

LLANCARFAN COMMUNITY COUNCIL

CYNGOR CYMUNED LLANCARFAN



MINUTES OF THE EXTRAORDINARY MEETING OF LLANCARFAN COMMUNITY COUNCIL HELD VIA VIDEO CONFERENCING ON ZOOM AT 7PM, 30th JUNE 2026

PRESENT Councillors: Cllr T Bluff-Higgins, Cllr G Kemp, Cllr K Kemp, Cllr J Scott-Quelch, Cllr M Hughes, Cllr G Dunsford, Cllr H Farnell, Cllr A Rees, Cllr M Thomas.

Visitors

Apologies Cllr H Osborn

In attendance

3006/561 To receive declarations of personal and personal/prejudicial interests.

Cllr G Kemp, Cllr K Kemp and Cllr J Scott-Quelch declared personal and prejudicial interests in item 3006/566 - To consider grant applications received, including: Application for contribution towards replacement defibrillator for grants relating to Llancarf Society.

Cllr A Rees and Cllr T Bluff-Higgins Quelch declared personal and prejudicial interests in item 3006/566 - To consider grant applications received, including: Application for contribution towards replacement defibrillator for grants relating to Llantrithyd Residence Association.

3006/562 To receive apologies for absence.

Apologies for absence were received and accepted from Cllr H Osborn.

3006/563 To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 1 (2).

In accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2), no items of a private nature were identified for discussion.

3006/564 **To receive and discuss any public questions or comments.**

No public questions or comments were received at this meeting.

3006/565 **To receive, consider and approve:**

Annual Accounts and Audit 2025/26

The Annual Accounting Statements

The Annual Governance Statement

The Internal Audit Report

Submission of the Annual Return to Audit Wales.

Members received and considered the following documents relating to the 2025/26 financial year. The Clerk confirmed that all documents had been circulated to Members in advance of the meeting, and that the Annual Return had been signed by the Internal Auditor prior to the meeting. A minor point raised was noted, relating to the need to complete outstanding gaps within the documentation.

Following consideration, Cllr T. Bluff-Higgins proposed that all audit documents be approved and that the Annual Return be submitted to Audit Wales. Cllr A. Rees seconded the proposal, and Members agreed unanimously.

RESOLVED: The Annual Accounts, Annual Accounting Statements, Annual Governance Statement, Internal Audit Report, and submission of the Annual Return to Audit Wales for 2025/26 are approved.

3006/566 **To consider grant applications received, including:**

Application for contribution towards replacement defibrillator

Llancarfan Defibrillator – VAT Funding Request

Members considered the request relating to funding for the VAT element of the recently purchased Llancarfan defibrillator. It was noted that the Council's Grants Policy states that retrospective grants cannot be awarded, and that the defibrillator machine had already been purchased prior to the application being formally considered. Members also noted that the Grants Policy is currently published separately on the website and is not attached to the application form and agreed that this should be reviewed to ensure the terms and conditions are clearer for applicants.

The Clerk confirmed that the applicant had been advised to submit a Defibrillator Pad Grant Application and a Community Grant Application for the remaining balance

required; however, the pad grant application was not submitted. Members acknowledged that the initial request was received in May and considered in June, during which time the defibrillator was purchased due to the expiry of the pads.

ACTION: The Grants Policy will be attached to the Grants Application Form to ensure clarity for future applicants.

Members noted that the Grants Policy states that applications are reviewed three times a year (March, July, and November), with submissions required by the end of the first week of the relevant month. The Chair confirmed that, due to the timing of applications already received and the urgency relating to defibrillator pads, all applications submitted to date would be reviewed at the Extraordinary Meeting on 30 June, with any further applications to be considered at the July meeting in line with the policy.

During discussion, Cllr T. Bluff-Higgins explained that his proposal to amend the Grants Policy was made solely to enable the defibrillator application to be considered in accordance with what would have become Council policy, rather than in conflict with the existing wording. He therefore proposed that the Council amend the Grants Policy at the next meeting and review the defibrillator application thereafter.

A counter-proposal was then made by Cllr M. Thomas to approve the grant for the additional amount required to cover the VAT on the new Llancaf fan defibrillator, and Cllr K. Kemp seconded this motion.

Voting:

- 6 in favour
- 1 against
- 2 abstentions

RESOLVED: The grant is approved.

Llantrithyd Residents Association

Cllr A. Rees and Cllr T. Bluff-Higgins declared a prejudicial interest and took no part in the discussion or vote.

The following applications were considered:

- **Christmas Tree Grant 2026** – Proposed Cllr G. Kemp, seconded Cllr M. Thomas. **Approved unanimously.**
- **Defibrillator Pads** – Proposed Cllr G. Kemp, seconded Cllr M. Thomas. **Approved unanimously.**
- **£125 for Spring Flower Planting** – Proposed Cllr M. Thomas, seconded Cllr K. Kemp. **Approved unanimously.**

Llancarfan Fayre

This item was chaired by Cllr M. Thomas. Cllr G. Kemp, Cllr K. Kemp and Cllr J. Scott-Quelch declared prejudicial interests and did not participate.

Members considered the application for funding for the Llancarfan Village Show. It was noted that the request for “as much as possible” was not sufficiently detailed, and that the application lacked clarity regarding:

- the specific amount requested,
- the intended use of funds, and
- evidence of how last year’s grant was spent.

Members agreed that the application should be resubmitted with clearer detail, including a defined amount and supporting evidence, to ensure alignment with the Grants Policy and to demonstrate community benefit rather than general event support.

ACTION: Clerk to request that the applicant resubmit the application with the required detail. The Council confirmed it is willing to reconsider the application at the next meeting, subject to the additional information being provided.