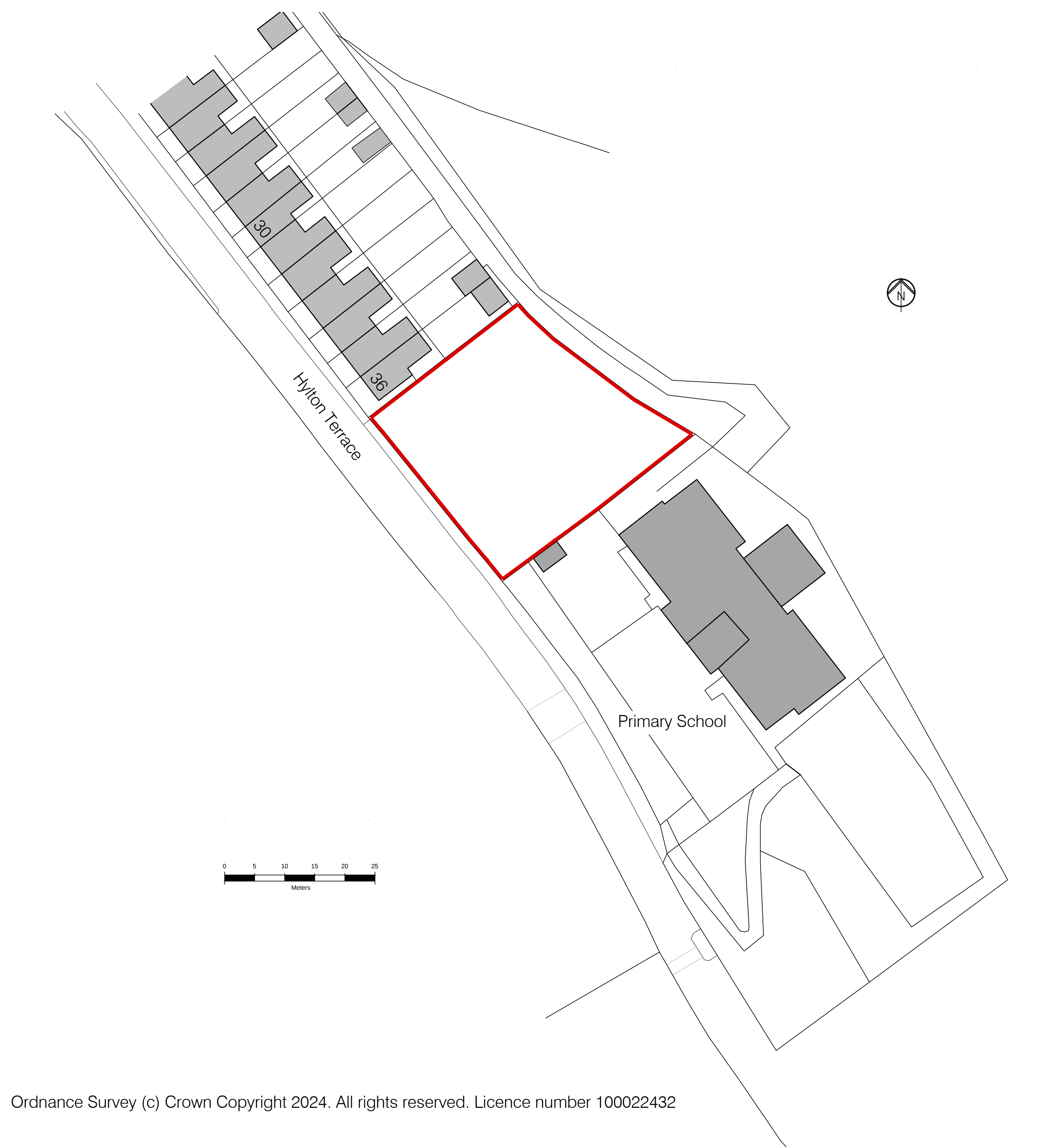
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Land adj. 36 Hylton Terrace, Bedlinog
Proposed Residential Development

Site Location/ Block Plan



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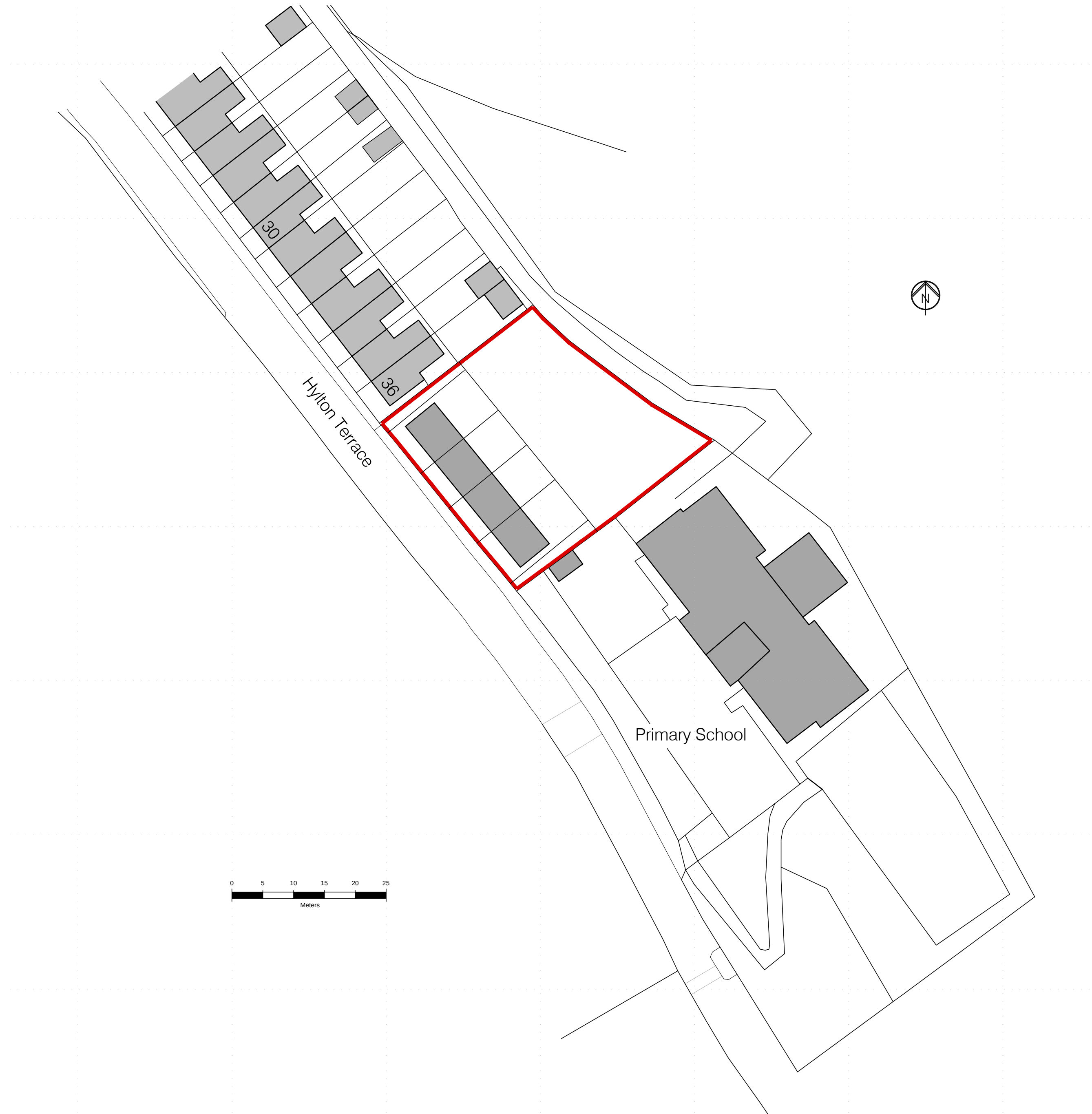
ArdenKitt Architects

T 029 2132 8155E ardenkitt@ardenkitt.co.ukwww.ardenkitt.co.uk

AK

Site Location Plan				
Proposed residential development land adj. 36 Hylton Terrace, Bedlinog for Ruby Housing Solutions				
			Job No. 2308	
			Dwg No. AL(00)001	Rev. *
Date 15/04/24	Drawn CB	Check ***	Status RIBA 2	Scale 1:500 @ A2
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Proposed Block Plan



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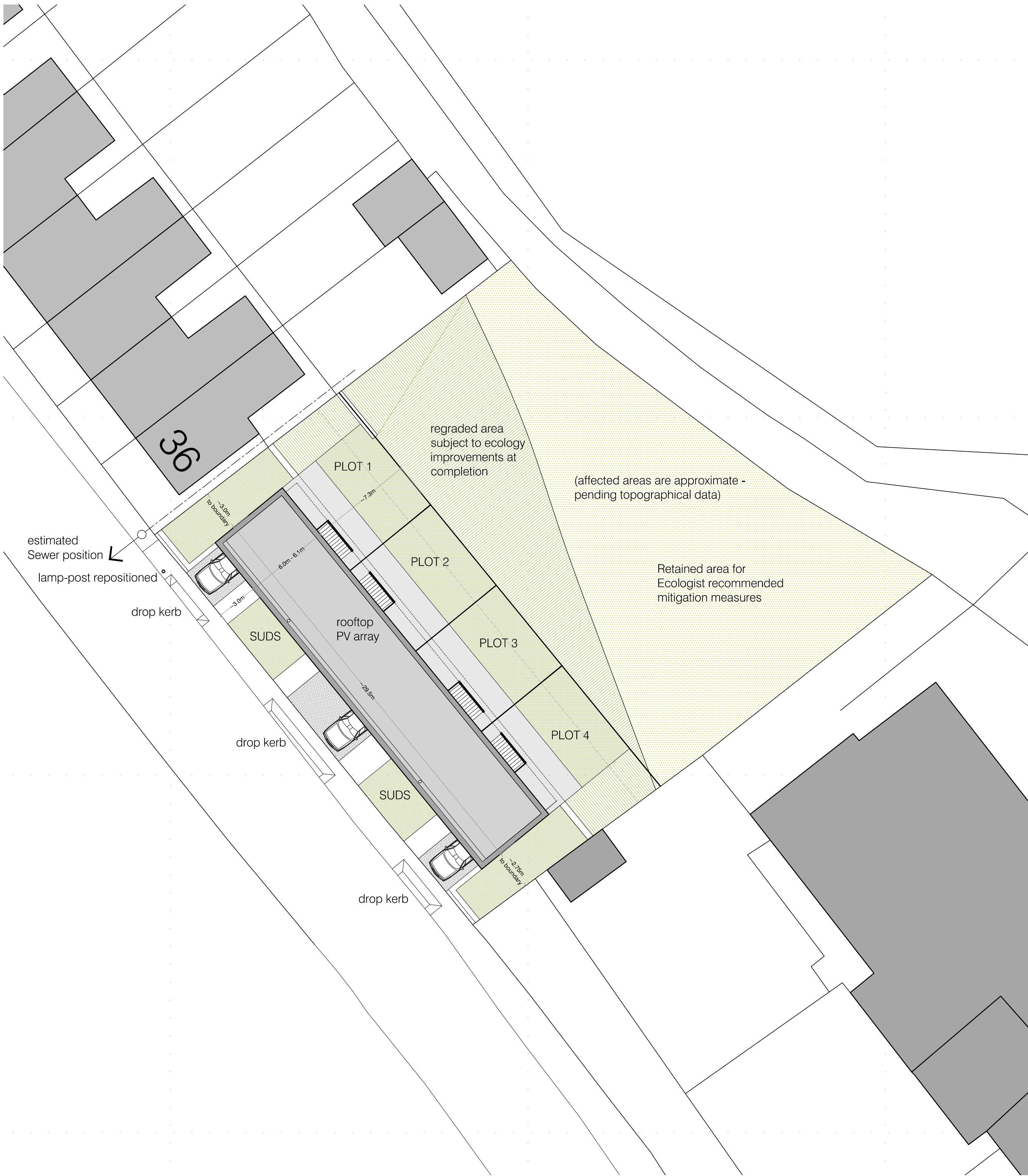
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Proposed Block Plan				
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			Dwg No. AL(00)002	Rev. *
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Indicative Site Layout Plan



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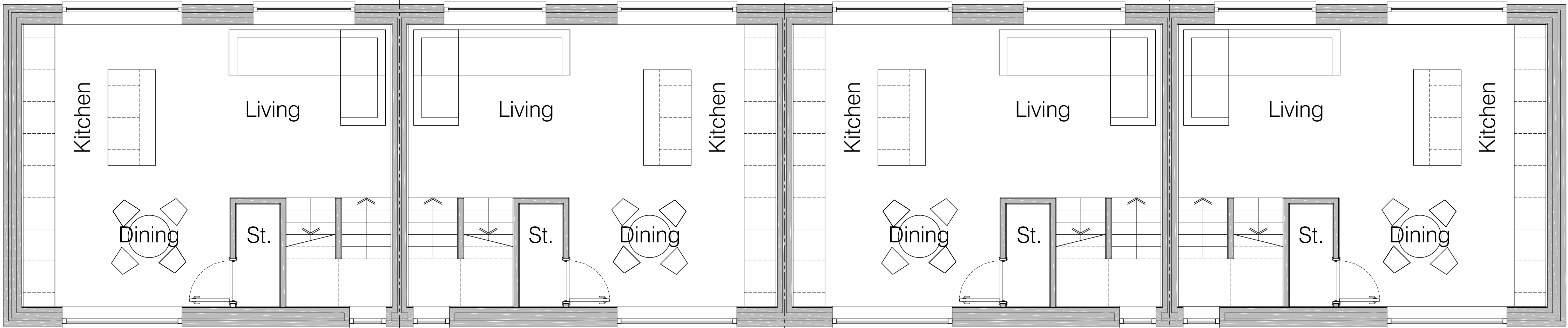
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Indicative Site Layout Plan				
Proposed residential development land adj. 36 Hylton Terrace, Bedlinog for Ruby Housing Solutions				
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Scale 1:200 @ A2				Rev. *
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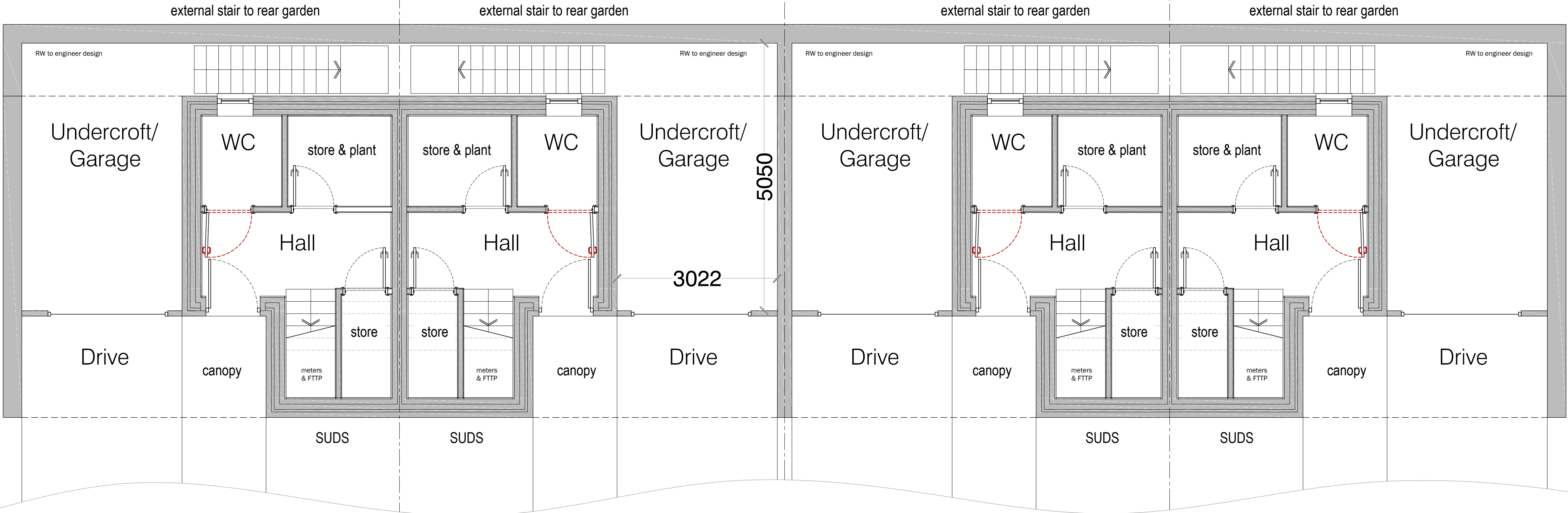
Land adj. 36 Hylton Terrace, Bedlinog
Proposed Residential Development



Indicative 2nd floor layout
1:50 Scale @A1



Indicative 1st floor layout
1:50 Scale @A1



Indicative ground floor layout
1:50 Scale @A1

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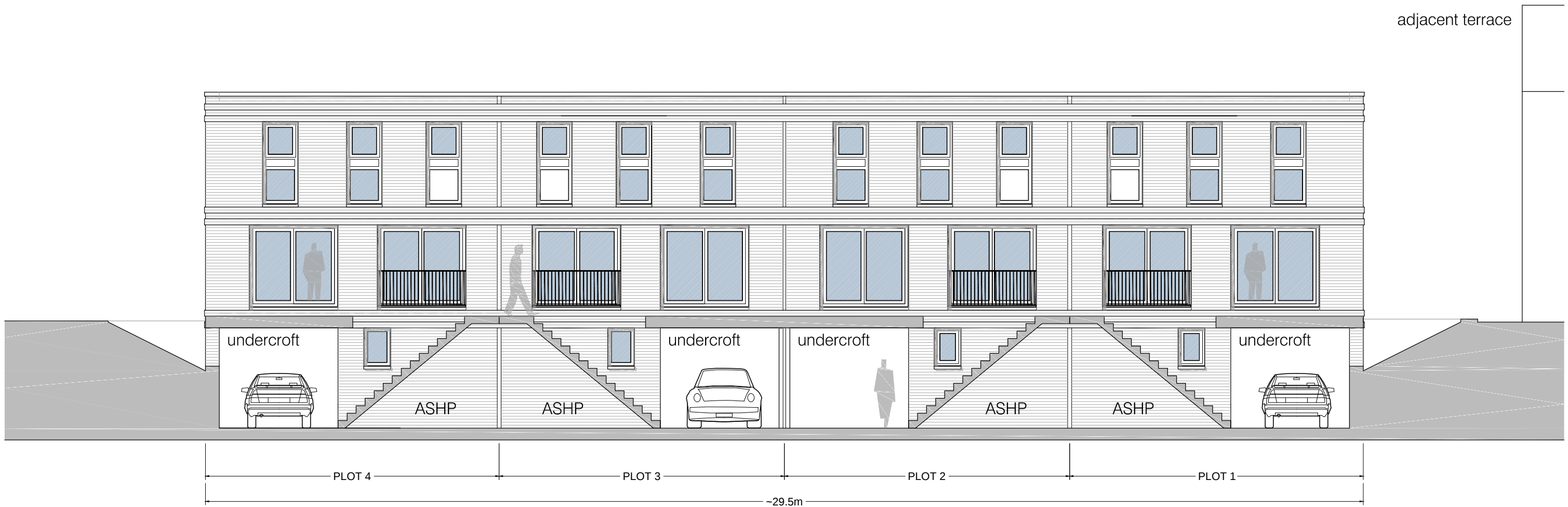
SIGNIFICANT REMAINING HAZARDS (as required by CDM 2015 Regs):

- DO NOT PROCEED WITH WORKS WITHOUT FIRST REFERRING TO PROJECT RISK REGISTER (Prepared by PD & Lead Designers)
- DO NOT PROCEED WITH WORKS without referring to the Property ASBESTOS Survey. All ACM Work Strictly as advised by Specialist ACM Surveyors
- PC to ensure all hidden & underground utilities/ services are located and marked out PRIOR to works commencing. Report clashes and seek instruction!
- Enabling works/ Building Demolition Presents a significant risk to operatives & residents - PC to address this in Construction Phase Plan
- All structural elements subject to Structural Engineer risk assessments
- Excavation works and engineering all subject to Engineer designs and associated risk assessments.
- Some works may fall under definition of working in confined spaces. PC to address in CPP.
- Building Operations may present a FIRE risk during construction. PC to address in CPP.
- This Drawing Should be read in conjunction with Project Documentation as a whole - and including other significant risks identified by the Principal Designer.

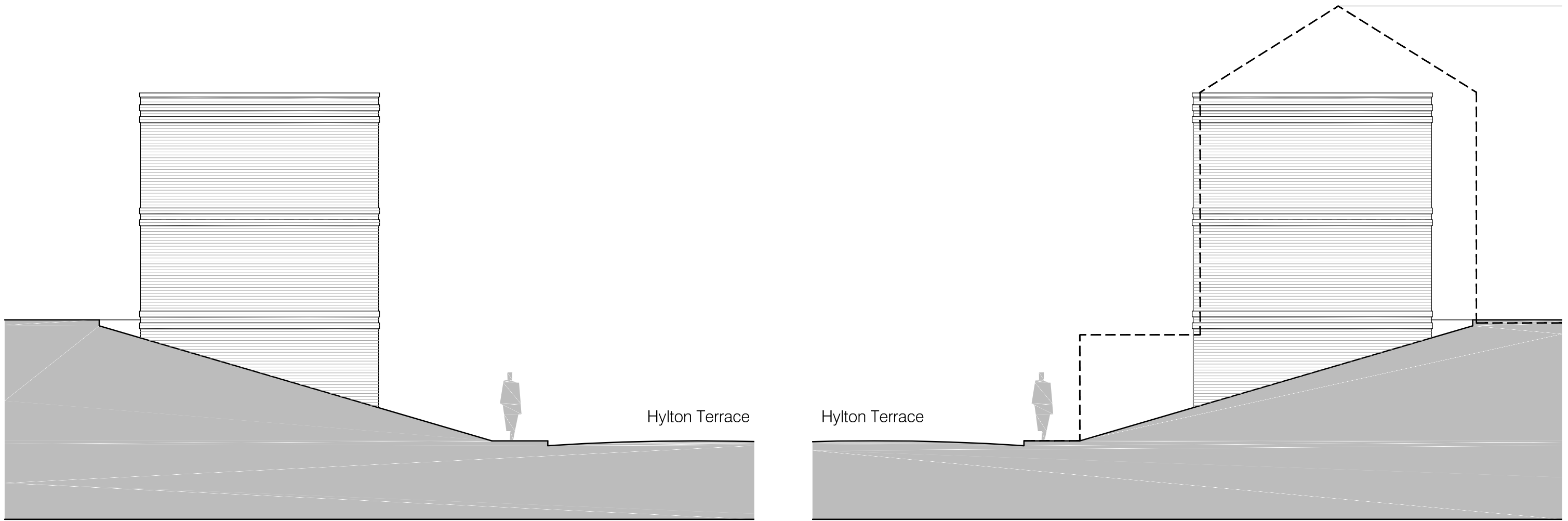
Land adj. 36 Hylton Terrace, Bedlinog
Proposed Residential Development



Indicative Front/Street Elevation



Indicative Rear Elevation



Indicative Side Elevations

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Indicative Elevations				Job No.
Proposed residential development				2308
land adj. 36 Hylton Terrace, Bedlinog				Dwg No.
for Ruby Housing Solutions				AL(00)006A
Date	Drawn	Check	Status	Scale
15/04/24	CB	***	RIBA 2	1:100 @ A2
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List of transactions

Transactions List:

Transaction date	Bank reference	Type of payment	Customer reference	Amount (GBP)
07/05/2024	Office 365 charges	Purchase	2468 Microsoft G04	-12.36
03/05/2024	MTCBC - Waste contract	Standing Order	MTCBC	-106.73
02/05/2024	MTCBC - Recycling contract	Standing Order	MTCBC	-58.03
02/05/2024	Meeting Refreshments	Purchase	2468 ROCK UK SUMMI	-7.8
29/04/2024	Pension Payment	Standing Order	RCT PENSIONS	-9.6
26/04/2024	Salaries	Standing Order	Salaries	-660.16
26/04/2024	Salaries	Standing Order	Salaries	-294.8
26/04/2024	Community Hub food	Standing Order	Aimee Williams	-138.0
26/04/2024	CLERK EXPENSES APR	Standing Order	Clerk	-47.41
25/04/2024	Com Centre Income	BACS Credit	MERTHYR TYDFIL CR	300.0
22/04/2024	Com Centre Income	Faster Payment	MERTHYR VALLEYS HO	25.0
19/04/2024	Community Hub food	Standing Order	Aimee Williams	-114.0
17/04/2024	Cloudy IT - Decisions	Standing Order	CLOUDY GROUP LTD	-994.56
16/04/2024	Tax Payment	Standing Order	HMRC	-238.89
16/04/2024	Pension Payment	Standing Order	RCT PENSIONS	-212.19
15/04/2024	Bedlinog OAP Group	Own Account Credit	000000 CREDIT	807.61
15/04/2024	Com Centre Broadband	First Direct Debit	BT GROUP PLC	-77.05

12/04/2024	Community Hub food	Standing Order	Aimee Williams	-120.0
11/04/2024	Water Fountain Repairs	Standing Order	ACE BUILDERS	-348.94
11/04/2024	Water Fountain Repairs	Standing Order	ACE BUILDERS	-348.94
11/04/2024	Water Fountain Repairs	Standing Order	ACE BUILDERS	-348.94
10/04/2024	Annual charge Accounts Software	Standing Order	EASY PC ACCOUNTS	-96.0
08/04/2024	Water Fountain Switch On	Standing Order	ACE BUILDERS	-36.0
08/04/2024	Water Fountain Switch On	Standing Order	ACE BUILDERS	-36.0
08/04/2024	Water Fountain Switch On	Standing Order	ACE BUILDERS	-36.0
08/04/2024	Payroll Software	Direct Debit	STRIPE	-7.2
08/04/2024	Com Centre Supplies	Purchase	2468 AMAZON* 204-3	-22.28
08/04/2024	Office 365 charges	Purchase	2468 Microsoft G04	-12.36
05/04/2024	Community Hub food	Standing Order	Aimee Williams	-108.0
04/04/2024	Water Bill - Com Centre	Direct Debit	DWR CYMRU WELSH WA	-80.89
03/04/2024	VAT Refund	BACS Credit	HMRC VTR	2161.7
02/04/2024	VAT Refund	BACS Credit	HMRC VTR	125.84
02/04/2024	Refund - Hire Car Deposit	Refund	2468 ENTERPRISE RE	200.0
02/04/2024	Community Hub food	Standing Order	Aimee Williams	-120.0
02/04/2024	Easter Eggs - Easter Competition	Purchase	2468 AMAZON* 204-8	-74.93
02/04/2024	Easter Eggs - Community Hub	Purchase	2468 AMAZON* 204-5	-27.02

02/04/2024	Easter Eggs - Community Hub	Purchase	2468 AMAZON* 204-8	-18.01
02/04/2024	Easter Eggs - Community Hub	Purchase	2468 MERTHYR TYDFI	-15.0