



Agenda

Bedlinog Community Centre
Garth Terrace
Bedlinog CF46 6TF

Email: clerk@bedlinogtrelewis-cc.gov.wales

14 May 2024

Dear Councillor,

A **BTCC Council Meeting** of the **COUNCIL** will be held at **6:15 PM** on **Thursday, April 10, 2025**, at **Bedlinog Community Centre or Microsoft Teams Meeting**.

Yours faithfully

James. Ryan

Clerk to the Council

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AGENDA 10.04.25 v1

45 To Receive Apologies for Absence

For Decision

46 To Receive Declarations of Personal/Prejudicial Interest

For Information

47 To Receive Representations/Questions from the Public Relating to Items on the Agenda

For Information

48 To Note the Report from the Police Representative

For Information

49 To Approve Minutes of the Meeting held 13 March 2025

For Decision

2025-03-13 - BTCC Council Meeting - Minutes.pdf

50 To Receive any Matters Arising

For Information

51 To Consider any Planning Applications

P/25/0088 – Detached Dwelling and Garage – Land Adjacent To 1 Edwards Terrace
Bedlinog Treharris

P/25/0083 – Installation of an Air Source Heat Pump – 11 River Avenue Trelewis Treharris
Merthyr Tydfil CF46 6EF

For Decision

Documents(06 Apr 2025) (1).zip

Documents(06 Apr 2025).zip

52 To Discuss 1-12 and 14-22 Craig yr Hendre, George St , Bedlinog, Treharris CF46 6SG, Leasing Arrangement

For Discussion

53 To Discuss Cwmpas Community-Led Housing Initiative



MINUTES OF MEETING

BEDLINOG & TRELEWIS COMMUNITY COUNCIL MEETING

Minutes of the ORDINARY MEETING OF BTCC Council Meeting held on **Thursday 13 March 2025** at **6:15 PM**. The meeting was held in the **Bedlinog Community Centre**.

Present: Cllrs Searl, Beard, Matthews, Preston, and Jago.
Apologies: Cllrs Frayne, Brown, and Thomas.
In Attendance: Ryan James; County Cllr Symonds.
Minute Taker: Ryan James.

28 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Brown, Frayne, and Thomas.

Absent – Cllr Dawson.

29 TO RECEIVE DECLARATIONS OF PERSONAL/PREJUDICIAL INTEREST

There were none.

30 TO RECEIVE REPRESENTATIONS/QUESTIONS FROM THE PUBLIC

County Cllr Symonds referenced that the Community Council had been awarded £1k from Morgan Sindall via Dwr Cymru as a contribution to MUGA works in Trelewis.

County Cllr Symonds asked for Community Councillors to confirm if winter warm packs were still required – the Clerk advised that as the Community Council had not received the grant award for the packs, it was not a decision for Community Councillors to make.

Allocation of FYF funds was referenced – the Chair and Clerk advised that this was County Council business and not for discussion at the Community Council.

31 TO RECEIVE A PRESENTATION FROM CWMPAS COMMUNITIES CREATING HOMES TEAM

Tom Bateman, Community Led Housing Engagement Coordinator, from Cwmpas was in attendance to update Community Councillors.

Mr Bateman advised who Cwmpas were and spoke about the community-led approaches to housing and their benefits.

A discussion was held about potential properties in the community that could be utilised.

A request was made for this to be added to the next agenda as an item for discussion.

ACTION: Clerk to add community-led housing to April Council meeting agenda.

32 MEETING WITH THE POLICE REPRESENTATIVE

The Police were not in attendance due to their shift pattern. The PCSO provided an email report for the period 12/02/2025 - 12/03/2025:

There were forty-two calls during the period for Bedlinog and Trelewis.

There were two anti-social behaviour calls in relation to youth noise late at night, and off-road bikes.

There were five calls relating to damage, which were domestic related, and one report of damage to a fence.

There was one suspicious incident with an unidentified male spotted on CCTV listening into people's front doors and windows.

The next PACT meeting will be held at Bedlinog Community Centre, 6pm-7pm, Friday 28th March.

There will be no PACT meeting in April due to the Police shift patterns. The meeting in May will be held at Trelewis Community Centre.

33 TO APPROVE MINUTES OF THE MEETING HELD 13 FEBRUARY 2025

RESOLVED that the minutes of the meeting held 13 February 2025 be approved.

34 TO RECEIVE ANY MATTERS ARISING

Item 17 – The Clerk advised Council that a grant award of £1k had been received from Morgan Sindall via Dwr Cymru towards the MUGA refurbishment. The figures from the

Community Consultation in the Taf Bargoed area have been shared by Tanya Edwards and the Clerk has sent to Community Councillors.

Item 21 – A response was received from the Planning Officer in relation to the queries raised regarding application, P/25/002. The Clerk has shared with Community Councillors.

Item 24 – The letter of congratulations has been sent to resident Shaun Lewis, regarding his prestigious MStJ award.

35 TO CONSIDER ANY PLANNING APPLICATIONS

P/25/0037 Variation of conditions for Ffos Y Fran Land Reclamation Scheme – the consultation letter had been shared with Community Councillors prior to the meeting and Cllr Dawson provided feedback to Cllrs.

It was agreed to respond that a cooperative approach is required to make a success of this site. A worthy and sound suggestion are for a 'Consultative Committee' which could bring together the operator, the Council, the heritage trust, and a number of other local and strategic interests. In this way, more resilient and sustainable solutions can be found that address the needs of the present and future generations.

ACTION: Clerk to feedback on behalf of Council to the Planning Department.

36 TO APPROVE PUBLIC CONSULTATION COSTS

RESOLVED that the £201.60 cost for public consultation exercises throughout Bedlinog and Trelewis be approved.

The Clerk will discuss the locations with Cllr Brown and share with Community Councillors.

ACTION: Clerk and Cllr Brown to feedback consultation locations.

37 TO APPROVE TWO HOURS OF FREE PUBLIC USE OF BEDLINOG COMMUNITY CENTRE PER MONTH TO A RESIDENT

RESOLVED that the two hours free public use of Bedlinog Community Centre per month to a single resident via a monthly raffle is not approved. This is due to the work in the Clerk maintaining a 'raffle' monthly, and an unfair advantage to residents who may miss out on the opportunity.

38 TO APPROVE DBS CHECK COSTS FOR COUNCILLORS, CLERK, AND EVENTS VOLUNTEERS

RESOLVED to approve £279.50 DBS check costs for Councillors, Clerk, and Event Volunteers.

ACTION: The Clerk to begin the DBS process and contact Cllrs.

39 TO APPROVE COST OF BENCH FOR WEST VIEW/NANT GWYN AREA TRELEWIS

RESOLVED to approve the £670.46 cost of a bench for West View/Nant Gwyn Area Trelewis, on the basis that the location be considered.

ACTION: Cllr Preston will speak with residents.

40 TO APPROVE PAYMENTS & RECEIPTS FOR THE PERIOD 10/02/2025 TO 09/03/2025

RESOLVED to approve payments and receipts for the period 10/02/2025 to 09/03/2025.

41 TO RECEIVE ANY COMMUNITY COUNCILLOR CASES

Cllr Preston raised speeding traffic in Glyn Bargoed Road in Trelewis. Concern children getting off the school bus and traffic is speeding. Also, Oakland Street is an issue.

ACTION: Contact the Road Safety Officer to request potential speed measures.

Cllr Jago raised a pothole on Cwm Hill.

ACTION: Clerk to report.

42 TO RECEIVE THE COUNTY COUNCILLORS REPORT

County Cllr Preston and County Cllr Symonds monthly reports were shared with the meeting papers.

County Cllr Preston advised that a Full Council for MTCBC was held Wednesday 5th March.

The budget requirement and Council Tax for 2025/2026 was set with a Council Tax increase of 5.5%.

A Corporate Fraud and Enforcement Policy was approved – this underpins the Council's commitment to prevent all forms of fraud, bribery, and corruption.

A Memorial Bench and Tree Policy was also approved – this will improve the process to deal with requests for the installation of memorial benches and trees in the County Borough open spaces. Memorial related queries will be dealt with in a fair, transparent, and consistent matter.

County Cllr Symonds advised that a Notice of Motion was passed for support for Crown Estates to be handed back to Wales.

43 TO RECEIVE ANY CORRESPONDENCE

The Senedd Inquiry report in relation to the Role, Governance and Accountability of the Community and Town Sector in Wales has been shared with Cllrs.

The Independent Remuneration Panel for Wales Annual Report has been shared with Cllrs.

Cllr Searl advised that he met with the builder at Bedlinog Pavilion and works have started to repair the building following the flooding. Completion is due at the end of April. The area around the pavilion requires grass cutting and tidying, it was suggested that the Probation Service could provide this service.

ACTION: Clerk to contact the Probation Service regarding clearing the area at the pavilion.

44 TO NOTE THE DATE OF NEXT MEETING

The next Council meeting will be held Thursday 10th April 2025, at 6.15pm.

Meeting concluded at 7:45 PM

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For Discussion

54 To Approve the Dignity at Work Policy v1.0

For Decision

[Dignity-at-Work-Policy.pdf](#)

55 To Pass a Resolution to Sign up to the Civility and Respect Pledge

For Decision

[CR-pledge-agenda-item.pdf](#)

56 To Approve the Email Policy v1.0

For Decision

[BTCC_Email_Policy.pdf](#)

**57 To Approve Reorganisation of the Events Committee
To consider and approve:**

1. The disbanding of the current **Events Committee**.
2. The creation of a new **Events and Consultation Committee**.
3. The adoption of the proposed **Terms of Reference** for the Events and Consultation Committee.
4. The approval of the **Code of Conduct for Non-Councillor Members** participating in the new Committee.

For Decision

[BTCC Events Committee ToR and Code of Conduct.pdf](#)

58 To Approve Payments & Receipts for the period 10-03-2025 to 31-03-2025

For Decision

[PAYMENTS 09-03-25TO31-03-2025.pdf](#)

59 To Receive any Community Councillor Cases

For Discussion

60 To Note the County Councillors Report

For Information

[Cllr Preston Update.pdf](#)

[County Cllr Michelle Symonds March 2025.pdf](#)

61 To Receive any Correspondence

DIGNITY AT WORK POLICY

Date Approved	Approved By	Version	Notes
10-04-2025	Full Council	V1.0	Approved

Bedlinog and Trelewis Community Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Bedlinog and Trelewis Community Council is committed to creating a working environment where all council employees, councillors, contractors and others who meet us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying.

In support of this objective, Bedlinog and Trelewis Community Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of Clerks and all employees engaged to work at Bedlinog and Trelewis Community Council. Should agency staff, or contractors have a complaint connected to their engagement with Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the deputy chair and/or HR & staffing committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.



It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, third-parties, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Bedlinog and Trelewis Community Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include (not an exhaustive list):

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person



- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power
- Making repeated false accusations

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of



bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you. The Council will not tolerate this behaviour from members of the public and third-parties either.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour, you should report the incident in confidence to the clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).



If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the HR staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.



The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.



Civility and Respect Pledge agenda item:

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

It also means that we expect councillors, clerks, employees are treated with civility and respect in our roles by members of the public, representatives of partner organisations, and volunteers.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	√
Our council has put in place a training programme for councillors and staff	√
Our council has signed up to Code of Conduct for councillors	√
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	√
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	√
Our council will commit to calling out bullying and harassment when it happens.	√



Civility and Respect Pledge agenda item:

To pass a resolution to sign up to the civility and respect pledge

Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	√
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	√



Bedlinog and Trelewis Community Council – Email Policy

Date	Approved By	Version	Notes
10/04/2025	Full Council	V1.0	Approved

1. Purpose

This policy sets out the standards and expectations for the appropriate use of email communications by members, staff, and representatives of Bedlinog and Trelewis Community Council (BTCC). It is designed to ensure professional, transparent, and secure communications that maintain public trust and good governance.

2. Scope

This policy applies to all Council members, employees, contractors, and volunteers who use email to conduct Council business.

3. General Principles

- All emails sent on behalf of BTCC must be professional in tone and content.
- Emails must not contain offensive, discriminatory, or inappropriate material.
- Council emails should be clear, concise, and used for official purposes only.
- All correspondence is subject to the Freedom of Information Act and may be disclosed upon request.



4. Use of Official Email Accounts

- Council business must be conducted using designated Council email addresses where provided.
- Personal email accounts should not be used for Council communications to ensure accountability and data protection compliance.

5. Email Confidentiality

- Confidential or sensitive information must only be shared with those who have a legitimate need to know.

6. Use of Blind Carbon Copy (BCC)

The use of Blind Carbon Copy (BCC) in email communications is generally discouraged, except in specific circumstances as outlined below:

6.1 When BCC is Permitted

- BCC may be used when emailing large groups (e.g., newsletters) to protect recipients' email addresses.
- BCC is permitted only if the sender clearly states at the beginning of the email who has been blind copied and why (e.g., "This email has also been blind copied to the Clerk for record-keeping purposes").

6.2 Why BCC Is Generally Not Allowed

- Transparency: BTCC values openness and accountability. BCC can create a perception of secrecy and may undermine trust between Council members and with the public.
- Good Governance: Blind copying can lead to confusion about who has received information and can exclude relevant individuals from necessary follow-up discussions.
- Suspicion: BCC may be viewed as underhanded or deceptive, potentially damaging relationships within the Council and eroding public confidence.
- Data Integrity: In the event of disputes or investigations, undisclosed recipients can complicate efforts to establish a clear record of communication.



7. Data Protection and Records Management

- Emails relating to Council business form part of the official record and should be stored appropriately.
- Emails no longer required for operational purposes should be deleted in line with the Council's retention schedule.

8. Misuse and Breaches

- Any misuse of email, including inappropriate use of BCC, may result in disciplinary action in accordance with the Council's Code of Conduct and relevant policies.

9. Review

This policy will be reviewed annually or as required to ensure it remains up to date with best practices and legal requirements.



Bedlinog and Trelewis Community Council

Events and Consultation Committee – Terms of Reference

Date	Approved By	Version	Notes
10/04/2025	Full Council	1.0	Approved

1. Purpose

The Events and Consultation Committee is established to plan, organise, and evaluate community events and ensure effective community consultation across Bedlinog and Trelewis. The Committee will support community engagement, inclusiveness, and the Council's vision to foster community spirit and local participation.

2. Objectives

- To coordinate and oversee the planning, budgeting, promotion, and delivery of Council-supported or Council-led events.
- To identify opportunities for community consultation and recommend engagement methods to the full Council.
- To act as a liaison between the Council and the community regarding feedback, ideas, and issues arising from consultations and events.
- To evaluate past events and consultations and make recommendations for future improvements.

3. Membership

- The Committee shall consist of a minimum of three and a maximum of five members of the Council.
- Membership will be agreed upon at the Annual Meeting of the Council or as otherwise determined by resolution of the Council.
- The Chair and Vice Chair of the Committee shall be elected by the Committee members at its first meeting following the Annual Meeting.



- Non-councillor members (e.g., community volunteers or representatives from local organisations) may be invited to join the Committee in an advisory or support capacity but will not have voting rights.
- Non-councillor members must sign and agree to abide by a Code of Conduct, recognising that they are representing Bedlinog and Trelewis Community Council while acting as part of the Committee.

4. Quorum

A minimum of three Councillor members is required for a meeting to be quorate.

5. Authority and Reporting

- The Committee has delegated authority to plan and deliver events and consultations within the budget allocated by the full Council.
- Any spending outside of the allocated budget must be referred to by the full Council for approval.
- The Committee shall report its decisions and activities to the full Council through written minutes and/or verbal updates at Council meetings.

6. Meetings

- The Committee will meet at least quarterly, with additional meetings scheduled as required to support events or consultations.
- Meetings will be convened by the Committee Chair or by resolution of the Council.
- Minutes of meetings will be taken and published in line with Council procedures and transparency requirements.

7. Budget and Resources

- The Committee will prepare an annual budget proposal for events and consultations, to be considered by the Council as part of the overall budgeting process.
- The Committee is responsible for ensuring value for money and proper financial management in all its activities.

8. Responsibilities

- Develop a calendar of community events and consultations.
- Consult with residents, schools, local businesses, and groups to ensure events reflect local needs and interests.



- Ensure inclusiveness, accessibility, and safety in all event planning and execution.
- Review and assess feedback from events and consultations.
- Collaborate with external partners and funding bodies where appropriate.
- Promote the visibility and involvement of the Council in local community life.

9. Review of Terms of Reference

These Terms of Reference shall be reviewed annually at the first meeting following the Council's Annual Meeting or sooner if required.



Sample Code of Conduct for Non-Councillor Members

As a non-councillor member of the Bedlinog and Trelewis Community Council Events and Consultation Committee, I agree to abide by the following Code of Conduct:

- I will always act in the best interests of the community and the Council.
- I will treat all individuals with respect and courtesy.
- I will respect confidentiality and not disclose any sensitive or personal information obtained through my role.
- I will not bring the Council into disrepute through my actions or statements, in person or online.
- I will work collaboratively with Councillors, staff, and the public, and contribute constructively to meetings and activities.
- I will declare any conflicts of interest and withdraw from discussions or decisions where necessary.
- I understand that I am accountable for my conduct while acting in my role and that a breach of this code may result in my removal from the Committee.

Signed: _____

Date: _____

List of transactions

Transactions List:				
Transaction date	Bank reference	Customer reference	Amount (GBP)	Additional Info
28/03/2025	SALARIES	SALARIES	-634.96	SALARIES
28/03/2025	SALARIES	SALARIES	-294.6	SALARIES
28/03/2025	37 OBs Mascots	Mrs R A Davies	-210.0	EASTER EVENTS
28/03/2025	19-2025	NOLLY'S NIBBLES	-162.0	WARM HUB REFRESHMENTS
28/03/2025	SALARIES	SALARIES	-146.44	SALARIES
28/03/2025	BTCC EXPENSES	CLERK	-59.36	CLERK EXPENSES
27/03/2025	HMRC	HMRC	-255.31	TAX PAYMENT
27/03/2025	BTCC MAR'25	RCT PENSIONS	-213.16	PENSION PAYMENT
26/03/2025	4988243005002468 CARD	2468 MOONPIG	-6.48	GREETINGS CARD
25/03/2025	77813 3350015	MTCBC	-201.25	MUGA INSPECTIONS
25/03/2025	77813 3349987	MTCBC	-109.4	WASTE CONTRACT
24/03/2025	4988243005002468 CARD	2468 MICROSOFT#G08	-12.36	OFFICE 365 CHARGE
21/03/2025	18-2025	NOLLY'S NIBBLES	-156.0	WARM HUB REFRESHMENTS
21/03/2025	3414961501	DWR CYMRU WELSH WA	-81.29	COM CENTRE WATER BILL
19/03/2025	3363	ACORN TRAVEL	-985.0	WARM HUB TRANSPORT
19/03/2025	4988243005002468 CARD	2468 EB *UNDERSTAN	-50.0	CLLR PLANNING TRAINING

18/03/2025	MTCBC	MERTHYR TYDFIL CR	5000.0	COZY CORNER INCOME
17/03/2025	Warm hub expenses	WARM HUB COORDINATOR	-48.89	WARM HUB EXPENSES
17/03/2025	GP01238959-000012	BT GROUP PLC	-33.54	BROADBAND CHARGE
14/03/2025	17-2025	NOLLY'S NIBBLES	-144.0	WARM HUB REFRESHMENTS
14/03/2025	0018660-DD00919231	SSE ENERGY SUPPLY	-1130.12	COM CENTRE - ELECTRICITY BILL
13/03/2025	16-2025	NOLLY'S NIBBLES	-25.2	WARM HUB REFRESHMENTS
12/03/2025	AOC ALW	ADULT LEARNING WAL	125.0	COMMUNITY CENTRE INCOME
12/03/2025	DONATION	MORGAN SINDALL CON	1000.0	MUGA GRANT INCOME
12/03/2025	GP01230475-000008	BT GROUP PLC	-5.99	BROADBAND CHARGE

Cllr Gillian Preston

Bedlinog and Trelewis



MARCH MONTHLY UPDATE



Gillian.preston@merthyr.gov.uk

As March comes to a close, it's lovely to see spring well and truly here! The clocks have gone forward, giving us those longer evenings to enjoy, and the sunshine has been putting a smile on all our faces.

This month, it's been wonderful to see the Trelewis Community Garden blooming beautifully, what a sight! A huge thank you to everyone who has helped bring it to life, your efforts haven't gone unnoticed.

The dry weather has also been a big help, giving us the chance to tidy up some of those overgrown brambles around the villages. We've even managed a few litter picks, and it's heart-warming to see others pitching in to keep our community clean and lovely. Thank you all for making a difference, it's these small efforts that really brighten our area and bring us together.

Here's to carrying this wonderful momentum into April!

MARCH MEETINGS

- Merthyr Tydfil CBC Full Council
- Bedlinog and Trelewis Community Council

- Scrutiny Learning and LGES
- Planning Fact Finding Visit

I met with council officers to discuss Ffos Y Fran applications, I want to ensure that all eligible community groups have an opportunity for funding.

EVENTS

This month, saw the Cardiff University Canoe Polo Competition at Parc Taf Bargoed. It was lovely to spend time by the lakes, soaking up the beautiful surroundings and chatting with some fantastic students from Cardiff University. Their energy and passion were truly fantastic!

The lakes looked as stunning as ever, and it's always great to see so many people visiting and enjoying this little gem of ours. We're so fortunate to have such a fantastic place right here in our communities.

Transporting residents to and from the Bedlinog and Trelewis Community Council Cozy Corner has been a highlight once again. This fantastic community hub helps combat social isolation. This month, the Cozy Corner welcomed Anthea of Warmer Homes who gave tips on how to keep warm at home.

REPORTED

- Fly tipping Stormtown.
- Glass bottle litter pick at Taff Layby and fly tipping reported.
- Streetlights out Stormtown.
- Stormtown litter.
- Full and overflowing bins inside Nant Llwynog Park and Stormtown.
- Potholes Graig Cemetery.
- Further litter Maen Ganol, Stormtown.
- Broken dog waste bin.
- Broken glass picked up again Taff Layby, fly tipping removed.
- Audit request of Heol Isaf lane to Stormtown as dog waste bin required.
- Black bins not collected in Chapel Street and Muriel Terrace.
- Stolen drain tops, Main Road Bedlinog.
- Temporary lights out on Club Row bridge.
- Potholes Bedlinog Square, Mount Pleasant, High Street and near the Summit Centre.
- Requested cleaning of culvert Maes Y Bedw and stream near bungalow and allotments.
- Mechanical sweeper requested for Grove Terrace.
- Dog nuisance High Street.

- Mechanical sweeper requested following British Gas works from Station Hotel to Muriel Terrace.
- Brambles from Chapel Street down.

As we welcome April and enjoy the lighter evenings and blossoming surroundings, I want to take a moment to thank you all for the hard work and kindness that make our communities so special. Whether it's getting involved in projects, sharing feedback, or simply supporting one another, it truly makes a difference.

Please remember, I'm always here to help, if you think I can assist in any way, please don't hesitate to get in touch.

Wishing you a wonderful start to spring and thank you as always for your continued support.

Gill x

County Councillor Michelle Symonds

Independent for Bedlinog and Trelewis

Monthly update

March 2025

Full Council meeting

March 5th the council reports consisted of: Budget Requirement and Council Tax 2025/26 report; Council Tax Resolution 25/26; Non-Domestic Rates; Corporate Fraud Enforcement Policy; Pay Policy Statement 25/26 and Memorial Bench and Tree Policy.

There have been no Civic Occasions this month.



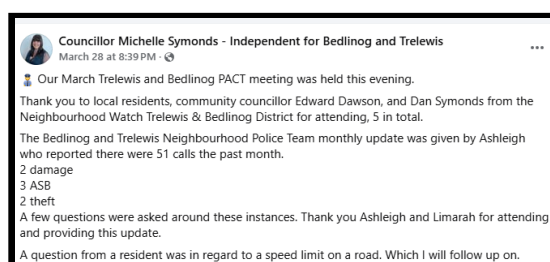
Other meetings

On the 4th March I met again with MTCBC officer's and Cllr Gill Preston in relation to the FFos y Fran grant allocation and spend. For the financial year 2024/25 the following groups have received support: Foxes Family Partnership, Bedlinog & Trelewis Community Action, Trelewis & Treharris Bowls Club, Trelewis Playgroup, Neighbourhood Watch Trelewis & Bedlinog District, Friends of Nant Llwynog Park plus a contribution to a Borough wide ask in supporting students to partake in a project through Merthyr College. The funds available aren't a great amount but it's a vital source of monies that our local community groups apply for, and with this, predominantly they are able to purchase equipment, put on events and provide free activities to residents. The applications I have already received for 2025/26 are with MTCBC and awaiting Cllr Preston to sign.

I have attended Governor committee meetings for both Taff Bargoed Learning Partnership and Ysgol Gymraeg Rhydygrug and on the 13th March I attended Bedlinog and Trelewis Community Council meeting.

With the lighter evenings and kinder weather I have restarted my 'Meet with Me'. Thank you Trelewis residents for our discussions on the 26th March. These will be every 6-8 weeks.

Our monthly PACT meeting was held on the 28th March at Bedlinog Community Centre.

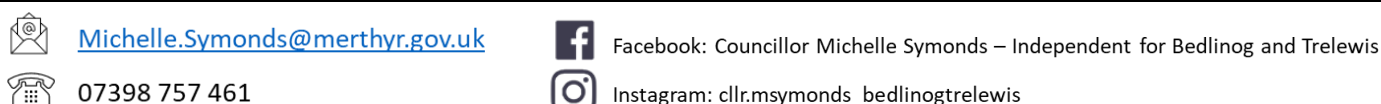


Courses / Information sessions : Renewed my Safeguarding Level 3

Reports / Requests

Ael y Bryn , drainage works	Blocked Drain, Trelewis	Flytipping, Trelewis
2 x Gates at Taff Bargoed Park	Broken Glass, Bedlinog	A number of issues concerning Taff Bargoed Park
Flytipping on the Common	Dog mess, Trelewis	Water issue, Trelewis

↓ WAYS TO CONTACT ME ↓



More content is available on my social media pages. Individual cases will not be included in any reports.

County Councillor Michelle Symonds

Independent for Bedlinog and Trelewis

Monthly update

March 2025



Councillor Michelle Symonds - Independent for Bedlinog and Trelewis
March 1 · 🌐

Saturday March 1st
As [Taff Bargoed Angling Association](#) were doing a clean up of the lake from the recent storms, Milo and I did a litter pick, thank you John and Paul for the company and chats this morning. Well done to everyone involved on the lake 🍷 fantastic effort!!

Councillor Michelle Symonds - Independent for Bedlinog and Trelewis
March 12 at 2:35 PM · 🌐

A lovely little hour at lunch time with the volunteers for [Friends of Graig Fargoe Cemetery](#). You wouldn't believe the difference a few months have made and the hours that have been spent tidying, planting, sweeping, cutting, but most importantly chatting and laughing 🍷
The daffodils have started coming through and for spring and summer, I have no doubt that the area is going to be blooming 🌸
Well done to you all who are involved 🍷
If you would like to be involved please like and follow their group.

Councillor Michelle Symonds - Independent for Bedlinog and Trelewis
March 14 at 5:52 PM · 🌐

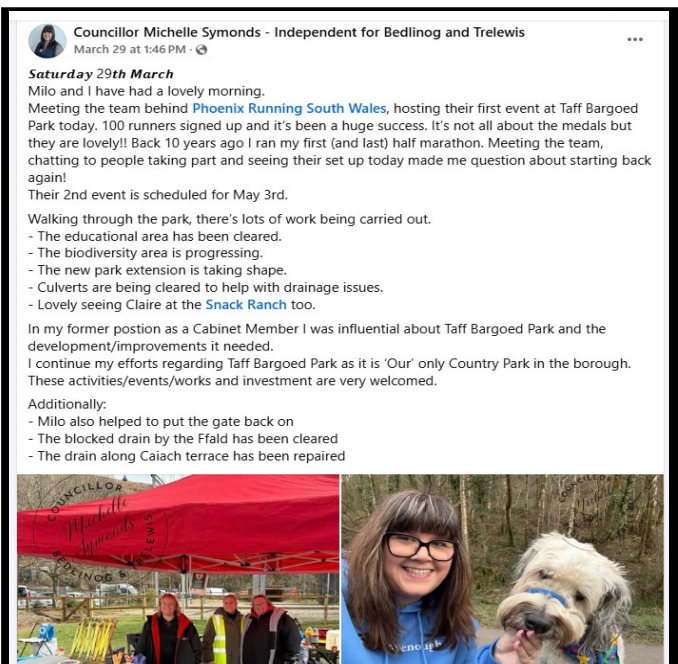
[Eisteddfod at Taff Bargoed Learning Partnership](#)
Delighted to have been invited as a judge for the 1st ever joint federation Eisteddfod held in Bedlinog Community Primary School.
👏 Pupils in Year 3 – Year 6 from Trelewis Primary and Bedlinog recited poems, sang duets, sang in their house teams, even Seren and Sbarc attended their fantastic Welsh Showcase.
Da iawn pawb 🍷
Perfformiad Bendigedig 🍷



Councillor Michelle Symonds - Independent for Bedlinog and Trelewis
March 25 at 5:42 PM · 🌐

🌱 Today, I was delighted to be invited to the planting of trees at Pandy View, on the Shingrig Estate.
🌱 As an extension of the [Dwr Cymru Welsh Water](#) community partnership with Mark from [Keep Wales Tidy - South East](#) 3 fruit trees were planted by pupils of Trelewis Primary School.
🍷 Pupils represented the Eco Committee and were from Years, 3,4,5&6.
🍷 Da iawn pawb, excellent teamwork

Also in attendance was Nathan from Welsh Water, Mike from [Merthyr Valleys Homes](#) and Adam from [Trelewis Community Centre](#), lovely to catch up with you all.
🌱 The trees accompany the wild flowers that have been planted.
<https://www.facebook.com/share/p/18RwECU8VV/?mibextid=wwXlfr>



Councillor Michelle Symonds - Independent for Bedlinog and Trelewis
March 29 at 1:46 PM · 🌐

Saturday 29th March
Milo and I have had a lovely morning.
Meeting the team behind [Phoenix Running South Wales](#), hosting their first event at Taff Bargoed Park today. 100 runners signed up and it's been a huge success. It's not all about the medals but they are lovely!! Back 10 years ago I ran my first (and last) half marathon. Meeting the team, chatting to people taking part and seeing their set up today made me question about starting back again!
Their 2nd event is scheduled for May 3rd.
Walking through the park, there's lots of work being carried out.
- The educational area has been cleared.
- The biodiversity area is progressing.
- The new park extension is taking shape.
- Culverts are being cleared to help with drainage issues.
- Lovely seeing Claire at the [Snack Ranch](#) too.
In my former position as a Cabinet Member I was influential about Taff Bargoed Park and the development/improvements it needed.
I continue my efforts regarding Taff Bargoed Park as it is 'Our' only Country Park in the borough. These activities/events/works and investment are very welcomed.
Additionally:
- Milo also helped to put the gate back on
- The blocked drain by the Ffald has been cleared
- The drain along Caiach terrace has been repaired

Councillor Michelle Symonds - Independent for Bedlinog and Trelewis
March 11 at 1:42 PM · 🌐

Issues raised at Taff Bargoed Park
Last Friday a local resident kindly met with me to highlight a few concerns they had in the park. One of these being the paving areas.
Today, MTCBC have started on the paving area.
The other issues include:
The Cenotaph
Footpaths
Paving
Storm drains
Litter/bins
Flytipping
Each of these will be addressed in the coming week/s.
If you have any concerns in other areas please let me know.



↓ WAYS TO CONTACT ME ↓

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☎ 07398 757 461

📘 Facebook: Councillor Michelle Symonds – Independent for Bedlinog and Trelewis

📷 Instagram: [cllr.msymonds_bedlinogtrelewis](#)

More content is available on my social media pages. Individual cases will not be included in any reports.

For Information

62 To Approve Exclusion of Public and Press – S.1(2) Public Bodies (Admission to Meetings) Act 1960

For Decision

63 Clerk's Role

For Decision

64 To Note the Date of Next Meeting

For Information