

TONYREFAIL & DISTRICT COMMUNITY COUNCIL
CYNGOR CYMUNED TONYREFAIL A'R CYLCH

Mr. STEPHEN POWELL
CLERK

TEL: TONYREFAIL (01443) 673991

E-MAIL: ton.cc@btconnect.com



c/o TRANE CEMETERY
GILFACH ROAD,
TONYREFAIL, PORTH,
R.C.T. CF39 8HL

6th November 2020

Dear Councillor,

You are summoned to attend a **Virtual Monthly Meeting** of **TONYREFAIL & DISTRICT COMMUNITY COUNCIL** on **THURSDAY 12th November, 2020 at 6:30pm**, for the purpose of transacting the following business.

Yours sincerely,

Smpowell

Mr S Powell

CLERK

- 1. To receive apologies for absence in accordance with the Local Government Act 1972, Section 85**
 - 1.1. Apologies submitted for approval
 - 1.2. Apologies not submitted
- 2. To receive Disclosures of Personal Interest from members in accordance with the Code of Conduct.**
 - 2.1. Members are requested to identify the item number and subject that their interest relates to and signify the nature of the personal interest: and
 - 2.2. Where Members withdraw from a meeting as a consequence of the disclosure of a prejudicial interest, they must notify the Chairman when they leave.
- 3. To confirm as a correct record:** The minutes of the Monthly meeting held on Thursday 8th October 2020.
- 4. Finance: To receive, accept and approve:**
 - 4.1. Accounts Paid September 2020
 - 4.2. Accounts Paid October 2020
 - 4.3. Accounts for Payment November 2020
 - 4.4. The Quarterly Accounts as at 30th September 2020
 - 4.4.1. Bank Reconciliation
 - 4.4.2. Trial Balance for Month 6
 - 4.4.3. Detailed Income & Expenditure by Budget Heading as at 30th September 2020
 - 4.4.4. Council Details Report as at 30th September 2020.

5. **Trane Cemetery** - To consider the impact of self-isolation on staffing levels within the cemetery and the options available.
6. **Christmas**
 - 6.1. To consider providing a Christmas goodie bag for primary school aged children.
 - 6.2. To consider a request for the provision of the Christmas tree in Edmondstown.
 - 6.3. To consider how to support Food Banks within our community this winter.
7. **Grant Applications:** To make a decision on outstanding grant applications.
8. **Bus Shelters** – to decide upon the installation of two new bus shelters, one by the Spic and Span Garage in Penrhiwfer (Tonyrefail direction) and one outside the Coop Store on Penrhiwfer Road (Tonypandy direction).
9. **Revised Local Development Plan (2020-2030) – Call for Candidate Sites** – To note the call for candidate sites with a view to discussing fully at a future meeting.
10. **Future Audit Arrangements for Community and Town Councils in Wales** – to note the report and training webinar. The report can be found at <https://www.audit.wales/news/future-audit-arrangements-community-and-town-councils-wales>
11. **Independent Remuneration Panel**

To note and consider if a response is required to the draft report of the Independent Remuneration Panel for Wales. The document can be found at <https://gov.wales/independent-remuneration-panel-wales-draft-annual-report-2021-2022>
12. **To Consider Urgent Items** which the Chairman by reason of special circumstances is of the opinion should be considered at this meeting as a matter of urgency.

Minutes for the Monthly Meeting of Tonyrefail & District Community Council held via Zoom on 8th October 2020 at 6:30pm

Present: Councillors A Davies (Chair), L Michel, D Grehan, D Owen-Jones, Andrew Davies-Jones

In attendance: Clerk: S Powell

1. Apologies for absence

1.1) Apologies were received from Councillor S. Stevens, M. Barron, K Webb, G Powell, Alex Davies-Jones

1.2) All others were present.

2. To receive declarations of interest

None received.

3. Minutes

It was **resolved** that the minutes of the Monthly Meeting held on the 10th September 2020 were a true record of the meetings decisions.

4. Finance

4.1. It was **noted** that the account paid for September would be presented at the next meeting due to the early timing of this meeting.

4.2. It was **resolved** to accept and approve the accounts for payment for October.

5. Trane Cemetery

It was **resolved** to proceed with Company 2 to undertake the tree work at the cemetery as they were not only the cheapest, but have previously undertaken work for the Council to a high standard.

6. Christmas Lights

It was **resolved** to proceed with the 19 new column lights which were shown at the meeting entering into a 3-year agreement with Centregreat.

It was **resolved** not proceed with a large tree by the Workmen's club.

7. Financial Grants

It was **resolved** to make a final decision with regards to the outstanding grant applications at the November meeting as no agreement could be reached.

8. Virtual Awards Evening

The upcoming event was **noted** with Councillor's encouraged to attend.

9. Remembrance Day

The update was **noted**.

Signed: _____

Date: _____

10. **Christmas**

It was **resolved** that decisions around Christmas should be made at the November meeting along with consideration to be given to possible support for local food banks.

11. **Next Meeting**

The next full council meeting will be on Thursday 12th November at 6:30pm.

Meeting finished 7:15pm

Signed: _____

Date: _____

NOVEMBER 2020
MONTHLY MEETING

ACCOUNTS PAID
SEPTEMBER 2020

INV. NO.		Purchase Ledger Amount	Direct Debit & Cashbook	Direct Debit Purchase Ledger	Cheque Number
	Minute No. 6 - Zoom Meeting 14th May 2020:				
	Cllr. Austin Davies - Civic Allowance £1200 Minus - £333.00- Forest Park				Not Paid to Chair
102	Cllr. Austin Davies - <i>Chairman Allowance</i> Cancelled		0.00		706340
103	Cllr Austin Davies - Cancelled		0.00		706341
104	Cllr Linda Michel		150.00		706342
105	Cllr. Linda Michel - <i>Vice Chair Allowance</i>		500.00		706343
106	Cllr Andrew Davies -Jones		150.00		706344
107	Cllr Karen Webb		150.00		706345
108	Cllr Dan Owen Jones		150.00		706346
109	Cllr Martin Barron		150.00		706347
110	Cllr Danny Grehan		150.00		706348
111	Cllr Alex M.Davies-Jones		150.00		706349
112	Cllr Gregg Powell		150.00		706350
113	Cllr Shawn Stevens		150.00		706351
114	HMRC - Tax & N.I. - August 2020	2578.73			706352
115	RCTCBC - Superannuation - August 2020	2556.34			706353
116	RCTCBC - Trade Waste Collection - 17/8/20 - 31/3/21	1078.40			706354
117	Function 28	48.00			706355
118	Amazon Business	265.38			706356
119	Amazon Business	22.61			706357
120	Amazon Business	39.99			706358
121	Cardiff Treescapes	420.00			706359
Additional Payments					
122	Cllr. Austin Davies - <i>Chairman Allowance</i>		1050.00		706360
123	Cllr Austin Davies		150.00		706361
124	Nathaniel Cars	431.62			706362
125	Tonyrefail & Gilfach Goch Defibrillator Group		250.00		706363
126	Tonyrefail Women's Institute		250.00		706364
127	Tylcha Wen Allotments		250.00		706365
128	Tonyrefail Welfare Ladies F.C.		250.00		706366
129	Tonyrefail Play Partnership		250.00		706367
130	Tonyrefail Welfare F.C.		250.00		706368
131	Tonyrefail Tigers Basketball Club		250.00		706369
132	Tonyrefail Skatepark		250.00		706370
133	Royal British Legion - Tonyrefail Branch		250.00		706371
134	Tonyrefail Boy and Girl Football Division		250.00		706372
135	Tonyrefail Amateur Boxing Club		250.00		706373
136	Amazon Business	59.99			706374
137	Thomastown Community Centre		250.00		706375
138	The Lighthouse Partnership		250.00		706376
139	The Gentlemen Songsters		250.00		706377
140	The Friends of St. Johns		250.00		706378
141	Tonyrefail & Gilfach Goch First Responders		250.00		706379
142	Ely Valley Bowls Club		250.00		706380
143	Coedely F.C.		250.00		706381

144	Capel Community Management Committee		250.00		706382
145	Action for the Community in Edmondstown		250.00		706383
146	1st Tonyrefail Brownie Guides		250.00		706384
147	Owen Fuels	236.78			706385
148	RCTCBC - Ground Rent - Prichard St. Allotments	21.00			706386
149	Amazon Business	33.96			706387
150	Amazon Business	123.26			706388
151	Amazon Business	65.88			706389
152	Amazon Business	21.98			706390
153	Amazon Business	65.99			706392
DIRECT DEBITS					
DD	Rhondda Cynon Taff - Rates		107.00		
DD	Wages			7730.91	
DD	DVLA		23.27		
DD	B.T. (Cloud Voice & Broadband)			397.04	
DD	B.T. (Mobile Phone)			40.80	
DD	Shire Leasing		105.76		
DD	Peac Finance		222.00		
DD	Toshiba				
DD	N. Power - Account 601385719 - (Gas - Staff Base)			0.00	
DD	N. Power - Account 601400286 - Elec. New Office)			0.00	
DD	N.Power - Account 601400294 - (Elec. - Staff Base)			0.00	
DD	Welsh Water		797.50		
DD	I.C.O.		35.00		
DD	Certas Energy			20.15	
DD	Certas Energy			55.33	
DD	Certas Energy			20.21	
DD	Bank Charges		29.34		
	Sub Total:	£8,069.91	£9,619.87	£8,264.44	
	Total Payments	£25,954.22			

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2020	CERTRAS	858259	20.15		FUEL
02/09/2020	AUSTIN	CHEQUE	1,050.00	706340	CHAIRMAN'S ALLOWANCE
02/09/2020	AUSTIN DAVIES	706361	150.00	123	MEMBERS ALLOWANCE
02/09/2020	LINDA MICHEL CLLR.	706342	150.00	104	MEMBERS ALLOWANCE
02/09/2020	LINDA MICHEL CLLR.	706343	500.00	105	VICE CHAIR ALLOWANCE
02/09/2020	ANDREW DAVIES-JONES	706344	150.00	706344	MEMBERS ALLOWANCE
02/09/2020	KAREN WEBB CLLR.	706345	150.00	107	MEMBERS ALLOWANCE
02/09/2020	DAN OWEN JONES - CLLR.	706346	150.00	108	MEMBERS ALLOWANCE
02/09/2020	MARTIN BARRON CLLR.	706347	150.00		MEMBERS ALLOWANCE
02/09/2020	DANNY GREHAN - CLLR	706348	150.00	110	MEMBERS ALLOWANCE
02/09/2020	ALEXANDRA DAVIES-JONES -	706349	150.00	111	MEMBERS ALLOWANCE
02/09/2020	GREGG POWELL - CLLR.	706350	150.00	112	MEMBERS ALLOWANCE
02/09/2020	SHAWN STEVENS CLLR.	706351	150.00	113	MEMBERS ALLOWANCE
02/09/2020	HM REVENUE AND CUSTOMS	706352	2,578.73		TAX AND N.I. - AUGUST 2020
02/09/2020	RCTCBC	706353	2,556.34		SUPERANNUATION - AUGUST 2020
02/09/2020	RCTCBC	706354	1,078.40		TRADE WASTE COLLECTION
02/09/2020	FUNCTION28 DIGITAL MARKETIN	706355	48.00		WEBSITE CHARGES
02/09/2020	AMAZON	706356	265.38		ELECTRIC DRUM PUMP
02/09/2020	AMAZON	706357	22.61		SPEAKERS
02/09/2020	AMAZON	706358	39.99		CAR BATTERY
02/09/2020	CARDIFF TREESCAPES	706359	420.00		TREE REPORT - 2020
02/09/2020	DVLA	DD	23.27	DD	VEHICLE TAX
07/09/2020	WELSH WATER	DD	797.50	DD	WATER RATES
07/09/2020	BARCLAYS BANK PLC	DD	29.34	DD	BANK CHARGES
07/09/2020	CERTRAS	B966574	55.33		FUEL
15/09/2020	RCTCBC	DD	107.00	DD	COUNCIL TAX
15/09/2020	SHI001	DD	105.76	DD	TELEPHONE RENTAL
18/09/2020	TONYREFAIL DEFIB. GROUP	706363	250.00	125	GRANT
18/09/2020	TONYREFAIL W.I.	706364	250.00	126	GRANT
18/09/2020	TYLCHA WEN ALLOTMENTS	706365	250.00	127	GRANT
18/09/2020	TONYREFAIL WELFARE LADIES	706366	250.00	128	GRANT
18/09/2020	TONYREFAIL PLAY PARTNERSHIP	706367	250.00	129	GRANT
18/09/2020	TONYREFAIL WELFARE F.C	706368	250.00	130	GRANT
18/09/2020	TONYREFAIL TIGERS	706369	250.00	131	GRANT
18/09/2020	TONYREFAIL SKATE PARK	706370	250.00	132	GRANT
18/09/2020	ROYAL BRITISH LEGION	706371	250.00	133	GRANT
18/09/2020	TONYREFAIL BOY AND GIRLS	706372	250.00	134	GRANT
18/09/2020	TONYREFAIL AMATEUR BOXING	706373	250.00	135	GRANT
18/09/2020	THOMASTOWN COMMUNITY	706375	250.00	137	GRANT
18/09/2020	THE LIGHTHOUSE PARTNERSHIP	706376	250.00	138	GRANT
18/09/2020	GENTLEMEN'S SONGSTERS	706377	250.00	139	GRANT
18/09/2020	FRIENDS OF ST. JOHNS	706378	250.00	140	GRANT
18/09/2020	TONYREFAIL/G.GOCH 1ST	706379	250.00	141	GRANT
18/09/2020	ELY VALLEY BOWLS CLUB	706380	250.00	142	GRANT
18/09/2020	COEDEL F.C	706381	250.00	143	GRANT
18/09/2020	CAPEL COMMUNITY MAN.	706382	250.00	144	GRANT
18/09/2020	ACE EDMONDSTOWN	706383	250.00	145	GRANT

Time: 11:11

Current Bank A/c

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/09/2020	TONYREFAIL BROWNIES	706384	250.00	146	GRANT
18/09/2020	NATHANIEL	706362	431.62		SERVICE OF COUNCIL VEHICLE
21/09/2020	ICO	DD	35.00		ANNUAL CHARGE
21/09/2020	CERTRAS	B977400	20.21		UNLEADED
21/09/2020	BRITISH TELECOMICATIONS PLC	59099355	40.80		MOBILE PHONE
22/09/2020	OWEN FUELS	706385	236.78		FUEL - JCB
22/09/2020	RCTCBC	706386	21.00		ALLOTMENT RENT - PRICHARD ST.
22/09/2020	AMAZON	706387	33.96		FACE MASKS
22/09/2020	AMAZON	706374	59.99		MICROPHONE
22/09/2020	BRITISH TELECOMICATIONS PLC	Q137T1	397.04		PHONE CHARGES - OFFICE
23/09/2020	AMAZON	706388	123.26		BOOTS SIZE 9 - 2 PAIRS
23/09/2020	AMAZON	706389	65.88		SAFETY BOOTS SIZE 10
23/09/2020	AMAZON	706390	21.98		RAINTITE TROUSERS
23/09/2020	AMAZON	706391	65.99		BOOTS SIZE 6
30/09/2020	PEAC FINANCE	DD	222.00		PEAC FINANCE
30/09/2020	BARCLAYS BANK PLC	BACS	7,730.91	DD	WAGES - SEPTEMBER 2020
Total Payments			25,954.22		

**Bank Reconciliation Statement as at 30/09/2020
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	30/09/2020		500.00
Business Premium A/c	31/08/2020		280,699.59
			<u>281,199.59</u>

Unpresented Cheques (Minus)Amount

13/03/2020	706217	BRITISH TELECOMICATIONS PLC	1.00
18/08/2020	706332	FOREST PARK AND GARDEN	189.78
25/08/2020	706336	CLEANMATE LIMITED	220.81
25/08/2020	706337	DLT TRAINING LIMITED	402.00
25/08/2020	706338	FOREST PARK AND GARDEN	399.60
02/09/2020	706342	LINDA MICHEL CLLR.	150.00
02/09/2020	706343	LINDA MICHEL CLLR.	500.00
02/09/2020	706344	ANDREW DAVIES-JONES	150.00
02/09/2020	706347	MARTIN BARRON CLLR.	150.00
02/09/2020	706348	DANNY GREHAN - CLLR	150.00
02/09/2020	706349	ALEXANDRA DAVIES-JONES - CLLR	150.00
02/09/2020	706350	GREGG POWELL - CLLR.	150.00
02/09/2020	706351	SHAWN STEVENS CLLR.	150.00
18/09/2020	706363	TONYREFAIL DEFIB. GROUP	250.00
18/09/2020	706366	TONYREFAIL WELFARE LADIES F.C	250.00
18/09/2020	706367	TONYREFAIL PLAY PARTNERSHIP	250.00
18/09/2020	706368	TONYREFAIL WELFARE F.C	250.00
18/09/2020	706369	TONYREFAIL TIGERS BASKETBALL	250.00
18/09/2020	706370	TONYREFAIL SKATE PARK	250.00
18/09/2020	706371	ROYAL BRITISH LEGION TONYREFAI	250.00
18/09/2020	706375	THOMASTOWN COMMUNITY CENTRE	250.00
18/09/2020	706376	THE LIGHTHOUSE PARTNERSHIP	250.00
18/09/2020	706378	FRIENDS OF ST. JOHNS	250.00
18/09/2020	706380	ELY VALLEY BOWLS CLUB	250.00
18/09/2020	706381	COEDEL F.C	250.00
18/09/2020	706382	CAPEL COMMUNITY MAN. COMMITTEE	250.00
18/09/2020	706384	TONYREFAIL BROWNIES	250.00
18/09/2020	706362	NATHANIEL	431.62
22/09/2020	706386	RCTCBC	21.00
23/09/2020	706391	AMAZON	65.99
			<u>6,781.80</u>
			274,417.79

Receipts not Banked/Cleared (Plus)

0.00

0.00

274,417.79

Balance per Cash Book is :-

274,417.79

Difference is :-

0.00

**Bank Reconciliation Statement as at 30/09/2020
for Cashbook 2 - Business Tracker**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Tracker	30/09/2020		20,462.78
			<u>20,462.78</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			20,462.78
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			20,462.78
		Balance per Cash Book is :-	20,462.78
		Difference is :-	0.00

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			1,357.74	
200	Current Bank A/c			274,417.79	
220	Business Tracker			20,462.78	
310	General Reserves				49,796.03
320	EMR - Staffing				15,000.00
321	EMR - Community Infra. Levy.				26,368.03
322	EMR - Election Costs				8,000.00
323	EMR - Vehicle Depreciation				6,000.00
324	EMR - JCB Fund				55,000.00
325	EMR - Cemetery Expansion				36,000.00
326	EMR - Contingency				16,508.60
500	Creditors			0.00	
1076	Precept	100	Income		160,715.30
1090	Interest Received	100	Income		193.45
1100	Memorials	200	Cemetery		2,924.00
1120	Burials	200	Cemetery		11,646.00
1140	Cremated remains	200	Cemetery		5,209.00
1300	Christmas Events (Inc)	400	Events		9,650.00
1400	Windfarm Trust	100	Income		5,000.00
1900	Other Income	100	Income		60.00
4000	Wages - Clerk	110	Personnel	9,032.87	
4001	WAGES - CEMETERY	110	Personnel	20,276.68	
4002	DEPUTY CLERK	110	Personnel	5,953.58	
4005	Wages - Admin Assistant	110	Personnel	1,838.22	
4010	Wages - Cemetery	200	Cemetery	11,753.40	
4015	Staffing	110	Personnel	1,657.49	
4030	Tax and NI	110	Personnel	12,023.74	
4035	Superannuation	110	Personnel	11,860.05	
4055	Chairman's Allowance	110	Personnel	1,171.40	
4056	PREVIOUS YEARS CHAIR	110	Personnel		121.40
4057	CHAIRMAN - CIVIC ALLOWANCE	110	Personnel	333.00	
4058	VICE CHAIRMANS ALLOWANCE	110	Personnel	500.00	
4060	Member's Allowance	110	Personnel	1,620.00	
4065	Union	110	Personnel	195.00	
4070	Training	110	Personnel	335.00	
4120	Audit Fees	120	Administration		320.00
4125	Bank Charges	120	Administration	52.96	
4130	Insurance	120	Administration	4,194.83	
4135	Office Cleaning	120	Administration	736.03	
4144	Office - SUPPORT/AGREEMENTS	120	Administration	2,779.26	
4145	Office inc. Postage	120	Administration	1,725.05	
4146	Office - POSTAGE	120	Administration	130.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4147	Office - PHOTOCOPIER	120	Administration	775.69	
4148	Office - ELECTRICITY	120	Administration	558.97	
4150	Subscriptions/Memberships	120	Administration	130.00	
4199	TRADE WASTE COLLECTION	200	Cemetery	1,078.40	
4200	Cemetery	200	Cemetery	1,190.23	
4201	Skip Hire	200	Cemetery	1,275.00	
4202	Cemetery - CLEANING MATERIALS	200	Cemetery	175.02	
4203	STAFF BASE	200	Cemetery	873.15	
4220	Tree Work	200	Cemetery	420.00	
4225	Machinery Repairs	200	Cemetery	132.79	
4226	Tools/Equipment	200	Cemetery	468.68	
4235	Rates	200	Cemetery	642.00	
4236	Rates - Water	200	Cemetery	4,785.00	
4300	Allotment Exp	300	Public Services	66.00	
4305	Footpaths	300	Public Services	33.76	
4310	Summer/Winter Flowering	300	Public Services	1,696.88	
4330	Grants	300	Public Services	4,950.00	
4345	Projects	300	Public Services	1,000.00	
4401	JCB - FUEL	350	Council Vehicles	1,123.15	
4450	Van	350	Council Vehicles	1,099.37	
4451	Van - Fuel	350	Council Vehicles	375.41	
4452	Van - Insurance	350	Council Vehicles	23.27	
4493	MACHINERY/TOOLS OVER £250	375	Assets	1,028.17	
4494	OFFICE EQUIPMENT - ASSET	375	Assets	204.00	
Trial Balance Totals :				408,511.81	408,511.81
Difference				0.00	

Detailed Income & Expenditure by Account 30/09/2020

Month No: 6

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1076 Precept	234,051	160,715	241,073	80,358			66.7%
1090 Interest Received	624	193	0	(193)			0.0%
1100 Memorials	6,753	2,924	4,000	1,076			73.1%
1120 Burials	24,836	11,646	18,000	6,354			64.7%
1140 Cremated remains	9,757	5,209	6,000	791			86.8%
1200 War Graves	40	0	40	40			0.0%
1250 Allotment Fees Inc	764	0	824	824			0.0%
1300 Christmas Events (Inc)	171	9,650	0	(9,650)			0.0%
1302 Christmas Dinner Income	281	0	0	0			0.0%
1350 C.I.L. Payments (Received)	6,322	0	0	0			0.0%
1400 Windfarm Trust	5,000	5,000	5,000	0			100.0%
1900 Other Income	0	60	0	(60)			0.0%
Total Income	288,599	195,398	274,937	79,539			71.1%
<u>Expenditure Detail</u>							
4000 Wages - Clerk	19,913	9,033	22,000	12,967		12,967	41.1%
4001 WAGES - CEMETERY	68,185	20,277	72,000	51,723		51,723	28.2%
4002 DEPUTY CLERK	7,460	5,954	12,000	6,046		6,046	49.6%
4005 Wages - Admin Assistant	8,120	1,838	8,500	6,662		6,662	21.6%
4010 Wages - Cemetery	0	11,753	0	(11,753)		(11,753)	0.0%
4015 Staffing	2,980	1,657	2,500	843		843	66.3%
4030 Tax and NI	28,227	12,024	29,500	17,476		17,476	40.8%
4035 Superannuation	36,023	11,860	35,000	23,140		23,140	33.9%
4055 Chairman's Allowance	1,200	1,171	1,200	29		29	97.6%
4056 PREVIOUS YEARS CHAIR	100	(121)	0	121		121	0.0%
4057 CHAIRMAN - CIVIC ALLOWANCE	0	333	0	(333)		(333)	0.0%
4058 VICE CHAIRMANS ALLOWANCE	0	500	0	(500)		(500)	0.0%
4060 Member's Allowance	1,050	1,620	3,000	1,380		1,380	54.0%
4065 Union	333	195	400	205		205	48.8%
4070 Training	850	335	2,000	1,665		1,665	16.8%
4120 Audit Fees	740	(320)	1,000	1,320		1,320	(32.0%)
4125 Bank Charges	321	53	350	297		297	15.1%
4130 Insurance	4,203	4,195	5,000	805		805	83.9%
4135 Office Cleaning	2,972	736	3,400	2,664		2,664	21.6%
4140 Miscellaneous	0	0	500	500		500	0.0%
4143 Building Repairs	0	0	2,000	2,000		2,000	0.0%
4144 Office - SUPPORT/AGREEMENTS	0	2,779	2,500	(279)		(279)	111.2%
4145 Office inc. Postage	18,062	1,725	2,000	275		275	86.3%
4146 Office - POSTAGE	0	130	500	370		370	26.0%
4147 Office - PHOTOCOPIER	0	776	2,000	1,224		1,224	38.8%

Detailed Income & Expenditure by Account 30/09/2020

Month No: 6

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4148 Office - ELECTRICITY	0	559	2,500	1,941		1,941	22.4%
4150 Subscriptions/Memberships	152	130	500	370		370	26.0%
4199 TRADE WASTE COLLECTION	0	1,078	0	(1,078)		(1,078)	0.0%
4200 Cemetery	11,642	1,190	2,000	810		810	59.5%
4201 Skip Hire	0	1,275	5,000	3,725		3,725	25.5%
4202 Cemetery - CLEANING MATERIALS	0	175	1,000	825		825	17.5%
4203 STAFF BASE	0	873	2,000	1,127		1,127	43.7%
4220 Tree Work	3,520	420	5,000	4,580		4,580	8.4%
4225 Machinery Repairs	819	133	1,000	867		867	13.3%
4226 Tools/Equipment	5,421	469	1,000	531		531	46.9%
4227 HIRE OF TOOLS/EQUIPMENT	670	0	1,000	1,000		1,000	0.0%
4230 Health & Safety	132	0	2,000	2,000		2,000	0.0%
4235 Rates	5,182	642	1,070	428		428	60.0%
4236 Rates - Water	0	4,785	1,430	(3,355)		(3,355)	334.6%
4300 Allotment Exp	1,088	66	1,200	1,134		1,134	5.5%
4305 Footpaths	259	34	500	466		466	6.8%
4310 Summer/Winter Flowering	2,346	1,697	5,000	3,303		3,303	33.9%
4315 Seats	1,086	0	200	200		200	0.0%
4320 Bus Shelters	991	0	300	300		300	0.0%
4325 Remembrance Service	446	0	500	500		500	0.0%
4330 Grants	2,850	4,950	6,000	1,050		1,050	82.5%
4335 Windfarm Grants	300	0	19,700	19,700		19,700	0.0%
4340 Noticeboards	483	0	400	400		400	0.0%
4345 Projects	1	1,000	8,500	7,500		7,500	11.8%
4350 Projects-Mem Bench & Plaque	1,437	0	500	500		500	0.0%
4400 JCB	3,107	0	2,500	2,500		2,500	0.0%
4401 JCB - FUEL	0	1,123	1,000	(123)		(123)	112.3%
4450 Van	2,261	1,099	800	(299)		(299)	137.4%
4451 Van - Fuel	0	375	1,000	625		625	37.5%
4452 Van - Insurance	0	23	700	677		677	3.3%
4491 BUS SHELTER - ASSET	1,167	0	3,700	3,700		3,700	0.0%
4492 SEATS - ASSET	0	0	1,400	1,400		1,400	0.0%
4493 MACHINERY/TOOLS OVER £250	1,106	1,028	7,000	5,972		5,972	14.7%
4494 OFFICE EQUIPMENT - ASSET	0	204	1,500	1,296		1,296	13.6%
4500 Christmas Events (Exp)	8,234	0	12,000	12,000		12,000	0.0%
4505 Dinner	1,535	0	1,700	1,700		1,700	0.0%
4510 Lights & Trees	2,715	0	5,463	5,463		5,463	0.0%
4515 Awards Night	869	0	1,000	1,000		1,000	0.0%
4516 PICNIC IN THE PARK	1,260	0	1,500	1,500		1,500	0.0%
4517 OTHER EVENTS	0	0	1,000	1,000		1,000	0.0%
4520 Fireworks	2,800	0	3,500	3,500		3,500	0.0%

Continued over page

Detailed Income & Expenditure by Account 30/09/2020

Month No: 6

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4525 Easter	62	0	200	200		200	0.0%
Total Overhead	264,680	111,832	321,613	209,781	0	209,781	34.8%
Total Income	288,599	195,398	274,937	79,539			71.1%
Total Expenditure	264,680	111,832	321,613	209,781	0	209,781	34.8%
Net Income over Expenditure	23,919	83,566	(46,676)	(130,242)			
less Transfer to EMR	1,217	0					
Movement to/(from) Gen Reserve	22,702	83,566					

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
100 Income						
1076 Precept	160,715	241,073	80,358			66.7%
1090 Interest Received	193	0	(193)			0.0%
1200 War Graves	0	40	40			0.0%
1400 Windfarm Trust	5,000	5,000	0			100.0%
1900 Other Income	60	0	(60)			0.0%
Subtotal	165,969	246,113	80,144	0	0	67.4%
200 Cemetery						
1100 Memorials	2,924	4,000	1,076			73.1%
1120 Burials	11,646	18,000	6,354			64.7%
1140 Cremated remains	5,209	6,000	791			86.8%
Subtotal	19,779	28,000	8,221	0	0	70.6%
300 Public Services						
1250 Allotment Fees Inc	0	824	824			0.0%
Subtotal	0	824	824	0	0	0.0%
400 Events						
1300 Christmas Events (Inc)	9,650	0	(9,650)			0.0%
Subtotal	9,650	0	(9,650)	0	0	0.0%
TOTAL INCOME	195,398	274,937	79,539	0	0	71.1%

EXPENDITURE**110 Personnel**

4000 Wages - Clerk	9,033	22,000	12,967		12,967	41.1%
4001 WAGES - CEMETERY	20,277	72,000	51,723		51,723	28.2%
4002 DEPUTY CLERK	5,954	12,000	6,046		6,046	49.6%
4005 Wages - Admin Assistant	1,838	8,500	6,662		6,662	21.6%
4015 Staffing	1,657	2,500	843		843	66.3%
4030 Tax and NI	12,024	29,500	17,476		17,476	40.8%
4035 Superannuation	11,860	35,000	23,140		23,140	33.9%
4055 Chairman's Allowance	1,171	1,200	29		29	97.6%
4056 PREVIOUS YEARS CHAIR	(121)	0	121		121	0.0%
4057 CHAIRMAN - CIVIC ALLOWANCE	333	0	(333)		(333)	0.0%
4058 VICE CHAIRMANS ALLOWANCE	500	0	(500)		(500)	0.0%
4060 Member's Allowance	1,620	3,000	1,380		1,380	54.0%
4065 Union	195	400	205		205	48.8%
4070 Training	335	2,000	1,665		1,665	16.8%
Subtotal	66,676	188,100	121,424	0	121,424	35.4%

120 Administration

4120 Audit Fees	(320)	1,000	1,320		1,320	(32.0%)
4125 Bank Charges	53	350	297		297	15.1%
4130 Insurance	4,195	5,000	805		805	83.9%
4135 Office Cleaning	736	3,400	2,664		2,664	21.6%
4140 Miscellaneous	0	500	500		500	0.0%

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4144 Office - SUPPORT/AGREEMENTS	2,779	2,500	(279)		(279)	111.2%
4145 Office inc. Postage	1,725	2,000	275		275	86.3%
4146 Office - POSTAGE	130	500	370		370	26.0%
4147 Office - PHOTOCOPIER	776	2,000	1,224		1,224	38.8%
4148 Office - ELECTRICITY	559	2,500	1,941		1,941	22.4%
4150 Subscriptions/Memberships	130	500	370		370	26.0%
Subtotal	10,763	20,250	9,487	0	9,487	53.1%
200 Cemetery						
4010 Wages - Cemetery	11,753	0	(11,753)		(11,753)	0.0%
4143 Building Repairs	0	2,000	2,000		2,000	0.0%
4199 TRADE WASTE COLLECTION	1,078	0	(1,078)		(1,078)	0.0%
4200 Cemetery	1,190	2,000	810		810	59.5%
4201 Skip Hire	1,275	5,000	3,725		3,725	25.5%
4202 Cemetery - CLEANING MATERIALS	175	1,000	825		825	17.5%
4203 STAFF BASE	873	2,000	1,127		1,127	43.7%
4220 Tree Work	420	5,000	4,580		4,580	8.4%
4225 Machinery Repairs	133	1,000	867		867	13.3%
4226 Tools/Equipment	469	1,000	531		531	46.9%
4227 HIRE OF TOOLS/EQUIPMENT	0	1,000	1,000		1,000	0.0%
4230 Health & Safety	0	2,000	2,000		2,000	0.0%
4235 Rates	642	1,070	428		428	60.0%
4236 Rates - Water	4,785	1,430	(3,355)		(3,355)	334.6%
Subtotal	22,794	24,500	1,706	0	1,706	93.0%
300 Public Services						
4300 Allotment Exp	66	1,200	1,134		1,134	5.5%
4305 Footpaths	34	500	466		466	6.8%
4310 Summer/Winter Flowering	1,697	5,000	3,303		3,303	33.9%
4315 Seats	0	200	200		200	0.0%
4320 Bus Shelters	0	300	300		300	0.0%
4325 Remembrance Service	0	500	500		500	0.0%
4330 Grants	4,950	6,000	1,050		1,050	82.5%
4335 Windfarm Grants	0	19,700	19,700		19,700	0.0%
4340 Noticeboards	0	400	400		400	0.0%
4345 Projects	1,000	8,500	7,500		7,500	11.8%
4350 Projects-Mem Bench & Plaque	0	500	500		500	0.0%
Subtotal	7,747	42,800	35,053	0	35,053	18.1%
350 Council Vehicles						
4400 JCB	0	2,500	2,500		2,500	0.0%
4401 JCB - FUEL	1,123	1,000	(123)		(123)	112.3%
4450 Van	1,099	800	(299)		(299)	137.4%
4451 Van - Fuel	375	1,000	625		625	37.5%
4452 Van - Insurance	23	700	677		677	3.3%
Subtotal	2,621	6,000	3,379	0	3,379	43.7%
375 Assets						
4491 BUS SHELTER - ASSET	0	3,700	3,700		3,700	0.0%
4492 SEATS - ASSET	0	1,400	1,400		1,400	0.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4493 MACHINERY/TOOLS OVER £250	1,028	7,000	5,972		5,972	14.7%
4494 OFFICE EQUIPMENT - ASSET	204	1,500	1,296		1,296	13.6%
Subtotal	1,232	13,600	12,368	0	12,368	9.1%
400 Events						
4500 Christmas Events (Exp)	0	12,000	12,000		12,000	0.0%
4505 Dinner	0	1,700	1,700		1,700	0.0%
4510 Lights & Trees	0	5,463	5,463		5,463	0.0%
4515 Awards Night	0	1,000	1,000		1,000	0.0%
4516 PICNIC IN THE PARK	0	1,500	1,500		1,500	0.0%
4517 OTHER EVENTS	0	1,000	1,000		1,000	0.0%
4520 Fireworks	0	3,500	3,500		3,500	0.0%
4525 Easter	0	200	200		200	0.0%
Subtotal	0	26,363	26,363	0	26,363	0.0%
TOTAL EXPENDITURE	111,832	321,613	209,781	0	209,781	34.8%
Total Income	195,398	274,937	79,539			71.1%
Total Expenditure	111,832	321,613	209,781	0	209,781	34.8%
Net Income over Expenditure	83,566	(46,676)	(130,242)			
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	83,566	(46,676)	(130,242)			

Agenda Item 5 – November 2020

Effects of self-isolation of employees on Trane Cemetery

With increasing rates of Coronavirus in the County consideration is needed to the impact that self-isolation may have upon operations within the cemetery, particularly as two members of the three employed operatives are from within the same household. During the earlier months of the pandemic we had four full time employees, however, in normal circumstances there is no requirement for an additional full-time employee during the winter months as the growing season is over.

Retired employee Phil Cross has offered to volunteer his services to attend funerals and assist with the backfilling of graves should we be in a position where we are down to one operative.

It is recommended that Council:

1. Agree to the purchase of additional shoring and grave lockdown equipment to enable more pre-emptive preparation to take place. This would be accommodated out of the existing equipment budget.
2. Temporarily restrict burials outside of normal operating hours.
3. Delegate powers to the Clerk to undertake a timely recruitment process to attempt to recruit a casual member of staff.
4. Accept the offer of volunteering by Phil Cross if absolutely necessary.

Options for consideration:

1. To purchase an additional two sets of Hydraulic Shoring plus a lockdown excavation safety kit. Total price between £2000 and £2500 plus vat with a four-week lead time. This will allow for an additional grave to be excavated in advance and improved safety.
2. To attempt to recruit a temporary member of staff on a Casual (Zero Hours) Contract to assist with grave digging and back-filling should only one full time operative be available. This would be a labour-intensive post only used for activities related to burials. They would not receive JCB training. They would receive on-site training for which they would be paid. This contract would run until 28th February 2020. Holiday pay would be paid at 12.07% of wages.
3. To recruit a member of staff on a part-time (16 hour) temporary contract running until 28th February 2020 who would work flexible hours depending upon the needs of the Cemetery. This employee would also not receive JCB training.
4. To proceed solely with additional equipment and the goodwill of a former employee volunteering his services if necessary.
5. To only provide burials during normal operating times.
6. To redeploy a member of office staff to support burials if needed.

Agenda Item 6 – November 2020

Christmas 2020

6.1. To consider providing a Christmas Gift for Primary School Children

As the annual Christmas event has been cancelled it was requested that we consider providing the primary school children to try and boost their Wellbeing.

A selection box was mentioned, however, Council may wish to consider creating goodie bags for the children. These would essentially be similar to party bags. In addition to goodies such as a small toy, a colouring/ puzzle book, sweets/chocolate, we could insert a flyer which signposts people to support services for over the Christmas period, such as Food Banks, the Resilient Families Service and the RCT Council emergency phone number as well as illustrating who provided the bags.

Numbers on Roll at local primary schools – supplied by RCT Council on 23rd October 2020

Tonyrefail Community School (Primary Section only) - 320

Tref-y-Rhyg Primary School - 114

Cwmlai Primary School – 415

Y G G Tonyrefail – 190

Total: 1,039 +5% = 1,091

Williamstown Primary School – 333

Total: 1,372 +5% = 1,441

It would be recommended that we would budget to create 105% of these numbers in case of any changes to enrolment numbers.

Whilst exact costings have not yet been prepared. Indicative examples of the cost involved are below:

Budget per child	All Schools within Tonyrefail	Tonyrefail Schools plus Williamstown
£1	£1,091	£1,441
£1.50	£1,636.50	£2,161.50
£2	£2,182	£2,882
£2.50	£2,727.50	£3,602.50
£3.00	£3,273	£4,323
£3.50	£3,818.50	£5,043.50

6.2. To consider the request for a Christmas Tree by Action for the Community of Edmondstown

ACE have requested if we could provide them with a Christmas Tree this year. We have previously provided them with a tree and the tree costs under £50 and comes from the same supplier as those of the business trees in Smilog.

6.3. To consider how the Community Council supports local Food Banks this winter.

Council wished to discuss how they could support local foodbanks this winter. It could be that a donation is made to one or more of the organisations, or that we simply advertise ourselves as a food bank drop off point extensively this winter and distribute food to the foodbanks ourselves.

The Christmas Dinner has a budget of £1,700, and last year we spent £1,535. It would be proposed that any financial donation would come from that budget heading.

Taff Ely Food Bank – information extracted from their website

Taff Ely Foodbank operate on a Tuesday from 10am to 12pm at Capel. Taff Ely Foodbank works with a range of local agencies who meet people at risk of going hungry. People must have a valid voucher in order to receive a Food Parcel. The Trussell Trust has worked with nutritionists to ensure food parcels contains sufficient nutrition for at least three day's worth of healthy, balanced meals for individuals and families.

The Lighthouse Project – response from The Lighthouse Project

Good afternoon Steve. We are a local foodbank set up in The Lighthouse, donations come in from the public either by donating at the Coop in Tonyrefail or bringing to The Lighthouse. i am awaiting a message from Wayne Tyler Coop manager giving authority for some of our volunteers to collect from the public at their store in the near future. I also signed up at the beginning of the year with the neighbourly project and we were successful in being able to pick up all surplus stocks from M&S 7 days a week, we also have 2 collections from Aldi although the surplus there lately is minimum. People do not need a voucher for us as the majority of referrals come from other agencies that know about us and the surplus stocks are used to increase size of hampers although we are still delivering surplus to elderly on our books and struggling families. Regarding Christmas we have an initiative just started whereby the community are involved in putting together hampers for struggling families, so far we have 30 involved but believing for more. Any surplus we have left from any of our fresh produce pick-ups we give to Danny Greyer as they do deliveries from Too good to waste on Mondays and Fridays. Hope this helps.

Beefy's Baps

James Thomas of Beefy's Baps is carrying out a project for homeless people in Cardiff again this year, and whilst he is still delivering some meals to those in isolation at the moment, he has no significant plans within the local area this winter.

Agenda Item 7: November 2020

NOTE: The report has been prepared by the Clerk, whose child attends the youth element of The Savoy Theatre, the Savoy Players.

Recommendation:

1. To give a grant of £250 to the Bryan Woods Trust in line with the other organisations that have been supported this year.

Report for Consideration:

1. At the September meeting when grants were discussed concerns were raised about the giving of a grant to an organisation that may fund a profit-making business and requested that a constitution should be provided.
2. Members should be aware that a grant was made directly to The Savoy Theatre Ltd. in 2014 and 2016.
3. A grant was also made to The Bryan Woods Trust Ltd. in 2014 when Cllr Grehan was a director with a grant being made to The Savoy Theatre Ltd. in the same year. At the time of making those grants, both the Savoy Theatre Ltd. and The Bryan Woods Trust Ltd. were limited companies.
4. The Bryan Woods Trust Ltd. was dissolved in 2016 and now operates as a not-for-profit group as opposed to being a 'business' as it was previously set up.
5. In addition, in 2017 a grant was made to The Savoy Players, the youth group operating out of the Savoy Theatre.
6. The officers of the Bryan Woods Trust are Jackie Rosser, Alan Gibbs and Leanne Williams and not the owners of the Savoy Theatre itself.
7. Whilst there is clearly a strong link between The Bryan Woods Trust and the Savoy Theatre, they are separate entities.
8. The Bryan Woods Trust essentially are a group of volunteers who run the kiosk within the Savoy Theatre (with the funds going to the trust) and volunteer for things such as front of house, and assist with some of the manual upkeep of the theatre.
9. Their fundraising activities are used to support things such as the youth element of The Savoy Theatre, The Savoy Players.
10. The Bryan Woods Trust has its own bank account which at the time of application contained less than £2,000.
11. There is an outdated link on <https://savoytheatre.net/bryanwoods.html> which explains a little about what they were hoping to achieve when they started out, and rather than forming a Trust, they are a not-for-profit organisation.
12. Whilst they did not provide a constitution with their application, they did have one which needed reviewing and was in place when the Council previously issued them a grant. They have now refreshed their constitution from which I have included their aims below.
13. Their aims are:
 - a. To support local performing arts.

- b. To provide access for performing arts organisations located in Tonyrefail and its wider community to funds generated by the Trust.
 - c. To promote an appreciation of the arts, encouraging those who would normally not have access for whatever reason.
 - d. To engage with members of the community, providing them with skills that will not only enhance their lives, but also of those who come into contact with them.
 - e. To work alongside other organisations, (especially those working with young people) to provide opportunities to train and learn the many skills involved within the performing arts industry.
14. The grant application would be used towards reorganising the space within the kiosk, Perspex screens and the like to attempt to make it feasible for use when the theatre re-opens. The kiosk is what drives the fundraising efforts of the Trust and enables them to generate an income to carry out their aims.
 15. Cllr Grehan raised concerns over a post made by the owner of The Savoy Theatre on Facebook. Not being a 'friend' of the owner on Facebook I have not seen the post in question and can therefore make no comment on the post in question.
 16. The Savoy Theatre Facebook Account shows nothing of concern.
 17. I have also not checked the social media accounts of any individuals involved in making grant applications this year.
 18. As a Ltd Company, The Savoy Theatre's micro accounts are publicly available and the balance sheet shows their Capital and Reserves as *minus* £22,133 as at 30 September 2019.

Conclusion

The Bryan Woods Trust whilst operating out of the Savoy Theatre is a separate entity. This is something that is commonplace across the valleys. Given that the Council has previously issued grants to both The Bryan Woods Trust and the Savoy Theatre in the same year this consolidates the view that they are separate entities.

Given the Council's history of supporting the performing arts, I would recommend that Council proceed with issuing the grant to The Bryan Woods Trust to enable the Trust to make the necessary changes to their operating environment to be able to continue to support performing arts groups.

Agenda Item 8 -November 2020

Bus Shelters

Recommendations:

1. To proceed with installation of two new bus shelters which have previously been requested.
2. To utilise CIL Income in addition to the bus shelters budget to fund the installation.

RCT Council have been successful in a bid for funds to provide numerous new bus shelters throughout Tonyrefail, which will replace some of the shelters which we have in particularly poor condition.

Whilst our Council often purchases second-hand bus shelters, given the significant investment in replacing shelters within the area it is suggested that this Council may wish to consider purchasing new shelters on this occasion. In addition, I am aware of no second-hand bus shelters available from our current suppliers.

There is £3700 in the bus shelters budget remaining and I would recommend using £3200 of this, leaving £500 for any emergency repairs this winter, and that the shortfall (based on the most expensive shelter) of £2031.04 is taken from the CIL Income. As the first payment of £1187.35 should be spent by the end of the financial year and the second payment of £1187.35 the following year.

The two locations where new bus shelters have been requested are:

1. Penrhiwfer Spic and Span (Tonyrefail direction)
2. Penrhiwfer Road Co-op (Tonypandy direction)

Both locations have previously had site visits undertaken by RCT and can fit narrow roof cantilever bus shelters the same as those in the photographs below. There is an option of blue or green, and with windows, or with the anti-vandal mesh.

The cost for RCT Council to provide and install each brand-new shelter is:

£2515.52 each with glass upper panels

£2615.52 each with Mesh upper panels (anti vandalism)



Agenda Item 9 – November 2020

Rhondda-Cynon-Taff CBC Revised Local Development Plan 2020 – 2030 – Call For Candidate Sites

Recommendation:

For Council to note the Call for Candidate Sites with Councillor's submitting individual comments to the Clerk for consideration in a future meeting.

The below information is extracted from the RCT website. More information can be found at <https://www.rctcbc.gov.uk/EN/Resident/PlanningandBuildingControl/RevisedLocalDevelopmentPlan20202030/CandidateSites/CandidateSites.aspx>

What is the Candidate Sites Process?

The Candidate Sites Process is a fundamental part of the Revised Local Development Plan (RLDP). The process identifies land for a variety of uses including housing, commercial, tourism etc, to be allocated in the RLDP. Allocating a site in the Plan means that in principle, the site is acceptable for the development of that use.

The process involves an initial Call for Candidates Sites and their Submission and then a comprehensive multi stage assessment of them. The process also includes public consultation on the sites.

The sites that the Council consider appropriate for allocation and development will be included in the Deposit RLDP, which will then be determined by an independent Planning Inspector.

What is a Candidate Site?

A Candidate Site is an area of land or buildings which is submitted to the Council to be assessed for inclusion in the RLDP. Candidate Sites can be submitted by anyone including landowners, developers and the Council itself.

Candidate Sites can be submitted for a range of uses, or change of uses, some of which are set out below

- Housing
- Employment
- Retail
- Gypsy and Traveller Sites
- Community Facilities

- Leisure
- Tourism
- Renewable Energy
- Green Infrastructure
- Biodiversity
- Waste
- Minerals
- Health/Education/Social Care
- Transport Infrastructure

Why do we need Candidate Sites?

Candidate Sites and ultimately allocations, are essential to the success of an RLDP, as the Council has a duty, through this statutory Plan, to provide land for a range of uses including those listed above. Candidate Sites allow the Council to find the best land for these uses.

What is the Call for Candidate Sites and their Submission?

The Call for Candidate Sites is one of the first formal stages in the RLDP process. This is when the Council invites land to be submitted to the process. The Call for Sites is open from October 2020 through to March 2021. During this period the Council welcomes sites to be submitted for consideration.