TONGWYNLAIS COMMUNITY COUNCIL

MEMBERS CODE OF CONDUCT

NOTIFICATION OF MEMBERS' INTERESTS

Name of Community Councillor: Dr Jen Lyttleton-Smith

The Local Government Act 2000, The Local Authorities (Model Code of Conduct) (Wales) Order 2008 and the Community Council's Code of Conduct does not require you to formally register your financial interests and other interests on a public register.

However, you must disclose any personal interests prior to the consideration of any relevant matter by the Community Council and withdraw from the meeting if your interest is prejudicial (unless you have an exemption under the Code or dispensation from Cardiff Council's Standards and Ethics Committee).

Whilst you are not required to complete this form which provides notification of any financial interests or other interests that you may have, you may wish to provide the following information to your Community Council as a matter of best practice and in the interests of transparency and good governance. Please state 'None' where applicable.

SECTION 1: FINANCIAL INTERESTS
(a) Give details of any employment or business carried on by you. **I work at Cardiff Metropolitan University as a Senior Lecturer. I have no other form of employment or business interest.**
(b) State the name of the person who employs or has appointed you, the name of any firm in which you are a partner, and/or the name of any company for which you are a remunerated Director. **N/A**

(c)	State the name of any person (other than a county council, county borough council, community council, fire authority or National Park authority), who has made a payment to you either in respect of your election or any other expenses incurred by you in carrying out your duties asa Community Councillor. **None**
(d)	State the name of any corporate body which has a place of business or land in the Community Council's area **and** in which you have a beneficial interest in a class of securities of that body that exceeds a nominal value of £25,000 or one hundredth of the total issued share capital of that body. **None**
(e)	Describe any contract for goods, services or works made between the Community Council and yourself or a firm in which you are a partner, a company of which you are a remunerated Director, or a body of the description specified in paragraph (d) above. **None**
(f)	Give the address or other description (sufficient to identify the location) of any land in which you have a beneficial interest* and which is in the area of the Community Council. [redacted]**, Tongwynlais, CF157NJ (home, owner of freehold; shared ownership with neighbouring properties of rear access lane directly behind terrace row)**
(g)	Give the address or other description (sufficient to identify the location) of any land where the landlord is the Community Council and the tenant is a firm in which you are a partner, a company of which you are a remunerated Director, or a body of the description specified in paragraph (d) above. **None**
(g)	Give the address or other description (sufficient to identify the location) of any land in the Community Council's area in which you have a licence (whether alone or jointly with others) to occupy for 28 days or longer. **None**

SECTION 2 : OTHER INTERESTS
State whether you are a member of, or hold a position of general control or management in any:

(a) body to which you were appointed or nominated by the Community Council as its representative.
None

(b) public authority or body exercising functions of a public nature.
None

(c) company, industrial and provident society, charity or body directed to charitable purposes.
I am a board member (2021-present) at Tai Ffres, a youth housing initiative led by United Welsh and Llamau.

(d) body whose principal purposes include the influence of public opinion or policy.
None

(e) Trade Union or professional association.
I hold an Advance HE Fellowship in a professional capacity

(f) Private club, society or association operating within the Community Council's area.
None

When you have completed this form, please sign and date below and return to:

Signed  **Date** 26/10/26