

## Cyngor Cymuned Pontyclun Community Council

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi gormodol. Rhowch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

**Swyddfa Cyngor Cymuned  
Canolfan Gymunedol Pontyclun  
Heol yr Orsaf  
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### Minutes

Minutes of the **Annual Meeting** of Pontyclun Community Council held at 7.00 p.m. on **Wednesday 12th May 2021** and the **monthly meeting** of Pontyclun Community Council held immediately following conclusion of the Annual meeting.

<b>PCC Member attendance at meetings</b>												
	2020							2021				
<b>Member name</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>
Martin Ashford												
Margaret Griffiths												
Paul Griffiths												
Neil Holley												
Anne Jackson												
Gwyn Jackson												
Kate Jones												
Karan Lane												
Alison Theaker												
Carole Willis												
Mike Davies												
Present												
Gave Apologies												
Absent												

1. To receive apologies for absence
  - a. Councillors Alison Theaker and Kate Jones gave their apologies.
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
  - a. No disclosures made.

## **Annual Meeting agenda**

3. Report for 2020-21 from current Chair
  - a. The current Chair presented his annual report which was accepted by the Council.
4. Election of Chairperson 2021-22
  - a. The Council elected Neil Holley as Chair for the next 12 months.
5. Election of Vice Chairperson 2020-12
  - a. The Council re-elected Carole Willis as Vice Chair for the next 12 months
6. To confirm the minutes of the Council's Annual meeting of 13 May 2020 as a true record of the last Annual Meeting.
  - a. The Minutes were confirmed as a true record.
7. Appointment or Reappointment of any standing Committees, Sub Committees or Working Groups and review terms of reference.
  - a. The Council reappointed the existing working groups and confirmed terms of reference remain unchanged.
  - b. The convenors were confirmed as Councillors Paul Griffiths (Admin WG); Gwyn Jackson (Economy WG); Martin Ashford (Environment WG and Margaret Griffiths (Social and Cultural WG)
8. To confirm Council governance documents and review policies
  - a. The Council reviewed and confirmed the policies for review.
    - i. Governance -Standing Orders; Financial Regulations, code of Conduct and Complaints policy
    - ii. Other policies – Freedom of Information; Data Protection; Press and Health & Safety statement
  - b. The changes recommended by the Clerk to Standing Orders and Financial regulations were accepted with revised delegation limits. The changes can be found in the appendix to the minutes below.
9. To review and agree payment arrangements for 2021/22
  - a. The Council reviewed and approved payments for the next 12m months via Standing Orders and Direct Debits; regular payments and trade accounts as presented in the supporting papers.
10. To review arrangement for
  - a. The Council confirmed its arrangements for subscriptions and memberships of bodies as follows.
    - i. We would remain members of One Voice Wales (OVW) and continue to pay for the Clerk's membership of the Society of Local Council Clerks
    - ii. The Chair, Neil Holley would be the Council's representative on OVW meetings/boards.
    - iii. Councillors Margaret Griffiths and Carole Willis would remain our representatives on the RCT CCBC/Community Council Joint Liaison Committee, however, should they be unable to attend another Councillor could be delegated to attend instead.
    - iv. The current arrangements for representation on the North West Cardiff group would remain.
  - b. The Council reviewed its insurance.
  - c. The Council reviewed its assets.
  - d. Council's dates and times for meetings over the next 12 months were set as
    - i. 7pm on second Wednesday of the month.
    - ii. 7pm on 3<sup>rd</sup> Wednesday of May 2022 (subject to Elections)
    - iii. Council confirmed that June and July meetings would be via Zoom for review in July.
    - iv. The Clerk will arrange to record the June meeting so members can see what a recording would look like so they could decide in July if future meetings would have recordings published.

## **Monthly Meeting Agenda**

1. To Confirm minutes of the Council meeting of 12<sup>th</sup> April 2021 are a true record of the meeting.
  - a. Minutes confirmed as a true record.
  - b. Matters arising
    - i. Our Place plan consultation is progressing. Council asked that.
      1. The post promoting this is refreshed weekly until next Council meeting.
      2. Officers contact local groups, schools, churches, and other parties where we have contact information are asked to share with their staff and users.
    - ii. Signage for the Riverside Walk has been ordered.
    - iii. Llantrisant CC have written to Purolite to see their views regarding proposed memorial to workers who worked in their local factory.
2. To confirm Council payments for April
  - a. Payments were confirmed.
3. To receive update on Council services during Covid 19 lockdown period
  - a. Members agreed that subject to agreement with Community Centre caretaker that Public toilets could reopen on Saturday mornings.
  - b. The Council agreed to accept a placement for additional caretaking staff for 20 weeks ending end of October.
  - c. Council confirmed that the refurbished low planter should be sited by the Rugby Club sign and the replacement planter with Hanging baskets be placed in front of The Health Pod if possible and if not in front of Hakasan.

4. To receive report from Social and Cultural Working group
  - a. The Council agreed to continue to look at options for catering at Cafe50 including.
    - i. Looking at options for other parties to run the catering on our behalf.
    - ii. Recruiting our own staff to run the kitchen with help from volunteers with the aim of serving snack type meals.
    - iii. Running some trial lunches focussed on “Chat, Coffee and Cake”.
    - iv. The Clerk is instructed to contact existing caterer to thank them for their proposals and advise that Council is still looking at its options and that no decisions regarding reopening catering will be made until after the next meeting.
5. To receive report on Community Infrastructure Levy
  - a. The Council decided to consider what these funds would be used for when they review their next annual budget in the winter of 2021/22
  - b. The Clerk will investigate if there is a deadline during which funds must be spent.
6. To confirm renewal of lease of Heol yr Orsaf Car Park
  - a. The Council agreed to terms outlined in the draft Heads of terms, though asked the Clerk to see if the termination clause could be altered to annually rather than 6 monthly to tie in with the Council’s budgeting process.
7. Planning applications
  - a. 2 Executive houses to rear of St Anne’s Church (ref 21/0284/10) – The Council decided to object to this application on the grounds that it was outside the settlement boundary and would place additional pressure on local traffic.
  - b. Footpath 348 diversion – The Council supported the path diversion. The Council did ask that a suitable pedestrian access point was made where the new path met the road.
8. Recruitment of Cleaner
  - a. The Council confirmed the recommendation of the recruitment panel for the replacement cleaner
  - b. The Clerk will now arrange onboarding subject to references.

**This is a true copy of the Councils May meeting minutes. A signed hard copy can be viewed at the Council’s offices.**

## Appendix – changes to Standing Orders and Financial regulations

The Council agreed to add this new paragraph to the Standing Orders.

*The Council can hold meetings in a face-to-face manner, via online tools or a combination of face to face and online, provided that the notices of meetings clearly identify how the meeting will be held and how members and the public can access the meetings. The form of meetings can be decided by the Council in advance, at its annual meeting, by the Chair (or Group Convenor) ahead of the meeting or by the attendees of the meeting for the next meeting. The most recent decision on form of the meeting supersedes all prior decisions.*

The Council agreed to amend Section 5 part j of the Standing orders to add the additional section xix in red below.

Following the election of the Chairperson of the Council and Vice-Chairperson (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date.**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the council.
- iii. Receipt of the minutes of the last meeting of a committee.
- iv. Consideration of the recommendations made by a committee.
- v. Review of delegation arrangements to committees, sub-committees, staff, and other local authorities.
- vi. Review of the terms of reference for committees.
- vii. Appointment of members to existing committees.
- viii. Appointment of any new committees in accordance with standing order 4 above.
- ix. Review and adoption of appropriate standing orders and financial regulations.
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- xi. Review of representation on or work with external bodies and arrangements for reporting back.
- xii. Review of inventory of land and assets including buildings and office equipment.
- xiii. Confirmation of arrangements for insurance cover in respect of all insured risks.
- xiv. Review of the council's and/or staff subscriptions to other bodies.
- xv. Review of the council's complaints procedure.
- xvi. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xvii. Review of the council's policy for dealing with the press/media; and
- xviii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
- xix. **Where the matters in paragraphs xii, xiii, xv, xvi and xviii have been reviewed by the Council in the period since the last Annual meeting then they do not require to be reviewed at this Annual meeting.**

## **Changes to Financial regulations**

### **The Council agreed to merge and amend existing paragraphs 4.2 and 4.5.**

#### Part 4.2

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £1000.
- the Clerk, in conjunction with Chairman of Council for any items between £100 and £1000.
- The Clerk for items under £100

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

#### Part 4.5

In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.

### **So that they would now read**

*Expenditure on items may be authorised up to the amounts included for that class of expenditure in the approved budget. The delegated authorities (on an ex-VAT basis) are:*

- *The Clerk may authorise items of £250 and under;*
- *the Clerk, in conjunction with Chair of Council can approve any items between £250 and £500.*
- *Any other payments must be approved by the Council*

*Such authority is to be evidenced by the Clerk signing the invoice/receipt. Where necessary the Chair's confirmation can be by signing the invoice/receipt or by attaching a print of a confirmatory e-mail.*

*Purchases may not be disaggregated to avoid controls imposed by these regulations. For purposes of this delegation small capital items within the approved annual budget are included.*

*In cases of extreme risk to the delivery of Council services or danger to the Public, the delegated authorities above may be used to authorise expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council at the next Council meeting.*