

Cyngor Cymuned Creunant

Crynant Community Council

Clerk to the Council

C/o Crynant Community Centre, Woodland Road, Crynant, SA108RF

Tel: (01639) 750356 Email: crynantcc.clerk@gmail.com



You are hereby summoned to attend a Meeting of the Council
at 6:30 pm on Thursday 26th March 2026.

To be held online and at Crynant Community Centre, Woodland Road, Crynant

Online Meeting: Please contact the Clerk one day before the meeting for the Teams link

Please submit apologies directly to the Clerk

Agenda

- 1459: To receive apologies for absence
- 1460: To receive declarations of personal and prejudicial interests
- 1461: To adjourn if necessary to receive public questions or statements
- 1462: To approve and sign Minutes Council Meeting 02-26 (Provided in agenda pack)
- 1463: To discuss any County Borough & Councillor Matters
- 1464: To receive Police report (Provided in agenda pack)
- 1465: To discuss Planning Applications
 - i. P2025/0412
 - ii. P2026/0120
 - iii. P2026/0091
- 1466: To receive a report from any member concerning meetings at which they represented the Council
- 1467: Matters pertaining to Finance & Governance (Minutes provided in agenda pack)
 - i. To approve February's Bank Reconciliation for Current account & reserve account (Provided in agenda pack)
 - ii. To approve the Payment Schedule (Provided in agenda pack)
 - iii. Community Councillor vacancies
 - iv. Clerks report
- 1468: Matters pertaining to Asset, Amenity and Environment (Minutes provided in agenda pack)
- 1469: Crynant Community Association Matters

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- i. To approve Crynant Community Association's revised Constitution enabling the Council to become Sole Trustees (Provided in agenda pack)

1470: Matters pertaining to Correspondence

1471: Matters pertaining to HR Committee

1472: Any other business (to include issues not directly covered under any of the above. These may not be described in the agenda but should be raised with the Clerk prior to the meeting)

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Minutes of the Council meeting of Crynant Community Council held at Crynant Community Centre, Woodland Road, Crynant, SA108RF on Thursday 26th February 2026.

Present: Chair: Cllr. H Mortimer
Councillors: Cllr. S Keir, Cllr. S Waldron, Cllr. S Mortimer,
Cllr. M Jones & Cllr. E Walpole
In Attendance: Miss G Farthing (Clerk/RFO)

1446: To receive apologies for absence Cllr Cook & Cllr Hart (Personal Commitment)

1447: To appoint a Vice Chair for Crynant Community Council

Cllr Waldron was nominated by Cllr H Mortimer and seconded by Cllr. S Keir. There were no further nominations. It was **proposed, seconded, and RESOLVED** to appoint Cllr Waldron as Vice Chair for Crynant Community Council.

1448: To receive declarations of personal and prejudicial interests

Cllr S Mortimer and Cllr H Mortimer for agenda item: 1455(i) due to the quotes. Cllr H Mortimer and Cllr S Keir agenda item: 1456(i).

1449: To adjourn if necessary to receive public questions or statements

The clerk received a question relating to the trees surrounding property. **ACTION:** To arrange a meeting with the Member of the public to discuss.

1450: To approve and sign Minutes Council Meeting 01-26 (Provided in agenda pack)

It was **proposed, seconded, and RESOLVED** that the minutes of the Council Meeting were a true and accurate record of the meeting of Crynant Community Council held on Thursday 29th January 2026.

1451: To discuss any County Borough & Councillor Matters

County Borough Councillor Surgeries are taking place on Tuesday May 5th 5:30pm – 6:30pm at Crynant Community Centre.

As the two County Borough Councillors for the valley had been provided £25k each for projects they wished to support in this ward it was agreed that in the village interests the Community Council's projects, which are a result of the consultation exercise in 2025, should be raised with them. **ACTION:** Council to send a letter of interest.

1452: To receive Police report (Provided in agenda pack)

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Criminal Damage and arson – 3, Violence and sexual offences – 3, Public Order – 1 and All other crime – 1.

1453: To receive a report from any member concerning meetings at which they represented the Council

Cllr Walpole informed the Council that there is a Governor meeting in March.

Cllr Waldron informed the Council that there is an NPT Nature Partnership meeting taking place and that Crynant is an area of interest.

1454: Matters pertaining to Finance & Governance (Minutes provided in agenda pack)

i. To approve January's Bank Reconciliation for Current account & reserve account (Provided in agenda pack) It was **proposed, seconded, and RESOLVED** that the full bank reconciliations are accurate. Current - £29,117.99 and Reserve - £45,874.49

ii. To approve the Payment Schedule (Provided in agenda pack)

RFO provided Council in the meeting with an updated document with two items added – OVW Training £42 and De fib pads £65 and post fix £37.11. It was **proposed, seconded, and RESOLVED** to approve the updated payment schedule.

iii. To review the 2025-2026 Budget (Provided in agenda pack)

Council reviewed the budget for 2025-2026 and Finance Committee informed

Council that money has been earmarked for Notice boards, picnic benches, Cemetery and Centre. It was **proposed, seconded, and RESOLVED** to approve the review of the budget and the allocated funds and expenditure.

iv. To receive the 2024-25 Completion of audit report (Provided in agenda pack)

Council thanked the Clerk for all her work in completing the full audit. It was **proposed, seconded, and RESOLVED** to accept the report, but there are comments to support the points raised.

v. Clerks report

Clerk gave an update. The Internal Audit is booked for Monday 11th May. The Clerk has booked onto a demonstration through the scribe software called Civic.ly. It helps councils improve the way they manage their assets.

There is a change in the Annual Remuneration report 2026/27 for community councils which is the optional financial loss compensation which has been increased

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by 6.4% reflecting the increase in average earnings. Other payments for community council members are unchanged for the coming year.

The notice for Co-option vacancy has been displayed on website and the noticeboards the closing date is the Tuesday 17th of March.

The notice board outside of the business park has been removed by NPT there hasn't been any further communication.

There has been a planning application that an individual has raised that Clerk hasn't received communication about. Clerk has contacted the NPT planning officer and is awaiting a reply. Clerk has sent all relevant documents out via email to councillors. It was **proposed, seconded, and RESOLVED** that there are no objections.

The Boiler service has been completed today with an invoice of £75.00. Council will receive two quotes as the boiler will need new pumps and updating. It was **proposed, seconded, and RESOLVED** to approve the payment of £75.00, and council will await the quotes.

An invite has been given to a representative of the Councillors to attend the St David's Day performance in Creunant Primary School on: Tuesday 3rd March at 9:30am. It was **proposed, seconded, and RESOLVED** that a representative attend.

An invite has been given to Councillors to attend Creunant Primary School to read books for World Book Day to the Children on: Friday 6th March between 9:30am – 10:30am. It was **proposed, seconded, and RESOLVED** that a representative attend.

There has been an Incident in the Car park where the gate closed on a car entering the car park. The cost of the damage is £200.00. The data protection officer has looked at the CCTV and investigated this matter. It was **proposed, seconded, and RESOLVED** to approve the payment of £200.00.

There is a COVID-19 Day of reflection on 8th March 2026. It was **proposed, seconded, and RESOLVED** to put the notices up and plant some daffodils.

There is a HR Committee meeting taking place on Thursday 5th March at 9am. The agenda has been sent out.

It was **proposed, seconded, and RESOLVED** that the Clerks report has been noted.

1455: Matters pertaining to Asset, Amenity and Environment (Minutes provided in agenda pack)

Cllr S Mortimer updated Council that the new spring for the gate had been installed. The spare bench had gone in the Toddlers park and the new recycling bins had been ordered for the Toddlers park. The tree work date hadn't been scheduled. NPT have started to cut their

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grass. **ACTION:** To arrange the cut and gather down the Cemetery before Easter (weather dependant).

- i. **To approve the quote for the picnic benches for Toddlers Park (Provided in agenda pack)** Cllr H Mortimer and Cllr S Mortimer left the room due to the interest at 19:30pm.

Three quotes had been obtained. There was a unanimous vote. **ACTION:** To do a purchase order.

Cllr H Mortimer and Cllr S Mortimer returned to the meeting.

1456: Crynant Community Association Matters

There has been a leak in the storeroom and ladies' toilets. The roofer has been to look and a temporary fix, but it is still there. Awaiting a quote.

One of the running machines has broken down again and may need replacing by the association.

- i. **To receive Crynant Community Association's revised Constitution enabling the Council to become Sole Trustees (Provided in agenda pack)**

Cllr H Mortimer and Cllr Keir left the room at 19:40pm.

Councillors discussed the constitution and confirmed the previous decision to become sole trustees. The working party meeting can now be called to consider future structures and management. The existing trustees are meeting to approve the changes to the constitution on Thursday 19th March 2026. **ACTION:** To arrange a working party meeting.

1457: Matters pertaining to Correspondence

One Voice Wales	NEATH PORT TALBOT AREA COMMITTEE Meeting - 4 MARCH 2026 7pm - Zoom
Welsh Government	DNS 3272424 Pen Cae'r Lan planning application decision
Complaint	Member of Public

All correspondence has been noted. The complaint has been discussed, and it was **proposed, seconded, and RESOLVED** to send a letter to the Member of Public.

1458: Any other business None

Meeting Closed at 19:55pm

Signed: Clerk

Chair

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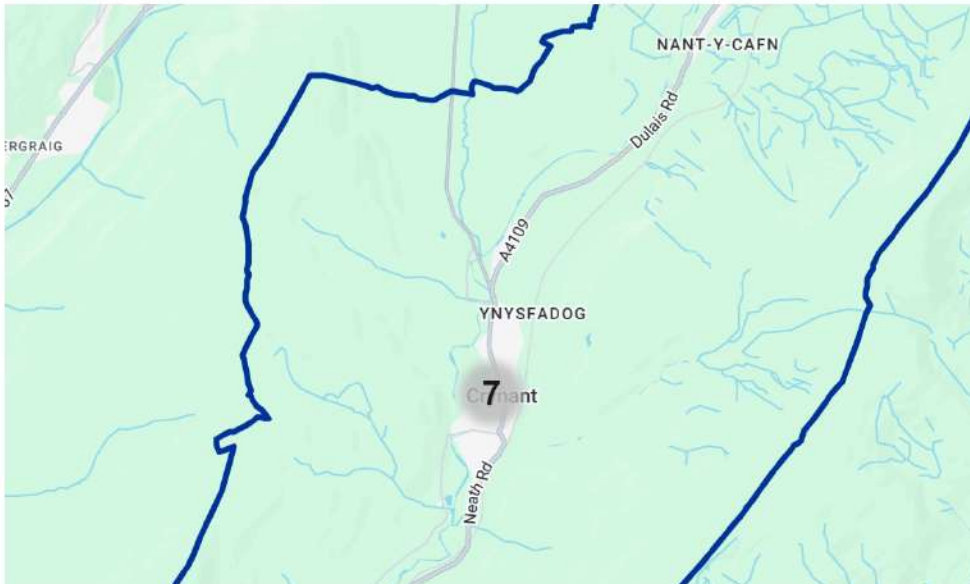
Date:

Top reported crimes in this area

Crime map

Our priorities

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Crime type and time period title

All Crimes (21)

January 2026

7 crimes were reported here in January 2026

Violence and sexual offences 4

Criminal damage and arson 3

Leave this site



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Date Dyddiad 20th March 2026
Direct line Rhif ffôn 01639 686740
Email Ebost l.jones6@npt.gov.uk
Contact Cyswllt Lowri Jones
Your ref Eich cyf
Our ref Ein cyf P2026/0091

Heidi Mortimer
Crynant Community Council
C/o 29 The Crescent
Crynant
Neath
SA10 8RT

Planning Department
The Quays
Brunel Way
Baglan Energy Park
Briton Ferry
SA11 2GG

Dear Sir/Madam,

Application Number: P2026/0091

Applicants Name /Address:

**Mr Alliss
9 Lewis Road
Crynant
Neath Port Talbot
SA10 8SD**

Site Location:

**9 Lewis Road
Crynant
Neath Port Talbot
SA10 8SD**

Proposed Development:

Proposed single storey conservatory style rear extension (amended proposed elevation plan received 18/03/26)

Easting: 279222 Northing: 204588

Town and Country Planning Act 1990

Amgylchedd ac Adfywio

Ceri Morris Pennaeth Cynllunio a Gwarchod y Cyhoedd

Y Ceiau, Ffordd Brunel, Parc Ynni Baglan, Castell-nedd SA11 2GG

Ffôn 01639 686868

Environment and Regeneration

Ceri Morris Head of Planning and Public Protection

The Quays, Brunel Way, Baglan Energy Park, Neath SA11 2GG

Tel 01639 686868

Croesewir gohebiaeth yn y Gymraeg a byddwn yn ymdrin â gohebiaeth Gymraeg a Saesneg i'r un safonau ac amserlenni.

We welcome correspondence in Welsh and will deal with Welsh and English correspondence to the same standards and timescales.

Amended details have been received for the above planning application. Full details are also available on the internet at <https://planningonline.npt.gov.uk>. I would be obliged if you could let me have your observations on this proposal as soon as possible so that they can be taken into consideration when making the determination on the application.

If I receive no comments within 14 days of the date of this letter, I will assume you have no observations to make and the application will be processed for determination.

Yours faithfully,

CERI MORRIS

HEAD OF PLANNING & PUBLIC PROTECTION

If you require this information in larger print, or in an alternative format, please contact the above named officer.



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Date Dyddiad 17th March 2026
Direct line Rhif ffôn 01639 686747
Email Ebost d.tomkins@npt.gov.uk
Contact Cyswllt Daisy Tomkins
Your ref Eich cyf
Our ref Ein cyf P2025/0412

Heidi Mortimer
Crynant Community Council
C/o 29 The Crescent
Crynant
Neath
SA10 8RT

Planning Department
The Quays
Brunel Way
Baglan Energy Park
Briton Ferry
SA11 2GG

Dear Sir/Madam,

Application Number: P2025/0412

Applicants Name /Address:

**Mr John Phillips
70 Main Road
Crynant
Neath Port Talbot
SA10 8NT**

Site Location:

**Land Adjacent To 70 Main Road
Crynant
Neath Port Talbot
SA10 8NT**

Proposed Development:

Proposed 1 no. detached residential dwelling, with associated works, which includes the construction of a replacement parking area to serve 70 Main Road. (Drainage Statement & amended site plan received 12/03/2026)

Easting: 279349

Northing: 205197

Town and Country Planning Act 1990

Amgylchedd ac Adfywio

Ceri Morris Pennaeth Cynllunio a Gwarchod y Cyhoedd

Y Ceiau, Ffordd Brunel, Parc Ynni Baglan, Castell-nedd SA11 2GG

Ffôn 01639 686868

Environment and Regeneration

Ceri Morris Head of Planning and Public Protection

The Quays, Brunel Way, Baglan Energy Park, Neath SA11 2GG

Tel 01639 686868

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If I receive no comments within 14 days of the date of this letter, I will assume you have no observations to make and the application will be processed for determination.

Yours faithfully,

CERI MORRIS

HEAD OF PLANNING & PUBLIC PROTECTION

If you require this information in larger print, or in an alternative format, please contact the above named officer.



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Date Dyddiad 18th March 2026
Direct line Rhif ffôn 01639 686747
Email Ebost d.tomkins@npt.gov.uk
Contact Cyswllt Daisy Tomkins
Your ref Eich cyf
Our ref Ein cyf P2026/0120

Heidi Mortimer
Crynant Community Council
C/o 29 The Crescent
Crynant
Neath
SA10 8RT

Planning Department
The Quays
Brunel Way
Baglan Energy Park
Briton Ferry
SA11 2GG

Dear Sir/Madam,

Application Number: P2026/0120

Applicants Name /Address:

**Mr Benjamin Morgan
19 Maes Mawr Road
Crynant
Neath Port Talbot
SA10 8SY**

Site Location:

**19 Maes Mawr Road
Crynant
Neath Port Talbot
SA10 8SY**

Proposed Development:

Convert existing garage into an annex for family use, the works for which would include; the installation of four no. roof light windows within the western roof slope, the removal and blocking up of the existing garage door opening, the insertion of 1 no. roof light within the eastern roof slope, and the replacement of the existing window on the southern elevation with a set of patio doors. Plus alterations to the ground level of the rear garden to allow access to the proposed patio doors.

Easting: 279070 Northing: 204798

Town and Country Planning Act 1990

Amgylchedd ac Adfywio

Ceri Morris Pennaeth Cynllunio a Gwarchod y Cyhoedd

Y Ceiau, Ffordd Brunel, Parc Ynni Baglan, Castell-nedd SA11 2GG

Ffôn 01639 686868

Environment and Regeneration

Ceri Morris Head of Planning and Public Protection

The Quays, Brunel Way, Baglan Energy Park, Neath SA11 2GG

Tel 01639 686868

Croesewir gohebiaeth yn y Gymraeg a byddwn yn ymdrin â gohebiaeth Gymraeg a Saesneg i'r un safonau ac amserlenni.

We welcome correspondence in Welsh and will deal with Welsh and English correspondence to the same standards and timescales.

Please find enclosed details in respect of the above development. Full details are also available on the internet at <https://planningonline.npt.gov.uk>. I would be obliged if you could let me have your observations on this proposal as soon as possible so that they can be taken into consideration when making the determination on the application.

If I receive no comments within 21 days of the date of this letter, I will assume you have no observations to make and the application will be processed for determination.

Yours faithfully,

CERI MORRIS

HEAD OF PLANNING & PUBLIC PROTECTION

If you require this information in larger print, or in an alternative format, please contact the above named officer.

PAYMENTS LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	Wages	26/03/2026 - 26/03/2026				Confidential			3,928.23		3,928.23
179	Bank Interest	02/03/2026	1454	Reserve		Bank Refund	Barclays Bank	X	97.32		97.32
177	ICO	04/03/2026	1454	Current		Membership	ICO	X	47.00		47.00
178	Bank Charges	09/03/2026	1454	Current		Bank Charges	Barclays Bank	X	15.70		15.70
175	Equipment	26/03/2026	1454	Current		Picnic Benches	Streetmaster	S	2,166.00	433.20	2,599.20
176	OVW	26/03/2026	1454	Current		Membership	One Voice Wales	X	410.00		410.00
								Total	6,664.25	433.20	7,097.45

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Asset, Amenity & Environment Committee Meeting

Minutes of the Committee meeting of Crynant Community Council held at Crynant Community Centre, Woodland Road, Crynant, SA108RF on Thursday 12th March 2026.

In Attendance: Cllr. S Mortimer, Cllr. C Hart, Cllr. R Cook, Cllr. S Waldron & Clerk

A113: To receive apologise for absence from Members

Cllr. M Jones (Personal Commitment)

A114: To receive any declarations of interest from Members None

A115: To receive public questions It was agreed in the Full Council meeting to meet with the Member of public relating to the overgrown trees an email has been sent and awaiting a response.

A member of public has contacted the Clerk stating how lovely the toddlers park is and suggested having some shade in there. I.e. a pergola. **ACTION:** To look into this further.

A member of public has contacted the Community Council relating to the toilets. It was stated that there is a Family engagement meeting taking place on Thursday 26th March relating to the children's school project.

A116: To approve the Minutes of Asset Committee Meeting 02-26 These were approved in Crynant Community Council's Full meeting on Thursday 26th February 2026.

A117: Matters pertaining to Council assets and projects:

A117.1: Community Centre & Grounds It has been brought to the attention of Councillors that there have been signs put up by CRFC stating to keep dogs on leads in the estate. **ACTION:** Cllr Mortimer will liaise with CRFC.

There has been a leak in the ladies' toilets and storeroom the roofer has come and sealed it. But had to be called again. Quote of £2640.00 has been received for clearing the valleys, priming the areas and adding fibreglass matting. **ACTION:** To write a specification and get the legal required quotes for full council meeting.

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The ceiling in youth club room has deteriorated where the leak was. **ACTION:** Cllr Mortimer and Cllr Keir to have a look.

A117.2: Maes Yr Hendre Cemetery The grass in the Cemetery will need a cut before Easter. The Kubota has returned from being serviced. It was discussed the possibility of having a notification of funeral sign outside the cemetery. **ACTION:** To contact NPT regarding the S106 money. **ACTION:** Cllr Mortimer will liaise with the approved contractor on availability to cut the grass.

A117.3: Teen & Toddler play areas The benches and bins have been ordered for the Toddlers park. The bins are estimated to be shipped on the 30th of March, and the benches are roughly 5 weeks.

A117.4: MUGA & Tennis Courts A councillor raised when the lines in the tennis courts are being undertaken. **ACTION:** Clerk to arrange start date.

A117.5: Pump Track Monitor the weeds.

A117.6: Outdoor Gym The repair work has been undertaken, with no issues to raise.

A117.7: Meadow & Woodland Walk The willows are being cleared from the pond area. Cllr Mortimer applied for 3 packs of hedge trees through the woodland trust these will be planted in the gaps of the hedge. It was discussed to put some along the railings by the wildflower area the other side of the wall of the toddler's park. **ACTION:** The volunteers to plant the hedge trees.

A117.8: Forest Walks A contractor with a machine has damaged a picnic bench in the forest walks. **ACTION:** Contact Llais y Goedwig.

A117.9: Volunteers The numbers are steady and the volunteers are busy clearing /tidying areas.

A118: To review the Capital Expenditure List The Asset Committee reviewed the capital expenditure list. Councillors were informed that the County Borough Councillors would be receiving £25,000 each to spend in their areas. **ACTION:** To contact County Borough Cllr Harris regarding timescales and an idea of spending for Crynant area. **ACTION:** Asset Committee to make a recommendation to the full council to explore the feasibility of toilets.

A119: To review Risk Assessment for Toddlers playground The Toddlers Park risk assessment review will be undertaken on Monday 16th March 2026.

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A120: Any other business None

A121: Date of next meeting Thursday 9th April 2026 at 9am

Meeting Closed at 10:27am

Charity number: 1015531

Constitution of Crynant Community Association

1 Interpretation

In this Constitution:

1.1 The following expressions have the following meanings:

“Area of Benefit” means as defined in clause 3.1;

“the Chair” means the person appointed by the Trustees to preside at their meetings;

“the Charities Act” means the Charities Act 2011;

“the Charity” means the charitable trust governed by this Constitution;

“the Commission” means the Charity Commission for England and Wales or any body which replaces it;

“Communicate” includes both incoming and outgoing communication;

“Conflict” means any situation in which a Trustee has or might have a direct or indirect interest (including but not limited to any personal financial interest) that conflicts or possibly might conflict, with the interests of the Charity or which conflicts or possibly might conflict with that Trustee’s duty to act solely in the interests of the Charity;

“Conflicted Trustee” means a Trustee in respect of whom a Conflict exists;

“Connected Person” means, in relation to a Trustee:

- (a) a child, parent, grandchild, grandparent, brother or sister of that Trustee;
- (b) the spouse or civil partner or that Trustee or of any person falling within (a) above;
- (c) a person carrying on a business in partnership with that Trustee or with any person falling within (a) or (b) above;
- (d) an institution which is controlled (whether directly or through one or more nominees):
 - (i) by that Trustee or any person falling within (a), (b) or (c) above or (e) below; or

- (ii) by two or more persons falling within (a) above, when taken together;
- (e) a body corporate in which:
 - (i) that Trustee or any person falling within (a), (b) or (c) or (d) above has a substantial interest; or
 - (ii) two or more persons falling within (i) above who, when taken together, have a substantial interest,

and sections 350 – 352 of the Charities Act apply for the purposes of interpreting the terms used in this definition;

“Corporate Trustee” means a company or corporate entity which is appointed as a Trustee;

“Crynant Community Council” means the body corporate of elected individuals who acts as the community council of the village of Crynant, Neath and any successor bodies to this role.

“Financial Expert” means an individual, company or Firm who is authorised to give investment advice under the Financial Services and Markets Act 2000

“Firm” includes a limited liability partnership;

“Holding Trustee” means an individual or corporate body responsible for holding the title to property but not authorised to make any decisions relating to its use, investment or disposal;

“Indemnity Insurance” has the meaning prescribed by section 189 of the Charities Act;

“Material Benefit” means a benefit which may not be financial but has a monetary value;

“the Objects” means the charitable objects set out in clause 3;

“present” means Trustees who are participating in the meeting by any of the means permitted by clause 7.3;

“Taxable Trading” means carrying on a trade or business in such manner or on such a scale that some or all of the profits are subject to corporation tax;

“Trustee” means a trustee of the Charity as prescribed by section 177 of the Charities Act and “Trustees” means the trustees of the Charity;

“Virtually” means by telephone link, video link, or other technology enabling all participants to Communicate with one another in real time without being physically present in the same place;

“written” or “in writing” refers to a legible document on paper or a document sent by electronic means which is capable of being printed out on paper;

“Year” means calendar year;

1.2 References to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

2 Name

The name of the Charity is Crynant Community Association.

3 Objects

3.1 The Objects of the Charity are:

- a) To promote the benefit of the inhabitants of Crynant and the neighbourhood (hereinafter called “the area of benefit”) without distinction of sex, sexual orientation, race or political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
- b) to establish, or secure the establishment of, a Community Centre (hereinafter called “the Centre”) and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.

4 Powers

The Trustees have the following powers, in addition to any other powers that they may have, which may be exercised only in promoting the Objects:

- 4.1 to do anything within the law which promotes or helps to promote the Objects;
- 4.2 bring together in conference representatives of voluntary organisations Government Departments, statutory authorities and individuals;
- 4.3 arrange and provide for, either alone or with others, the holding of exhibitions, meetings, lectures, classes, seminars or training courses, and all forms of recreational and other leisure-time activities.
- 4.4 to pay out of the funds of the Charity the costs of forming and registering the Charity as a charity;
- 4.5 to provide advice or information;
- 4.6 to carry out research;

- 4.7 to co-operate with other bodies;
- 4.8 to support, administer or set up other charities;
- 4.9 to act as a charity trustee of a charitable trust;
- 4.10 to acquire, merge with or enter into any partnership or joint venture arrangement with any other body for the purposes of any of the Objects;
- 4.11 to accept or refuse gifts and donations and to raise funds (but not by means of Taxable Trading);
- 4.12 to borrow money;
- 4.13 to give security, including but not limited to guarantees, for loans or other obligations (but only in accordance with the restrictions imposed by the Charities Act);
- 4.14 to acquire or hire property of any kind;
- 4.15 to let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act);
- 4.16 to make grants or loans of money;
- 4.17 to set aside funds for special purposes or as reserves against future expenditure;
- 4.18 to deposit or invest funds in any manner including without limitation with a view to:
 - (a) directly furthering the Objects;
 - (b) achieving a financial return for the Charity; or
 - (c) achieving both of the objectives described at sub-clauses (a) and (b) above in accordance with and provided that the Trustees comply with their duties under Part 14A of the Charities Act,

(but to invest wholly or partly with a view to achieving a financial return only after obtaining such advice from a Financial Expert as the Trustees consider necessary and having regard to the suitability of investments);
- 4.19 to delegate the management of investments to a Financial Expert, but only on terms that:
 - (a) the investment strategy is recorded in writing for the Financial Expert by the Trustees;
 - (b) timely reports of all transactions are provided to the Trustees;

- (c) the performance of the investments is reviewed regularly with the Trustees;
 - (d) the Trustees are entitled to cancel the delegation arrangement at any time;
 - (e) the investment policy and the delegation arrangement are reviewed at least once a Year;
 - (f) all payments due to the Financial Expert are on a scale or at a level which is agreed in advance and are reported promptly to the Trustees on receipt;
 - (g) the Financial Expert must not do anything outside the powers of the Trustees;
- 4.20 to arrange for investments or other property of the Charity to be held in the name of a Nominee Company acting under the direction of the Trustees or controlled by a Financial Expert acting under their instructions, and to pay any reasonable fee required;
- 4.21 to deposit documents and physical assets with any company registered or having a place of business in England or Wales as Custodian, and to pay any reasonable fee required;
- 4.22 to insure the property of the Charity against any foreseeable risk and take out other insurance policies to protect the Charity when required;
- 4.23 to provide Indemnity Insurance for the Trustees and officers of the Charity in accordance with the restrictions imposed by the Charities Act;
- 4.24 subject to clause **Error! Reference source not found.**, to employ or engage paid or unpaid agents, staff or advisers and where appropriate
- (a) to provide for them to benefit under pension and other staff benefit arrangements for them and their dependants; and
 - (b) to enter into compromise and settlement agreements with them;
- 4.25 to enter into contracts and agreements of any kind, including without limitation contracts to provide services to or on behalf of other bodies;
- 4.26 to establish or acquire subsidiary companies to assist or act as agents for the Charity; and
- 4.27 to incorporate either by establishing a company limited by guarantee or a charitable incorporated organisation with objects the same as or as similar as possible to the Objects and to transfer the assets and liabilities of the Charity to that incorporated body.

5 Duty of care and skill and extent of liability

- 5.1 When exercising any power in administering or managing the Charity, each of the Trustees must use the level of care and skill that is reasonable in the circumstances, taking into account any special knowledge or experience that they have or claim to have (“the Duty of Care”).
- 5.2 No Trustee, and no one exercising powers or responsibilities that have been delegated by the Trustees, shall be liable for any act or failure to act unless, in acting or in failing to act, they have failed to discharge the Duty of Care. Any liability of a Trustee shall be restricted to liability arising only from their own actions or omissions.
- 5.3 A retiring Trustee is entitled to an indemnity from the continuing Trustees at the expense of the Charity in respect of any liabilities properly incurred during their trusteeship.

6 The Trustees

- 6.1 The Trustees have general control and management of the administration of the Charity and its property and funds.
- 6.2 Crynant Community Council shall be the sole Trustee.
- 6.3 The Trustee ceases to hold office if it:
- (a) ceases to exist; or
 - (b) publishes a notice of its resignation in the area of benefit.
- 6.4 If the Trustee ceases to be a Trustee under clause 6.3(a) then the Councillors in post at the time that the Trustee ceased to exist will become the Trustees until such time as at least one replacement Corporate Trustee or three individual trustees are admitted to the Charity.
- 6.5 If the Trustee ceases to be a Trustee under clause 6.3(b) then that resignation will take effect when at least one replacement Corporate Trustee or three individual trustees are admitted to the Charity.

7 Proceedings of Trustees

- 7.1 The Trustees must hold at least two meetings each Year.
- 7.2 There shall be a quorum at a meeting of the Trustees if the sole Trustee is present when the decision is made.
- 7.3 A meeting of the Trustees may be held in such a way as may be agreed by the Trustees, provided all participants may Communicate with all the other participants simultaneously. This may include:

- (a) physical meetings where all participants are present in the same room;
 - (b) virtual meetings where all participants access the meeting Virtually;
 - (c) hybrid meetings where some participants attend physically and some attend Virtually;
 - (d) satellite meetings where there are two or more physical venues linked Virtually and all participants are physically with at least one other participant.
- 7.4 In deciding how to conduct their meetings, the Trustees must have regard to the impact their choice of venue or virtual platform has on how accessible their meeting is to all potential participants.
- 7.5 Where a Trustees' meeting is being held Virtually (whether fully Virtually or partly Virtually) and there is a failure in the technology such that one or more participants is unable to Communicate with the other participants, those participants who are still able to participate fully must check whether the meeting is still quorate. If the meeting is not quorate, or it is unclear whether the meeting is quorate, and the ability for all participants to Communicate is not re-established within 10 minutes, the Trustees must adjourn the meeting. If the meeting is still quorate, the Trustees may either continue the meeting or adjourn it.
- 7.6 The Chair, or if the Chair is not present, unable or unwilling to do so the Vice-Chair (if any), shall preside at the meeting and if neither is present, able or willing, then some other Trustee chosen by the Trustees present shall preside at the meeting.
- 7.7 Except where otherwise provided in this Constitution, every issue may be determined by a simple majority of the votes cast at a meeting of the Trustees, but a resolution which is in writing and signed by all the Trustees is as valid as a resolution passed at a meeting. For this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature.
- 7.8 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting of the Trustees.

8 Decision Making

The Trustees have the following procedural powers in relation to decision-making:

- 8.1 To appoint the Chair, and any other honorary officers from among their number.
- 8.2 To delegate in writing any of their functions to committees consisting of two or more individuals appointed by them. At least one member of every committee must be a Trustee, all proceedings of committees must be reported promptly

to the Trustees and the delegation may be revoked at any time.

- 8.3 To delegate the day-to-day management of the affairs of the Charity in accordance with the directions of the Trustees to any person, by such means, to such an extent, in relation to such matters and on such terms and conditions as they think fit.
- 8.4 To make rules consistent with this Constitution to govern their proceedings and proceedings of committees.
- 8.5 To make regulations consistent with this Constitution to govern the administration of the Charity including the use and application of the income, property and funds, the operation of bank accounts and the commitment of funds.

9 Membership of the Charity

- 9.1 The members of the Charity shall be its Trustees for the time being. The only persons eligible to be members of the Charity are its Trustees. Membership of the Charity cannot be transferred to anyone else.
- 9.2 Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the Charity.
- 9.3 The Trustees may create associate or other classes of non-voting membership and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

10 Finance

- 10.1 All money raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose, provided that nothing herein contained shall prevent the payment in good faith of the reasonable and proper remuneration to any employee of the Association or the repayment of reasonable out-of-pocket expenses.

11 Records & Accounts

- 11.1 The Trustees must comply with the requirements of the Charities Act as to the keeping of financial records, the audit or independent examination of the accounts and the preparation and transmission to the Commission of:
 - (a) annual returns;
 - (b) annual reports;
 - (c) annual statements of account; and
 - (d) copies of resolutions or deeds.

- 11.2 The Trustees must maintain proper records of:
- (a) all proceedings at meetings of the Trustees;
 - (b) all reports of committees; and
 - (c) names, addresses dates of appointment, retirement and re-appointment of the Trustees.
- 11.3 Accounting records relating to the Charity must be made available for inspection by any Trustees at any time during normal office hours.
- 11.4 A copy of the Charity's latest available annual accounts must be supplied on request to any Trustee. A copy must also be supplied, within two months, to any person who makes a written request and pays the Charity's reasonable costs.

12 Rules

- 12.1 The Trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the Charity and use of the Centre, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the Charity on request.

13 Amendments

This Constitution may be amended by a written resolution signed by all of the Trustees or by a resolution passed at a meeting of the Trustees by at least 75% of the Trustees, but:

- 13.1 Clauses 3 (Objects) and 14 (Dissolution) may not be amended without the prior written consent of the Commission.
- 13.2 No amendment can be made that would have the effect of making the Charity cease to be a charity at law.

14 Dissolution

- 14.1 The Trustees may at any time decide by resolution passed by at least 75% of the Trustees that the Charity is to be dissolved. The Trustees will then be responsible for the orderly winding up of the Charity's affairs.
- 14.2 After making provision for all outstanding liabilities of the Charity, the Trustees must apply the remaining property and funds in one or more of the following ways:
- (a) by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;

- (b) directly for the Objects or charitable purposes within or similar to the Objects; or
- (c) in such other manner consistent with charitable status as the Commission approves in writing in advance.

If the Trustees by a simple majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Charity it shall call a meeting for all members of the Charity who have the power to vote and of the inhabitants of the area of benefit of the age of eighteen years and upwards of which meeting not less than 21 days' notice (stating the terms of the resolution to be proposed thereat) shall be posted in a conspicuous place or places in the area of benefit and advertised in a newspaper circulating in the area of benefit and given in writing to the Charity Commissioners for England and Wales. If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Trustees shall have power to dispose of any assets held by or in the name of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied toward such charitable purposes for the benefit of the inhabitants of the area of benefit as the General Committee may decide and as may be approved by the Charity Commissioners for England and Wales, or other authority having charitable jurisdiction.

Cyngor Cymuned Creunant Crynant Community Council

Clerk to the Council

C/o Crynant Community Centre, Woodland Road, Crynant, SA108RF

Tel: (01639) 750356 Email: crynantcc.clerk@gmail.com



Human Resources Committee Meeting

Minutes of the Committee meeting of Crynant Community Council held at Crynant Community Centre, Woodland Road, Crynant, SA108RF on Thursday 5th March 2026.

In Attendance: Cllr. H Mortimer, Cllr. S Keir, Cllr S Waldron & Clerk

10. To receive apologies for absence from Members None

11. To receive public questions None

12. To receive any Declarations of Interests from Members None

13. To consider the Employee Handbook and Code of Conduct, these were reviewed.

ACTION: To recommend the Employee handbook and the employee code of conduct to the Full Council Meeting.

14. To consider the self-appraisal form and Annual appraisal form, these were reviewed.

ACTION: To recommend the self-appraisal form and Annual appraisal form to the Full Council Meeting.

15. To consider the Equality, Diversity and Inclusion Policy, this policy was reviewed.

ACTION: To recommend the Equality, Diversity and Inclusion Policy to the Full Council Meeting.

16. To consider the Unacceptable actions by individuals Policy, this policy was reviewed.

ACTION: To recommend the Unacceptable actions by individuals Policy to the Full Council Meeting.

INTRODUCTION OF STANDING ORDER 3(c) – BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, MEMBERS OF THE PRESS AND PUBLIC SHALL BE EXCLUDED

17. To consider the staff requirements and business needs going forwards **ACTION:** To set up pensions and to extend seasonal contract.

CONCLUSION OF STANDING ORDER 3(c)

18. Any other Business None

19. Date of next Meeting: TBC

Meeting Closed at: 9:57am