



Agenda

Bedlinog Community Centre
Garth Terrace
Bedlinog CF46 6TF

Email: clerk@bedlinogtrelewis-cc.gov.wales

14 May 2025

Dear Councillor,

A **BTCC AGM** of the **COUNCIL** will be held at **6:15 PM** on **Monday, May 19, 2025**, at **Bedlinog Community Centre** or **Microsoft Teams Meeting**.

Yours faithfully

James. Ryan

Clerk to the Council

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83 - To Note the Date of Next Meeting

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AGENDA 19.05.25 v1

65 To Elect a Chair for the Council Year 2025/26

66 To Receive Apologies for Absence

67 To Receive Declarations of Personal/Prejudicial Interest

68 To Elect a Vice-Chair for the Council Year 2025/26

69 To Appoint Committees and Working Parties

HR Staffing Committee (3 members) - Currently Cllrs Beard (Chair), Matthews and Searl.

Events and Consultation Committee (3 members) - Currently Cllrs Brown (Chair), Matthews, and Preston (Chair and Vice-Chair automatically join).

One Voice Wales Area Committee (2 members) - Currently Cllr Dawson and Cllr Brown as substitute member.

70 Appointment of Representatives

Community Councillor Governor Representation for Taf Bargoed Learning Partnership (1 member)
- Currently Cllr Jago.

MTCBC Standards Committee Representative (1 member) - Currently Cllr Beard.

Biodiversity Champion Member (1 member) - Currently Cllr Dawson.

Taf Bargoed Regeneration Partnership Board (1 member) - Currently Cllr Beard, and Cllr Dawson as substitute.

71 To Review and Approve the Council's Fixed Asset Register

[Asset Register 2024-25 v3.0.pdf](#)

72 To Review and Approve the Council's Risk Assessment

[Risk Assessment FY25-26.pdf](#)

73 To Approve the Regular Payment Schedule for 2025/2026

[Regular Payment Schedule FY25-26.pdf](#)

74 To Approve the Meeting Schedule for 2025/26

[Meetings for Council Year 2025-26.pdf](#)

75 To Review the Council's Insurance Arrangements

76 To Undertake an Annual Review of the Statutory Training Plan

**BEDLINOG
AND TRELEWIS**
COMMUNITY COUNCIL

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>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



Notes

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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



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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 Ffaldcaiaich 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	Clr iPads	2019	£329 (gifted)	7	£2303.00	£2303.00	
27	Office	Laptop Lenovo	Clr 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	
33	Community Assets	Allotment Beds	Nant Llwynog Park	2025	£800.00	4	£3200	£3200	
					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 2025: £278,418.25

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

Value of Changes / additions (see asset addition): £3200

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

£278,418.25

As Per Box12 AGAR Figure

Bedlinog and Trelewis Community Council - Fixed Asset



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Date Adopted: 19/06/2023

Date Reviewed: 13/05/2024

FINANCIAL & BUSINESS RISK ASSESSMENT

BEDLINOG AND TRELEWIS COMMUNITY COUNCIL

2025/26 Last updated 08/04/2025; APPROVED: 19/05/2025

2020/21

Last updated 06/04/2020; F.A.P. REVIEWED: 20/03/2020

	<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
				Application forms and accounts Minute the award of grant amount		
Grants	Council Agreement	Low	Payments Ultra Vires		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 renewed	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	Low	Financial Loss	A risk assessment is developed for implementation should future government guidelines ever come into place.	Clerk	When required



The clerk is duly authorised to make payments from the 'Regular Payment Schedule – Financial Year 25/26 as set out below, and will report payments at the next Council meeting:

Item	Description	Approximate Costs (£)
Salaries	11.5 hours per week	1000 (Monthly)
Clerk Mileage	0.45p per mile for reimbursement of the Council business travel	20.00 (Monthly)
WFH Clerk Payment	Standard WFH cost	26.00 (Monthly)
Salaries	30 hours per month	300.00 (Monthly)
CloudyIT	Decisions Software	595.00 (Annually)
Dwr Cymru	Water bill at Bedlinog Community Centre	90.00 (Quarterly)
HMRC Tax Payments	Employee tax	300.00 (Monthly)
Pension Contributions	Employee contributions	300.00 (Monthly)
SSE	Electricity & Gas bill at Bedlinog Community Centre	1000.00 (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	400.00 (Annually)
ICO	Data protection registration fee	40.00 (Annually)
Scribe	Council Accounting System	500.00 (Annually)
Microsoft 365	Clerk Microsoft 365 account and Teams licence for hosting remote meetings	15.00 (Monthly)
Brightpay	Payroll software	10.00 (Monthly)
Admin	Postage/stationary/cleaning materials	15.00 (Monthly)
MTCBC Recycling Contract	Community Centre collections	59.00 (Monthly)
MTCBC Park Inspections	Inspections of kickabout area at rear of Hylton Terrace)	204.00 (Quarterly)
Poppy Wreaths	2 x Poppy Wreaths for Remembrance Sunday	80.00 (Annually)
Payments as part of any external Grant Awards to the Com Council	As determined in the grant application and agreed by the awarding body.	As determined by the awarding body.
Clerk Emergency Payments	As determined by the Financial Regulations – items under £500	£500.00 (Ad hoc)



Schedule of Council Meetings for Council Year 2025-26

Date of Meeting	Date to Submit Agenda Items By
Thursday 12 th June 2025	Friday 9 th June 2025
Thursday 10 th July 2025	Friday 4 th July 2025
August 2025 – No Meeting	August 2025 – No meeting
Thursday 11 th September 2025	Friday 5 th September 2025
Thursday 9 th October 2025	Friday 3 rd October 2025
Thursday 13 th November 2025	Friday 7 th November 2025
Thursday 11 th December 2025	Friday 5 th December 2025
Thursday 8 th January 2026	Friday 2 nd January 2026
Thursday 13 th February 2026	Friday 6 th February 2026
Thursday 12 th March 2026	Friday 6 th March 2026
Thursday 9 th April 2026	Friday 3 rd April 2026
Thursday 14 th May 2026	Friday 8 th May 2026

BTCC TRAINING PLAN 2022-2027.pdf

77 To Approve the Accounts for FY2024-25

DETAILED ACCOUNTS 2024-25.pdf

78 To Approve the Bank Reconciliation Dated 31-03-2025

bankreconciliation 31-03-2025.pdf

79 To Note the Appointment of an Internal Auditor for the 2024/25 Audit and Approve £400 cost

80 To Approve Minutes of the Meeting held 10-04-2025

2025-04-10 - BTCC Council Meeting - Minutes.pdf

81 To Receive any Matters Arising

82 To Approve Payments & Receipts for the period 01/04/2025 - 14/05/2025

Payments-Receipts-01-04-14-05.pdf

83 To Note the Date of Next Meeting



TRAINING PLAN: 2022 – 2027

Adopted: 10th October 2022

The Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to implement a plan setting out what it proposes to do to address the training needs of its Councillors and staff.

The purpose of the training plan is designed to ensure that collectively, Councillors and staff, possess the knowledge and awareness needed for the Council to operate effectively. It is not necessary for all Councillors and staff to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of Community Councillors to reflect the training needs resulting from changes to the council membership and to provide for the election of new Councillors. This is the Council's first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

In regard to Council staff, annual performance appraisals identify individual training opportunities on an on-going basis, whereas in determining Councillors' immediate training priorities an initial training assessment will be made of the essential skills needed and whether the Council feels there is sufficient coverage and depth across the Council for it to operate effectively going forward from May 2022. The Council is confident staff knowledge and expertise will help guide and support new members during the first 6 to 12 months of their term of office. However, a further assessment of Councillor training needs will be conducted later in the financial year, when new Councillors have had more time to settle-in and have become fully accustomed with their roles and responsibilities. Notwithstanding this, there are core areas to address to ensure the Council has sufficient skills and understanding. These are:

- Basic induction for Councillors.
- The Code of Conduct for members of local authorities in Wales.
- Financial management and governance.

In addition to these areas, the Council will want to consider if there are new challenges and opportunities it may wish to explore for example, such as those offered by the General Power of Competence. In which case it may decide there are new skills for Councillors and staff to attain going forward from the publication of this inaugural training plan.

The Council has approved the publication of this training plan having identified its initial requirements to take the Council forward following the local government ordinary elections on

5 May 2022. The plan is a snapshot of the training requirements at this point in time and will be revisited and updated periodically over the next five years and leading up to the next set of local government ordinary elections planned for May 2027.

In terms of the Council's initial plans these are set out in the following table:

WHO	WHAT	HOW	WHEN	COMMENTARY	OUTCOME
New and returning Councillors	Basic induction to the Council	Informal training delivered by Clerk	May-June 2022	Basic induction via presentation providing an overview and understanding of how the Council operates. A member information pack will also be issued to all Councillors to support the induction programme.	Completed June 2022.
All Councillors	Bespoke training session on the Code of Conduct for Members	Formal training	By no later than Dec 2022	The Clerk delivered overview training as part of the induction. This initial overview will be topped up by training opportunities provided by MTCBC Democratic Services Team.	One new Cllr has completed formal Code of Conduct – module 9 training via One Voice Wales in June 2022.
Clerk to the Council	Continuous Professional Development	Attendance and completion of sector specific local council conferences and training seminars throughout the financial year.	By 31 st March 2023.	The Clerk possesses the Introduction to Local Council Administration (ILCA) sector specific qualification.	Ongoing
Clerk to the Council	Certificate in Local Council Administration (iLCA)	Formal qualification	By March 2024	CiLCA is a foundation qualification which evaluates whether you have a broad knowledge of all aspects of a Clerk's	Completed 2022.

				work – roles and responsibilities, the law, procedures, finance planning and community involvement.	
Chair of the Council	Chairing Skills Module 10	Formal training provided by One Voice Wales	By March 202	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	Completed March 2022.
2 x Staffing Committee member Councillors	The Council as an Employer Module 3	Formal training provided by One Voice Wales	By March 2025	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	One Cllr completed the training in July 2022.
1 x Councillor	Advanced Local Government Finance Module 21	Formal training provided by One Voice Wales	By December 2024	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales. One Cllr has completed Local Government Finance – Module 6 and will progress to the next module.	Completed.
1 x Councillor	Understanding the Law – Module 4	Formal training provided by One Voice Wales	By December 2025	One Voice Wales have developed a training scheme for Community	

				and Town Councils which is being delivered across Wales.	
1 x Councillor	Health & Safety – Module 7	Formal training provided by One Voice Wales	By March 2026	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	
1 x Councillor	The Council Meeting – Module 5	Formal training provided by One Voice Wales	By December 2026	One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.	
All Councillors and Staff	Equalities & Diversity Training	Formal training provider.	By September 2025	To ensure all understand their responsibilities under the Equality Act 2010, promote inclusive practices, and foster a respectful environment for all members of the community. This training supports fair decision-making and helps prevent discrimination in service delivery and internal operations.	

Bedlinog and Trelewis Community Council

Detailed accounts for 2024-2025

Receipts

Last year		This year TOTAL
	Precept	
38,985	Precept	40,314
<u>38,985</u>	TOTAL Precept	<u>40,314</u>
	Other Receipts	
	Bank interest	815
1,540	VAT Repayments	3,857
	Miscellaneous Receipts	
	PLAY GRANT 2023	
	WARM HUBS	
	Ffos-Y-Fran Funding	1,000
20,658	Allotment Improvement Grant	20,658
	Winter of Wellbeing Fund	
	Grants - Income	
1,515	Community Centre Rental Income	2,051
	NEURODIVERGENCE GRANT	
	BEDLINOG MINERS WELFARE ASSOCIATION	
	Local Places for Nature Grant	
	MUGA TRELEWIS	1,000
	POLICE COMMISSIONER GRANT - TELL	
	EMMA	500
	SPF FUNDING	4,999
	Cozy Corner	10,000
4,322	NATIONAL GRID WARM HUB FUNDING	1,080
8,500	Levelling Up Grant - Hub	400
1,500	FEB 24 HALF TERM EVENTS	
8,600	NATIONAL LOTTERY EVENTS BUDGET	100
90	CHRISTMAS FAYRE FUND FROM OAP CLUB	808
56	Interest	
311	Bills	218
	General Reserves	
	FUNDRAISING	
<u>47,091</u>	TOTAL Other Receipts	<u>47,485</u>
86,076	TOTAL Receipts	<u>87,799</u>

Payments

Last year		This year TOTAL
	Other Payment	
719	Post, Admin, Travel	685
888	Miscellaneous Payments	-
2,047	Insurance	2,184
705	Membership fees	-

-	General Reserves	-
6,384	Ffo	-
730	NEURODIVERGENCE GRANT	-
971	PLAY GRANT 2023	-
295	WARM HUBS	-
-	BEDLINOG MINERS WELFARE ASSOCIATION	-
5,950	Biodiversity	6,197
237	CHRISTMAS FAYRE FUND FROM OAP CLUB	689
1,276	FEB 24 HALF TERM EVENTS	-
1,440	Levelling Up Grant - Hub	7,275
-	NATIONAL GRID WARM HUB FUNDING	1,678
-	Cozy Corner	6,941
-	SPF FUNDING	4,344
	POLICE COMMISSIONER GRANT - TELL	
-	EMMA	370
-	S137	1,000
-	Welsh Translation Budget	-
733	Audit	1,002
12,255	Bills	14,052
331	Allotments	-
1,873	Grants	885
-	Local Places for Nature	-
-	National Lottery Community Fund	5,984
240	Training	460
-	Hardship Fund	-
1,520	Councillor Expenses	567
-	Christmas Lights	6,384
19,711	ALLOTMENT IMPROVEMENT GRANT	10,177
-	DIGITAL INTERPRETATION BOARD	-
-	Winter of Wellbeing Fund	-
137	Clerk Emergency Payments	949
-	FUNDRAISING	315
<u>58,441</u>	TOTAL Other Payment	<u>72,138</u>
	Staff Costs	
11,258	Salaries	12,304
2,577	HMRC Tax	3,356
2,559	Pension	2,661
<u>16,394</u>	TOTAL Staff Costs	<u>18,321</u>
74,835	TOTAL Payments	<u>90,459</u>
	Movement in balances	
<u>11,241</u>	Excess of receipts over payments	-2,660
<u>19,556</u>	Opening balance	<u>19,556</u>
	Closing balance	<u>16,896</u>
	Bank accounts	
<u>19,556</u>	Bedlinog Community Council	<u>16,896</u>
<u>19,556</u>	TOTAL bank balances	<u>16,896</u>

Council name	Bedlinog and Trelewis Community Council
Bank account	Bedlinog Community Council
Balance per bank statement at 31/03/2025	16,896.18
TOTAL NET BANK BALANCES AT 31/03/2025	16,896.18
Opening_balance	19,556.34
Total receipts	87,799.18
Total payments	-90,459.34
Total transfers	
Closing balance per cash book (must equal net bank balances above)	16,896.18



MINUTES OF MEETING

BEDLINOG & TRELEWIS COMMUNITY COUNCIL MEETING

Minutes of the ORDINARY MEETING OF BTCC Council Meeting held on **Thursday 10 April 2025** at **6:15 PM**. The meeting was held in **Bedlinog Community Centre/Microsoft Teams Meeting**

Present: Councillors Preston, Beard (in the Chair), Brown, Matthews
Apologies: Councillors Searl, Thomas, Frayne, and Jago,
In Attendance: Ryan James (Clerk), County Cllr Symonds.
Minute Taker: Ryan James.

45 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllrs Searl, Jago, Frayne, and Thomas.

Cllr Dawson was absent.

46 TO RECEIVE DECLARATIONS OF PERSONAL/PREJUDICIAL INTEREST

There were none.

47 TO RECEIVE REPRESENTATIONS/QUESTIONS FROM THE PUBLIC RELATING TO ITEMS ON THE AGENDA

There were none.

48 TO NOTE THE REPORT FROM THE POLICE REPRESENTATIVE

Between 10/03/2025-10/04/-2025 there were a total of 55 calls for Bedlinog and Trelewis.

Relevant community issues:

- 2 x reports of antisocial behavior relating to off-road bikes.
- 2 x reports of damage – one relating to damage to a front window, and another to a car. No suspects identified.
- 3 x reports of theft – theft of a car, a motorcycle, and theft from a car. No suspects identified.
- 3 x reports of grass fires – the Neighborhood Policing Team are working alongside the fire service to prevent and deter this behaviour.

A reminder that there is no PACT meeting in April. The next meeting will be in Trelewis Community Centre in May.

49 TO APPROVE MINUTES OF THE MEETING HELD 13 MARCH 2025

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

50 TO RECEIVE ANY MATTERS ARISING

Item 31 – an agenda item has been added to discuss community-led housing following the presentation from Cwmpas at the last meeting.

Item 35 – a response has been submitted to the planning department in relation to application P/25/0037 variation of conditions for Ffos Y Fran land reclamation scheme.

Item 36 – consultation locations were due to be fed back, but this will be picked up by the new committee if approved, under item 57.

Item 38 – a 'Responsible Organisation' (RO), Powys County Council, has now been identified to complete the DBS checks on behalf of the Community Council. Some discussion has taken place as to the level of DBS needed and it has been identified that a basic check is adequate. We are awaiting approval of the paperwork and can begin the process of completion of checks.

Item 39 – Discussions for the bench location are ongoing, Cllr Preston will be visiting the site to see residents, and the Clerk has spoken with MTCBC.

Item 41 – works orders were raised with MTCBC for the pothole on Cwm Hill. The Clerk has reported the speeding issues at Glyn Bargoed Terrace to the Road Safety Officer.

Item 43 – Probation office can help with the clear up of the area around the pavilion. We are waiting for the internal building work to be completed.

51 TO CONSIDER ANY PLANNING APPLICATIONS

P/25/0088 - Detached dwelling and garage, land adjacent to 1 Edwards Terrace, Bedlinog.

RESOLVED that there are no objections.

P/25/0083 - Installation of an air source heat pump, 11 River Avenue, Trelewis.

RESOLVED that there are no objections.

52 TO DISCUSS 1-12 AND 14-22 CRAIG YR HENDRE, GEORGE ST, BEDLINOG, TREHARRIS CF46 6SG, LEASING ARRANGEMENT

The Clerk explained that the land is leased by MTCBC to Hafod Housing Association for a term of 125 years from 26-09-90. Hafod want to ensure that the properties are mortgageable in the future – other leaseholder schemes have found that lenders were not prepared to accept the terms of the leases like this one.

Hafod have expressed an interest in acquiring the freehold of the site which will ensure the longevity of the facility – will give capital receipt to the Council and relieve them of the burden of calculating and administering the payment of rent.

Resolved that there are no objections.

53 TO DISCUSS CWMPAS COMMUNITY-LED HOUSING INITIATIVE

Following the presentation by Cwmpas at the last meeting, the Community Council held a discussion as to potential properties in the area that could be used for community-led housing.

Action: Clerk to follow up with Cwmpas.

54 TO APPROVE THE DIGNITY AT WORK POLICY V1.0

RESOLVED that the Dignity at Work Policy v1.0 be approved.

55 TO PASS A RESOLUTION TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE

The Clerk explained that The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), have worked together to develop the Civility and Respect Pledge to support staff and Councillors in Town and Community Council's in being treated with civility and respect in their roles. Town and Community Council's across the UK are signing up to the pledge in support.

RESOLVED that Bedlinog and Trelewis Community Council sign up to the civility and respect pledge.

56 TO APPROVE THE EMAIL POLICY V1.0

RESOLVED that the Email Policy v1.0 be approved.

57 TO APPROVE REORGANISATION OF THE EVENTS COMMITTEE

RESOLVED that:

1. The existing Events Committee will be disbanded.
2. A new Events and Consultation Committee be created.
3. The Terms of Reference for the Events and Consultation Committee be approved.
4. The Code of Conduct for Non-Councillor Members participating in the new Committee be approved.

58 TO APPROVE PAYMENTS & RECEIPTS FOR THE PERIOD 10-03-2025 TO 31-03-2025

RESOLVED that payments and receipts for the period 10-03-2025 to 31-03-2025 be approved.

59 TO RECEIVE ANY COMMUNITY COUNCILLOR CASES

Cllr Preston raised some concerns that had been fed back by residents regarding the works at Nant Llwynog Park. Due to a joint Easter event between the Community Council and Friends of Nant Llwynog Park, it was agreed that a site visit be organised.

Action: Clerk to arrange site visit.

60 TO NOTE THE COUNTY COUNCILLORS REPORT

The County Councilors' reports were noted.

61 TO RECEIVE ANY CORRESPONDENCE

Upcoming Easter events:

Monday 21st in partnership with the Friends of Nant Llwynog Park – easter egg hunt and crafts.

W/C Monday 21st, the Community Council has organised several climbing and aerial adventure events at the Summit Centre, along with an Easter Party and bunny mascot.

Information in relation to the map modification order for Bedlinog 79 has been shared with Councillors.

P/25/0068 Cold Water Wellness Unit at Taf Bargoed Wellness Centre was shared with Cllrs to meet the response deadline. No concerns were submitted.

Our updated website has gone live – there is lots more content to be uploaded and the Clerk is doing this in stages around other tasks.

62 TO APPROVE EXCLUSION OF PUBLIC AND PRESS – S.1(2) PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED that exclusion of public and press S.1(2) Public Bodies (Admission to Meetings) Act 1960 be approved.

63 CLERK'S ROLE

RESOLVED that the Clerk scale be set as SCP28 effective 1st April 2025.

64 TO NOTE THE DATE OF NEXT MEETING

The Clerk will confirm the date of next meeting with Cllrs.

Meeting concluded at 7:45 PM

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List of transactions 01/04/2025 - 14/5/2025

Transactions List:				
	Transaction date	Customer reference	Amount (GBP)	Additional Info
	13/05/2025	CLOUDY GROUP LTD	-664.56	Annual fee - decisions meeting software.
	13/05/2025	ONE VOICE WALES	-260.0	Training - One Voice Wales Conference
	13/05/2025	HN Services	-180.0	Replacement of shutters on community centre roller door.
	13/05/2025	2468 BRUXERA.NET	-194.0	SPF Digital Grant - recording equipment.
	12/05/2025	BT GROUP PLC	-5.99	Broadband bill.
	09/05/2025	Nolly's Nibbles	-224.0	Warm Hub Refreshments
	08/05/2025	STRIPE	-9.9	Payroll Software
	06/05/2025	amazon	-84.45	Supplies for VE Day Celebration
	02/05/2025	Nolly's Nibbles	-126.0	Warm Hub Refreshments
	02/05/2025	ASDA	-29.0	Fuel hire car - One Voice Wales Conference
	30/04/2025	TRELEWIS TREHARRIS BOWLS CLUB	-250.0	Trelewis Bowls Club - Grant
	30/04/2025	CANVA	-100.0	Canva Pro - social media software. SPF Digital Grant.
	29/04/2025	HN Services	-80.0	Repair roller shutter door - Com Centre.
	29/04/2025	Amazon	-14.3	Bingo tickets - Warm Hub
	28/04/2025	MERTHYR TCB COUNCI	40314.06	Precept 2025/26
	28/04/2025	Salaries	-743.33	Salaries

	28/04/2025	Salaries	-313.3	Salaries
	28/04/2025	RCT PENSIONS	-249.69	Pension Payment
	28/04/2025	Clerk Expenses	-48.15	Expenses
	28/04/2025	Enterprise Rental	-141.51	Hire Car - One Voice Wales conference
	25/04/2025	Nolly's Nibbles	-156.0	Warm Hub Refreshments
	23/04/2025	OB Mascot's	-210.0	Easter Event Disco and Mascot
	23/04/2025	MICROSOFT	-12.36	Office 365 charges
	22/04/2025	STARBOARD SYSTEMS	-1597.2	Scribe Booking System - SPF Grant
	22/04/2025	Nolly's Nibbles	-150.0	Warm Hub Refreshments
	22/04/2025	MTCBC	-59.48	Recycling & Waste Contract
	17/04/2025	HMRC VTR	1283.47	VAT Refund
	17/04/2025	ROCK UK	-862.0	Easter event activities.
	17/04/2025	ACORN TRAVEL	-635.0	Warm Hub Transport
	17/04/2025	ROCK UK	-234.08	Easter Event activities.
	17/04/2025	WAO	-200.0	Audit Wales Audit Fee
	17/04/2025	EDWARD DAWSON	-150.0	CLL Annual Expenses Payment
	15/04/2025	BT GROUP PLC	-36.23	Broadband bill.
	14/04/2025	ADULT LEARNING WAL	250.0	Hire of Community Centre

	11/04/2025	Nolly's Nibbles	-144.0	Warm Hub Refreshments
	09/04/2025	BT GROUP PLC	-5.99	Broadband bill.
	08/04/2025	STRIPE	-9.9	Payroll Software
	07/04/2025	2468 SP HORIZUM	-40.0	Microphone recording equipment - digital
	04/04/2025	Nolly's Nibbles	-174.0	Warm Hub Refreshments