# 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**
**Pontyclun**

**CF72 9EE**

**Ffôn: 01443 238500**
**E-bost:** clerk@pontyclun-cc.gov.wales
**Gwefan: www.pontyclun.net**

**Community Council Office**
**Pontyclun Community Centre**
**Heol yr Orsaf**
**Pontyclun**
**CF72 9EE**

**Telephone: 01443 238500**
**E mail:** clerk@pontyclun-cc.gov.wales
**Website: www.pontyclun.net**


## Draft Minutes

Draft 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.

**PCC Member attendance at meetings**

| | 2020 | | | | | | | 2021 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Member name** | **May** | **Jun** | **Jul** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** |
| 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 3rd 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 12th 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.*

# *Cyngor Cymuned PONTYCLUN Community Council*

## Council payments summary

1. List of Payments made in May is attached in appendix 2a for confirmation and noting.
2. Members had agreed to replace floral planter which was destroyed pending insurance claim being received.
    a. The cost of the base is £1837 plus VAT.
    b. The cost of the hanging basket tower is £1320 plus VAT.
    c. The cost of ballast and compost will be about £150.
    d. The Insurance company have indicated agreement to pay with a £125 excess which we will fund from the Earmarked reserve for planters.
    e. Payments are all from the Earmarked reserve pending receipt of the insurance funds

**Action –**

- **Council to note & confirm payments made in May.**
- **Council to note costs of planter replacement.**

**List of Payments made between 01/05/2021 and 31/05/2021**

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|---|---|---|---|---|---|
| 04/05/2021 | Screwfix Direct Ltd | DD | 24.31 | | Knee Pads+Dust Sheet |
| 04/05/2021 | Rhondda Cynon Taf C.B.C. | DD | 460.02 | | Trade Refuse May'21 to Mar'22 |
| 04/05/2021 | Rhondda Cynon Taf C.B.C. | DD | 460.02 | | Trade Refuse May'21 to Mar'22 |
| 05/05/2021 | HM Land Registry | BCARD | 3.00 | | Land Search Fee |
| 05/05/2021 | BHIB Ltd | BCARD | 891.23 | | Council Insurance 2021/22 |
| 05/05/2021 | HM Land Registry | BCARD | 6.00 | | Land Search Fee |
| 05/05/2021 | HM Land Registry | BCARD | 6.00 | | Land Search Fee |
| 05/05/2021 | Amazon | BCARD | 14.70 | | x48 Cistern Blocks |
| 05/05/2021 | Amazon | BCARD | 21.08 | | Floor Gel+Vacuum Bags |
| 05/05/2021 | Leekes Ltd | FPO | 45.03 | | Comm Maintenance |
| 05/05/2021 | Leekes Ltd | FPO | 16.53 | | Comm Maintenance |
| 05/05/2021 | Tesco | BCARD | 85.96 | | FuelCommunity Van |
| 05/05/2021 | Sheet Plastics | BCARD | 60.60 | | Acrylic Sheet |
| 05/05/2021 | Country Timbers | FPO | 19.36 | | Wood |
| 06/05/2021 | Vision ICT Ltd | BP | 259.20 | | Email Host |
| 07/05/2021 | British Telecom | DD | 60.29 | | Braodband+Phone Apr'21 |
| 10/05/2021 | ICO | DD | 35.00 | | Data Protection Exp @05/22 |
| 11/05/2021 | Virgin Mobile | DD | 8.40 | | Assist Comm Caretaker May'21 |
| 12/05/2021 | HMRC | FPO | 1,048.76 | | Er+Ee Tax+NI Conts May'21 |
| 13/05/2021 | One Voice Wales | FPO | 1,139.00 | | Clerk Annual Fee 2021/22 |
| 13/05/2021 | Forest Park & Gardens | FPO | 237.26 | | x2 Shears x2 Saws |
| 14/05/2021 | British Telecom | DD | 5.95 | | Comm Caretaker May'21 |
| 14/05/2021 | Forest Park & Gardens | FPO | 22.78 | | Wood |
| 14/05/2021 | Forest Park & Gardens | FPO | -22.78 | | Wood |
| 14/05/2021 | Country Timbers | FPO | 22.78 | | Wood |
| 17/05/2021 | Rhondda Cynon Taf C.B.C. | DD | 52.00 | | Workshop Rates 2021/22 |
| 19/05/2021 | Toshiba Tec UK Imaging Systems | FPO | 600.00 | | Photocopier Purchase |
| 19/05/2021 | RAB Poperty and Handyman Serv | FPO | 609.26 | | Refurbishment Planter 2 |
| 24/05/2021 | Swalec | DD | 10.42 | | 02 Apr'21 to 04 May'21 |
| 25/05/2021 | RCTCBC | DD | 166.00 | | Car Park Rates 2021/22 |
| 26/05/2021 | RCTCBC | FPO | 1,520.53 | | Er+Ee Pension Conts May'21 |
| 26/05/2021 | Cleanmate Ltd | FPO | 336.18 | | Cafe 50 April'21 |
| 26/05/2021 | P K Safety | FPO | 34.81 | | Cleaning Materials |
| 28/05/2021 | Toshiba Tec UK Imaging Systems | DD | 43.20 | | Useage 06/01/21 to 08/04/21 |
| 28/05/2021 | Lloyds Bank | PAY | 7.00 | | 10 March'21 to 09 April'21 |
| | | **Total Payments** | 8,309.88 | | |

# *Cyngor Cymuned PONTYCLUN Community Council*

**Grant requests**

Pontyclun Community Council gives grants to local community groups and charities. We allocate a budget each year to these and consider quarterly.

**Members should note.**

- Budget for 2021-22 is £2500. The sum is effectively £600 per quarter with £100 reserve.
- We have agreed no grants so far to be paid from this year's budget.
- We have 1 new request to consider.
- Our Policy favours requests for specific purposes rather than general running costs
- Council can decide.
    - Grant in full
    - Partial grant
    - Decline
    - Hold over to next quarter (possibly pending further data)

**Requests**

New requests

1. Pontyclun Bosom Pals
    a. This is a beat cancer support group.
    b. They have 24 members and support this area.
    c. They are requesting £500 towards the cost of promoting the group and a trip for therapies. Total cost is £1000.
    d. We gave them a grant of £100 in 2017.
    e. The request would meet our grant objectives.

**Grant Policy**

It is appropriate at this time to review our Grant's policy which can be found at this link.

**Actions required by members-**

1. **Consider and approve/decline grant request.**
2. **Consider if any changes wanted to Grant policy.**

# Application form

**Your organisation**

| | |
|---|---|
| Name of Organisation | Pontyclun Bosom Pals Breast Cancer Support Group |
| Purpose of organisation | To Support Cancer Patients through their Cancer journey Treatment + Beyond. with. We actively engage with all other. Interlink & Macmillan with all Cancer updates QTFM Radio. |
| Number of Participants / members | 24 |
| Number of Participants / members living in the **Pontyclun Community Council Ward:** Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen | We have members from Pontypridd to Bridgend. We have members who live in Pontyclun, Miskin, Talbot Green, Groesfaen. Llanharry Llantwit. Bryna Tonteg. Rhydyfelin. Penycoed. |
| Age group of participants / members | from 58 — 86 |

**Your application**

| | |
|---|---|
| Why do you need a grant? | Leaflets for the group to start promoting again to Surgeries. Hospitals. Libraries. Velindre. Vaccines for ladies hopefully will Trip to South Centre – Cocoa Hive. Possible Head shot for Good treatments |
| What is the total cost of your requirements? | If we are able to start up with our Calender of events we could need £1000 |
| Will the grant generate revenue? If so, how much is the projected revenue? | We hope we will be able to have eventually our fundraising event which will create funds to our very special group. The grant will help by getting new leaflets out to get to the whole of our area covered |
| How much are you asking the Community Council for? | £500 |
| Who will benefit from this grant? | All our ladies, + their families, to give them our continued support, love, hugs that they so richly deserve. |
| How will the grant support the achievement of the Community Council | Pontyclun Community Council support our group with their advertising etc. Once we are out again with the community the council will know what support has acreed for this wonderful Support Group. |

**Additional Information: Please attach (if possible)**

1. your last income and expenditure accounts
2. your constitution or aims and objectives

# Application form

**Your organisation**

| | |
|---|---|
| Name of Organisation | Pontyclun Bosom Pals Breast Cancer Support Group |
| Purpose of organisation | To Support Cancer Patients Through their Cancer journey Treatment + Beyond. We actively engage with the local community through interlink & Macmillan with all Cancer updates @ TFM Radio. |
| Number of Participants / members | 24 |
| Number of Participants / members living in the **Pontyclun Community Council Ward:** Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen | We have members from Pontypridd to Bridgend. We have members who live in Pontyclun, Miskin, Talbot Green, Groesfaen. Llanharry Llanharan. Bryna Tonteg. Rhydyfelin. Penycoed. |
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**Additional Information: Please attach (if possible)**

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# *Cyngor Cymuned PONTYCLUN Community Council*

**Council services in Covid 19 constraint period**

With Government regulation/ guidelines in place relating to Covid 19 in taken steps to protect our staff and residents from potential infection. We are closely looking at and following RCT CBC practice and relevant government advice, updating as things change.

As restrictions are easing substantially our services are now almost back to pre-covid position and this will be the last report, specifically on this topic.

The only change in regulations which would have a significant benefit for us would be reducing the 2m social distancing rule.

**Two action point to consider –**

1. **Do we wish to accept the Café chairs from Playville?**
2. **Would Councillors wish us to place a bench in the bus shelter at Heol Miskin which does not have one?**

Café 50

- Café 50 reopened for groups on a phased basis between May and September. When all groups return, we will be back full Mon-Fri during the day, as all spaces created by groups stopping have been filled with new bookings.
- Presently there is no lunch service offered. See appendix 5 for information.
- Playville, a local children's play area is having a revamp. They are getting rid of about 60 Café style chairs and have asked do we want them for Café 50.
    - Chairs would be much brighter that what we have for dining now.

    - They would also be lighter and easier to move, though this will make them less sturdy for diners.
    - Unfortunately, they do not stack, which is something we are looking for.
    - **Do we wish to accept these chairs in replacement for the dining chairs we currently have?**

Parks

- Ivor Woods has remained fully open at all times
- The Park and Playground are fully open with minor alterations for covid.

Office

- The Council Office has reopened to walk in visitors.
- Staff working in Office on rota with no more than 2 in at a time, ideally 1 where practical until all staff have had 2 vaccines.
- All meetings continue via Zoom or if face to face required then outside or in Café 50 (if free)

Public Toilet

- Public toilet reopened to its full pre Covid level including Saturday mornings.

Other Outside work

- All tasks being undertaken as normal.
- Planters have been placed on site as agreed last month.
- Darren has still not had his confirmed operation date, though Steven the placement from MTIB will be starting next week as agreed by Council last month.
- The plan is to try and do as many of the following as we are able.

**Tasks planned for summer to aim to complete earlier.**

- Replace dog bin in Ivor Woods.
- Walk leaflet way markers.
- Clearance work in Ivor woods along houses at The Hollies

**Tasks brought forward from Winter.**

- Clear the weeds/gutters etc in Car Park.
- Replace the back of the noticeboard in Miskin (this is starting to come apart)
- Bench in Cowbridge Road, Pontyclun
- Wooden surround to Planter in Miskin

**Additional tasks**

- Paint around entrance to Café 50 – this are looks untidy due to removal of past noticeboards, gates etc.
- Place bench in the stone bus shelter at Heol Miskin – if members wish to do so.

# *Cyngor Cymuned PONTYCLUN Community Council*

## Catering Options at Café 50

Last month the Council asked the Officers to make further investigations into Catering options and we can now update members.

## Types of food requested by users.

Tara has started to speak to users regarding meals.

- Pre Covid regulars
  - Men want a hot meal.
  - Ladies – happy to have more snack type meals.
  - There were about 17-18 regular pre Covid but only about 10-12 would be coming back.
- Groups
  - Yarnmongers have said they would be interested in biscuits, cakes, toast at their group time.
  - Welcome Friends – might take option of biscuits/cakes with the group.
  - Many of these group users would not stay for a "large" cooked meal as they have partners at home and have a meal later with them. Some might stay for snacks.

## Option of RCT Adult Services running kitchen.

The Clerk and Café 50 Welcome officer met with representatives of Taf Learning Curve (TLC) regarding the catering. TLC is part of RCT CBC.

TLC run facilities supporting people with learning disabilities. They run several centres across RCT including catering.

We discussed how Cafe50 could be used by them and whilst this still needs agreement within the TLC organisation the discussion focussed around-

1. They would run the kitchen as a Caterer in the same way as our current caterers have. We would need to negotiate terms and indicated that we would be seeking to cover our costs e.g., Utilities, maintenance etc.
2. Offer the following -
   a. Morning and afternoon groups to have ability to purchase biscuits, cakes, toast etc to have with their group. This could be on a pre-ordered basis.
   b. Lunch service Mon-Fri offering a mix of light bites/hot food.
   c. Quarterly afternoon teas and Christmas Dinners
3. The kitchen would probably be used as a "training kitchen" – due to equipment and space provided. This would help them.
4. They might use the kitchen to prepare hot food for their Talbot Green centre and then take it there. The Talbot Green centre has no catering facilities so it would allow them to offer this.
5. Longer term potential to serve Takeaway foods via a hatch that we would need to put in in the hallway of Café 50 (where the windows are)
6. We would hope to know in July if they were able to do so with a view to starting in September.

Prior to them starting we would need to give notice to existing caterers, replace any equipment that was needed and arrange a full deep clean.

Members should note that we were contacted on 28th May by a caterer who said they might be interested using Café 50 for their business and providing our food services. We are arranging to meet them as soon as possible to see if this might be a viable option.

## Costings for various options for use of Café 50

We have looked at several options so that Members could see the financial implications of any changes.

1. Having external caterer.
2. Employing a mixture of staff and volunteers to deliver "snack " style meals.
3. Keep kitchens closed and use outside caterers when needed for special events.

Details are given below.

Broadly speaking having an outside caterer means that we roughly break even on all our costs; moving to run the kitchen ourselves we would have to plan for a £5k cost to us and closing the kitchens could lead to a £1k positive (or £4k positive if we moved Offices)

There is a possibility that should we decide to run the catering ourselves that we could apply for Lottery funding towards the costs.

**Action – members to consider next steps to progress revised catering arrangements.**

# Catering options figures with assumptions

## Outside caterer

This assumes that Caterer provides meals service similar to present, paying us a rent for the use with us providing utilities and maintaining the equipment.

Experience has shown that we may not get our target £65 per week rent for the full year, so assumption is that £50 per week would be received each year.

We also assume that the kitchen uses 50% of our total Gas and Electricity bills and 33% of the water. Figures used are the last full 12 bills received which were for the 2018 calendar year.

We also assume that the service charge RCT will start billing us is £100 for the kitchen – specifically to clean canopies.

| | | | |
|---|---|---|---|
| **Income** | | | £2500 |
| **Costs** | Gas | £475 | |
| | Elec | £1400 | |
| | Water | £250 | |
| | Maint | £400 | |
| | Serv Charge | £100 | |
| | Total | | £2625 |
| Net position for Council | | | -£125 |

There are no fixed costs to carry on doing this.

## Running kitchen ourselves

We are basing these calculations on having 1 paid staff member per day for 2 hours at Spine point 1 Mon-Friday.

This will need to be 2 paid people so that they can provide holiday/sickness cover and at least 2 volunteers (for same reason)

Assumed gross profit on meals comes out at £1 per meal sold and we sell 15 meals per day.

We assume that we will run 3 “special teas” and Christmas lunches which break even after allowing for higher sales price and increased staff costs to arrange.

As snacks are likely to use less gas to cook, we assume gas bill will reduce by half and assume that the profit from sales of Tea and coffee is £20 per week for 50 weeks a year.

We assume that 15 minutes a week of additional administrative time will be required for Payroll, Banking cash, food orders etc.

| | |
|---|---|
| **Income** | |
| 15 meals pd x 5 days x 50 weeks x £1 | £3750 |
| Profit on Tea/Coffee at £20 per week | £1000 |

| | | |
|---|---|---|
| Total income | | £4750 |
| **Costs** | | |
| Staffing – basic hours catering | | £5688. |
| Staffing additional holiday cover catering | | £547 |
| Additional admin time | | £650 |
| Utilities | | |
| Gas | 238 | |
| Elec | 1400 | |
| Water | 250 | |
| Total | | £1888 |
| Maintenance & Service Charge | | £500 |
| Cleaning & Cleaning materials | | £100 |
| Additional banking costs for cash | | £100 |
| Total costs | | £8823 |
| Net position | | -£4720 |

Plus

- there may be a cost to dispose of waste cooking oil, and arrangements will need to be made to do so.
- We would need to make arrangements to purchase supplies.
- We would need to consider how we would cover for sickness.
- We will need to spend up to approx. £500 to replace kitchen equipment which is current caterers.
- There will be other set up costs such as clothing for staff; staff and volunteer hygiene training; first aid training.

## Close the kitchen.

In this option we decide to close the kitchen for food preparation.

Assumption is that we would do say a monthly lunch – of sandwiches/cakes which can be bought in and if we wish to do special Afternoon teas/Christmas lunch this will be using outside caterers who will bring everything, and the events will break even.

| | |
|---|---|
| **Income** | |
| Tea and Coffee sales | £1000 |
| **Costs** | Nil |

Net Position £1000

If we closed the kitchen this might have an impact on the grant that we receive from RCT for the welcome officer.

Closing the kitchen would give us an option to remove the kitchen equipment and move the Office from the Community Centre into the old kitchen.

We could open up the windows to the hallway to act as a reception place for people wanting to talk to the Council and this would make it easier for residents to talk to Council Staff.

After allowing for additional utility costs this would save about £3300 per annum in addition to the above, however depending on how far we wished to strip back the old kitchens would cost between £5-10k.

We could of course then use some of these savings to fund delivery of additional services such as issuing bus passes on behalf of RCT CBC which could protect our Welcome Officer grant.

# *Cyngor Cymuned PONTYCLUN Community Council*

**Council annual return and internal report**

The Council's year end internal audit for 2020-21 was completed by remote means in early May.

The final report of the auditors is attached. Members will note there are no issues reported and the Internal auditor is complementary of the work done by the Council in the last 12 months.

The Council should now accept the internal report and to agree to submit the annual return.

Members may recall that we advised that new Audit arrangements were starting this year by Audit Wales. It seems that because so many Councils have not completed their 2020-21 annual returns that whilst Audit Wales will be doing our external audit the additional checking of transactions which was to start will now be deferred for 12m.

**Action**

**Members to confirm annual return and Chair and Responsible Financial Officer to sign return.**

AUDITING SOLUTIONS LTD

# Pontyclun Community Council

***Internal Audit Report 2020-21 (Final Update)***

***Claire Lingard***
***Consultant Auditor***

***For and on behalf of***
***Auditing Solutions Ltd***

# Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return.

This report sets out the work undertaken in relation to the Internal Audit for the 2020-21 financial year; the Interim review which took place on the 25th November 2020 and the Final Update review of the year which took place on the 26th April 2021.

# Internal Audit Approach

In commencing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover, which has been modified in light of the Covid-19 directives under which Councils are required to operate, is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's Annual Governance and Accountability Return process, which requires independent assurance over a number of internal control objectives.

# Overall Conclusions

We have followed up the suggestions and formal recommendations made in our FY2019-20 reports and acknowledge that the members have noted and considered these in their deliberations and have implemented these as appropriate. The Council has continued to make significant business processes and performance improvements, even in these challenging times. We have reviewed the Council's modified practices implemented, and amended from time to time, to comply with Public Health Wales' Covid-19 directives, and report that, on the basis of the work undertaken to date in the current year, the Council continues to operate robust and effective internal controls in all areas examined to date. Resultantly, no recommendations for improvement have been made as a result of this review.

We have noted that the Council has complied, as far as it is possible to do so, with Public Health Wales Covid-19 directives amended from time to time, maintaining a consistently high standard of service provision. The Council has also taken all reasonable steps to ensure the health and safety of its Staff, Members, Clients and members of the public utilising the Council's facilities. All modified and exceptional working practices have been formally Reviewed, Resolved and Recorded in the Council's Minutes and the Council is complimented for its management processes in this regard.

Once again, we commend not only the Clerk/RFO for his continued professional management and administration of the Council's finance and governance functions, but also the Staff and Members who have worked tirelessly to maintain services for their constituents during these unprecedented and challenging times. Once again, the manner in which the requested electronic documents and backup files were presented by Clerk/RFO and his team for audit was exemplary, making this remote interim review process as straightforward as possible during these unprecedented times.

We ask that members consider the content of this report and acknowledge that the report has been formally reviewed and adopted by Council.

**This report has been prepared for the sole use of Pontyclun Community Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.**

# Detailed Report

## Review of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and that no anomalous entries appear in cashbooks or financial ledgers. We have:

- Agreed the opening trial balance detail with that in the 2019-20 Statement of Accounts;
- Ensured that the ledger remains "in balance" as at the 31st March 2021;
- Ensured that the cost and expenditure coding structure remain appropriate for purpose;
- Noted that the Council continues to maintain a Barclays Bank credit card under the Welsh Government Scheme;
- Checked detail in cashbook 1, which contains the transactions on the Business current account with Lloyds Bank, agreeing the detail for the months of April, May and June 2020, and March 2021 to the underlying bank statements; and,
- Similarly reviewed the monthly bank reconciliations for the months of April, May and June 2020 and March 2021 to ensure that there are no long-standing reconciling items or other anomalous entries.

***Conclusions***

***There are no matters arising in this area of our of our review warranting formal comment or recommendation. We take this opportunity to commend the Clerk/RFO and his Assistant for the excellent standard of accounting records maintained during this period where access to the Council's offices, and interactions between staff and members have been extremely restricted due to the Public Health Wales Covid-19 directives.***

## Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance policies, procedures and documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we may reasonably be expected to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We noted that Standing Orders (SOs) were last reviewed in May 2019 and Financial Regulations (FRs) have been reviewed in May 2020, at the Annual meeting of the Community Council using the model documents supplied by One Voice Wales. We have concluded our review of the minutes of the Full Council and Working Group meetings for the year to the 31st March 2021 to establish, whether any issues exist that may have an adverse effect, through litigation or other causes, on the Council's current or future financial stability, with no issues arising. We also note that the Council instructed the Clerk, at the meeting of the Full Council in February 2021, under Minute reference 6, to review the Standing Orders to detail exceptional arrangements for holding Council meetings during irregular events, such as lockdowns actioned by Central and Devolved government.

We have also noted the content of the External Auditor's Report and Certificate.

***Conclusions***

***There are no matters arriving in this area of our review warranting formal comment or recommendation.***

# Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved and amended Covid-19 procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and,
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have reviewed the procedures in place for processing payments and are pleased to note that there was clear evidence of all payment documents being subject to proper scrutiny by members with each invoice being properly coded and initialled.

Due to the remote nature of this Interim Audit, due to the Covid-19 directives, we have electronically tested a sample of payments processed in the financial year to 31st March 2020 on the basis of all payments in excess of £750 and every 20th payment irrespective of value. The payment selection was made by the Internal Auditor and electronic copies of the invoices and other payment documents forwarded by the Clerk. At the Year-End review the sample tested, was extended from twelve payments examined during the Interim Review, to twenty-three payments, totalling £21,235.07 and representing 49.6% of all non-pay payments made during FY2020-21.

We note that VAT returns are prepared in Rialtas Alpha and submitted to HMRC. We have reviewed and agreed all four reclaims prepared and submitted to the 31st March 2021 to the underlying Alpha accounting records.

***Conclusions***

***There are no matters arising in this area of our review warranting formal comment or recommendation.***

# Review of Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. We have: -

- Examined the Council's current insurance policy covering 2020-21, to ensure that appropriate levels of cover are in place, noting that subsequent to a formal review that the

Council's cover is now been placed with BHiB: Employers, Products and Public Liability remain set at £10 million with Officials Indemnity cover at £500,000, Legal Expenses at £100,000, Fidelity Guarantee at £250,000, Liable & Slander at £250,000 and Business Interruption cover at £50,000, all of which we consider appropriate for the Council's current requirements;

- Noted that the Council continues to employ a strict Risk Management regime and has a full Risk Management Policy in place for the main Health & Safety and Business operations of the Council, and a separate policy for the Council's Play and Recreation area. We also note from the recorded Minutes that the Council's approach to Covid-19 Risk Management has been formally reviewed in each Council meeting with updates issued from RCT and Public Health Wales, which have been amended from time to time, reviewed in a timely manner; and,
- Examined the Council's arrangements for the regular inspection of playgrounds and recreation areas, noting that these have been closed for extended periods during the financial year. due to Covid-19 directives issued by Public Health Wales and requests from RCT. These areas have only been reopened after due consideration to the Health & Safety of Council Staff, Members and Constituents, was given by the Clerk/RFO and Members and appropriate risk mitigation measures having been put in place in accordance with Public Health Wales directives.

***Conclusions***

***There are no matters arising in this area of our review warranting formal comment or recommendation.***

# Review of Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the Borough Council. We have noted / ensured:

- The comprehensive budget setting and precept determination process undertaken by the Clerk and Members;
- The Clerk/RFO has produced a Budget setting and Review policy which ensures a transparent and consistent approach to the Budgetary and Precept determination process;
- That Members Approved and Adopted the 2021-22 financial year Budget and Precept during the January 2021 meeting of the Full Council, in the amount of £128,105, under Minute reference 7;
- That Members receive regular reports identifying the budget position throughout the year;
- That the Council has formally approved the establishment of specific reserves;
- The Earmarked Reserves have been correctly manged, noting movement upon the Reserves being properly recorded in the Rialtas Accounting Software and referenced in the Council's Minutes;
- The utilisation of reserves and the return of unused balances to the General Fund are reported to the Council at regular intervals.

We note that the Council's reserves, as at the 31st March 2021 stood at £103,729.88 including EMRs of £56,468 leaving a General Reserve fund of £47,262 which equates to approximately four-and-a-half months net revenue expenditure based on current levels, which is at the upper level of the generally recognised CiPFA guidelines of between three, and six months' revenue spending. We deem this an appropriate level of reserve for the Council's size and budgetary requirements or 2021-22.

Finally in this area of our review, we have examined the year end budget performance detail, as set out in the Alpha accounts with no unexplained or unanticipated variances existing warranting further enquiry.

***Conclusions***

***There are no issues arising in this area of our review warranting formal comment or recommendation: We have reviewed the Clerk/RFO's final Budget Setting and Review Policy document and regard this as an exemplary Corporate Governance and Financial Planning document, which ideally should be produced and employed by all Councils to ensure a consistent and transparent approach to the Budgetary and Precept determination process.***

# Review of Income

The Council receives income from a relatively limited range of sources in addition to the annual Precept, primarily by way of Caterer rent, Grass Cutting, VAT reclaims, A Footpath Grant, Café 50 hire for groups, donations and donations from groups and individuals.

Our aim here is to ensure that income due to the Council is identified and recovered within a reasonable timeframe, and that fees have been levied in accordance with the approved scales of fees and charges.

We have visually examined the Alpha nominal ledger income transaction reports for the year to the 31st March 2021, ensuring that, as far as we are reasonably able to ascertain, all income due to the Council has been received appropriately and that no significant miscodings have arisen.

We have noted that the Council's budgeted income for the 2020-21 financial year has been significantly impacted by Covid-19 in two key areas:

1. As Café 50 has not been able to open the Council has received reduced rent from the caterer and there have been no hire fees from groups whatsoever. This has reduced the Council's projected income for FY2020-21 by approximately £2,500. There will be an offset in reduced utility bills in due course, as less Gas/Electricity and water has been used, however the relevant bills will not be received till 2021.

2. The Council usually receives grants and donations from various bodies to help support Café 50. The Community shop was the main donor. The shop was forced to close, due to the Covid-19 directives, reducing their income. Any capacity the shop had to donate was channelled into what it perceived to be more urgent local requirement.

Resultantly, the Council's projected income has reduced by approximately £7,000 as at the 31st March 2021.

***Conclusions***

***There are no issues arising in this area of our review warranting formal comment and recommendation. As with all Councils in Wales and England, income has seen a significant and substantial reduction. Pontyclun Community Council is to be complimented on its business continuity planning: It's approach to managing service provision under extreme governmental prohibitions which have caused significant loss of income has been exemplary.***

# Review of Petty Cash Account

***The Council does not operate a petty cash account, all incidental expenses being identified on reclaims submitted monthly by staff, which are subject to the normal expenditure approval controls.***

***We note that a Visa debit card remains in use for ad-hoc purchases and to take advantage of internet pricing, which is held securely for utilisation by the Clerk. Statements are settled in full each month, with the statements and supporting documents presented to members for the same level of scrutiny as other trade payment documents.***

***We have noted previously that a Barclays Credit card has been obtained and may also be used for ad-hoc purchases.***

# Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation in accounting for the deduction and payment over of income tax and NI contributions, and meeting the requirements of the local government pension scheme. To meet that objective, we have:

- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff by reference to scanned copies of original letters confirming salary/SCP levels;
- Noted that the National Pay Award for FY 2020-21 was approved with effect from the 1st April 2020, retrospectively, on the 9th September 2020;
- Noted that the difference between the FY2019-20 and FY2020-21 National Pay Award and increase in SCP grades (backpay), deductions and pension contributions will be applied in the next available payroll;
- Checked all staff salaries paid in June 2020, agreeing the gross amounts paid to the approved FY2019-20 pay scale by reference to each employee's contract of employment;
- Ensured that PAYE, NIC and superannuation deductions have been made accurately by reference to the June 2020 payroll detail following central government's budget changes;
- Checked that any overtime or variable hours payable to casual employees is appropriately supported by authorised timesheets; and,
- Ensured that individual salaries and the total payments to HMRC and the Pension Fund Administrator are in accord with the June 2020 payroll detail.

***Conclusions***

***There are no matters arising in this area of our review warranting formal comment or recommendation.***

# Review of the Fixed Asset Register

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We note the Council's compliance with this requirement; the Clerk maintains and manages an appropriate register with values identified both at cost price, or where unknown, at the best approximation thereto, together with the annually uplifted insurance value to assist with budgetary planning for future replacements.

We note that the Asset Register has again been reviewed and revised during the 2019-20 financial year, with a revised value of £316,019 (£312,499 prior year) which has been correctly reported in the Annual Return at Box 12 of the Accounting statements.

# Investments and Loans

***The Council has no funds invested, other than by way of the Business Current Account with Lloyds Bank plc. Similarly, the Council has no loans either repayable by, or to it. Subsequently, there are no issues arising in this area of our review warranting formal comment or recommendation.***

# Statement of Accounts and Annual Return

The Council's accounts are managed in the Rialtas Accounting software package, the detail of which we have examined and consider reflects accurately the year's transactions as recorded therein. The software is also used to generate the detail for inclusion in the year's Annual Return, which we have also verified as being consistent with the accounting and other relevant supporting records.

We have also reviewed the procedures in place for identifying year-end debtors, creditors and accruals and agreed the detailed values recorded in the year-end Balance Sheet to the underlying records with no long-standing unpaid accounts or other issues arising.

***Conclusion***

***We are pleased to record that no issues arise in this area and, on the basis of the work undertaken during the course of our review for the year, we have "signed off" the Internal Audit Certificate in the Annual Return assigning positive assurances in all relevant areas.***

# Community and Town Councils in Wales
# Annual Return for the Year Ended 31 March 2021

## LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

| | Yes | No |
|---|---|---|
| ENGLISH | ○ | ○ |

| | Yes | No |
|---|---|---|
| WELSH | ○ | ○ |

| | Yes | No |
|---|---|---|
| BILINGUALLY | ○ | ○ |

## THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.

RFO/Clerk prepares accounting statements and Annual Governance Statement. Internal audit completes internal audit report. RFO certifies return (below Part 2 of the Annual Governance Statement) **before 30 June** and presents the return to the body.

→

The body approves the Annual Return by 30 June. This is evidenced by the Chair signing the box below Part 2 of the Annual Governance Statement.

RFO/Clerk sends the Annual Return and copies of requested evidence to the external auditor acting on behalf of the Auditor General for Wales.

→

External auditor completes audit and:

Either:

If no amendments are required, certifies the Annual Return and sends it back to the body for publishing by 30 September.

Or:

If amendments are required, reports issues (including amendments) to the body. The body amends the Annual Return, the RFO re-certifies and the body re-approves before sending it back to the auditor. The auditor then certifies the Annual Return and sends it back to the body for publishing by 30 September.

**Please read the guidance on completing this Annual Return and complete all sections highlighted pink.**

### APPROVING THE ANNUAL RETURN

**The council must approve the Annual Return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.**

**The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.**

**Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.**

Appendix 6b

# Accounting statements 2020-21 for:

**Name of body:** Pontyclun Community Council

| | Year ending | | Notes and guidance for compilers |
|---|---|---|---|
| | 31 March 2020 (£) | 31 March 2021 (£) | Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year. |
| **Statement of income and expenditure/receipts and payments** | | | |
| **1.** Balances brought forward | 97299 | 100858 | Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year. |
| **2.** (+) Income from local taxation/levy | 118480 | 122100 | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies. |
| **3.** (+) Total other receipts | 25358 | 18942 | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants. |
| **4.** (-) Staff costs | 95162 | 95422 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs. |
| **5.** (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on external borrowing (if any). |
| **6.** (-) Total other payments | 45117 | 42748 | Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5). |
| **7.** (=) Balances carried forward | 100858 | 103730 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6). |
| **Statement of balances** | | | |
| **8.** (+) Debtors | 0 | 0 | **Income and expenditure accounts only:** Enter the value of debts owed to the body at the year-end. |
| **9.** (+) Total cash and investments | 100858 | 103730 | **All accounts:** The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation. |
| **10.** (-) Creditors | 0 | 0 | **Income and expenditure accounts only:** Enter the value of monies owed by the body (except borrowing) at the year-end. |
| **11.** (=) Balances carried forward | 100858 | 103730 | **Total balances should equal line 7 above:** Enter the total of (8+9-10). |
| **12.** Total fixed assets and long-term assets | 312499 | 316019 | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March. |
| **13.** Total borrowing | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

| | Yes | No | N/A | Yes | No | N/A | |
|---|---|---|---|---|---|---|---|
| **14.** Trust funds disclosure note | ○ | ○ | ◉ | ○ | ○ | ◉ | The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions). |

# Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

| | Agreed? | | 'YES' means that the Council/Board/Committee: | PG Ref |
|---|---|---|---|---|
| | Yes | No* | | |
| **1.** We have put in place arrangements for:<br>• effective financial management during the year; and<br>• the preparation and approval of the accounting statements. | ◉ | ○ | Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law. | 6, 12 |
| **2.** We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness. | ◉ | ○ | Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. | 6, 7 |
| **3.** We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances. | ◉ | ○ | Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so. | 6 |
| **4.** We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014. | ◉ | ○ | Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit. | 6, 23 |
| **5.** We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ◉ | ○ | Considered the financial and other risks it faces in the operation of the body and has dealt with them properly. | 6, 9 |
| **6.** We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor. | ◉ | ○ | Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body. | 6, 8 |
| **7.** We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements. | ◉ | ○ | Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant. | 6 |
| **8.** We have taken appropriate action on all matters raised in previous reports from internal and external audit. | ◉ | ○ | Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors. | 6, 8, 23 |

| | Yes | No | N/A | | |
|---|---|---|---|---|---|
| **9.** Trust funds – in our capacity as trustee, we have:<br>• discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. | ○ | ○ | ◉ | Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. | 3, 6 |

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

# Additional disclosure notes*

| The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement |
|---|
| **1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000**<br>Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector.<br>In 2020-21, the Council made payments totalling £100 under section 137. These payments are included within 'Other payments' in the Accounting Statement. |
| **2.** |
| **3.** |

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

# Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

| **Certification by the RFO** | **Approval by the Council/Board/Committee** |
|---|---|
| I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021. | I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: |
| | **Minute ref:** |
| **RFO signature:** | **Chair of meeting signature:** |
| **Name:** | **Name:** |
| **Date:** | **Date:** |

# Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with, guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

## Auditor General's report

**Audit opinion**

[Except for the matters reported below]* On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

**Other matters arising and recommendations**

I draw the body's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

| | |
|---|---|
| **External auditor's name:** | |
| **External auditor's signature:**<br><br>**For and on behalf of the Auditor General for Wales** | **Date:** |

***** Delete as appropriate.

# Annual internal audit report to:

**Name of body:**

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|---|---|---|---|---|---|
| | Yes | No* | N/A | Not covered** | |
| **1.** Appropriate books of account have been properly kept throughout the year. | | | | | Insert text |
| **2.** Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for. | | | | | Insert text |
| **3.** The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | | | | | Insert text |
| **4.** The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. | | | | | Insert text |
| **5.** Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for. | | | | | Insert text |
| **6.** Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for. | | | | | Insert text |
| **7.** Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied. | | | | | Insert text |
| **8.** Asset and investment registers were complete, accurate, and properly maintained. | | | | | Insert text |

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|---|---|---|---|---|---|
| | Yes | No* | N/A | Not covered** | |
| **9.** Periodic and year-end bank account reconciliations were properly carried out. | ○ | ○ | ○ | ○ | Insert text |
| **10.** Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. | ○ | ○ | ○ | ○ | Insert text |
| **11.** Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee. | ○ | ○ | ○ | ○ | Insert text |

| **For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:** | | | | | |
|---|---|---|---|---|---|
| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
| | Yes | No* | N/A | Not covered** | |
| **12.** Insert risk area | ○ | ○ | ○ | ○ | Insert text |
| **13.** Insert risk area | ○ | ○ | ○ | ○ | Insert text |
| **14.** Insert risk area | ○ | ○ | ○ | ○ | Insert text |

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated _____.] * Delete if no report prepared.

## Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

| |
|---|
| **Name of person who carried out the internal audit:** |
| **Signature of person who carried out the internal audit:** |
| **Date:** |

# Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

| Completion checklist – 'No' answers mean that you may not have met requirements | | Done? | |
|---|---|---|---|
| **Initial submission to the external auditor** | | **Yes** | **No** |
| **Accounts** | Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year? | | |
| | Does the bank reconciliation as at 31 March 2021 agree to Line 9? | | |
| **Approval** | Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021? | | |
| | Has the body approved the accounting statements before 30 June 2021 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given? | | |
| **All sections** | Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed? | | |
| | Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor. | | |

| If accounts are amended after receipt of the Auditor General's report on matters arising | | Yes | No |
|---|---|---|---|
| **Accounts** | Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor? | | |

# Annual internal audit report to:

**Name of body:** **Pontyclun Community Council**

The Council/~~Board/Committee~~'s internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

The internal audit has been carried out in accordance with the Council/~~Board/Committee~~'s needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/~~Board/Committee.~~

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|---|---|---|---|---|---|
| | Yes | No* | N/A | Not covered** | |
| **1.** Appropriate books of account have been properly kept throughout the year. | ● | ○ | ○ | ○ | See Internal Audit Report dated 26th April 2021 |
| **2.** Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for. | ● | ○ | ○ | ○ | See Internal Audit Report dated 26th April 2021 |
| **3.** The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ● | ○ | ○ | ○ | See Internal Audit Report dated 26th April 2021 |
| **4.** The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate. | ● | ○ | ○ | ○ | See Internal Audit Report dated 26th April 2021 |
| **5.** Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for. | ● | ○ | ○ | ○ | See Internal Audit Report dated 26th April 2021 |
| **6.** Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for. | ○ | ○ | ● | ○ | Pontyclun Community Council does not operate a Petty Cash system. |
| **7.** Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied. | ● | ○ | ○ | ○ | See Internal Audit Report dated 26th April 2021 |
| **8.** Asset and investment registers were complete, accurate, and properly maintained. | ● | ○ | ○ | ○ | See Internal Audit Report dated 26th April 2021 |

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|---|---|---|---|---|---|
| | Yes | No* | N/A | Not covered** | |
| **9.** Periodic and year-end bank account reconciliations were properly carried out. | ● | ○ | ○ | ○ | See Internal Audit Report dated 26th April 2021 |
| **10.** Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded. | ● | ○ | ○ | ○ | See Internal Audit Report dated 26th April 2021 |
| **11.** Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee. | ○ | ○ | ● | ○ | Pontyclun Community Council does not manage any charitable trusts or trust funds. |

| For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed: | | | | | |
|---|---|---|---|---|---|
| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
| | Yes | No* | N/A | Not covered** | |
| **12.** Insert risk area | ○ | ○ | ● | ○ | See Internal Audit Report dated 26th April 2021 |
| **13.** Insert risk area | ○ | ○ | ● | ○ | See Internal Audit Report dated 26th April 2021 |
| **14.** Insert risk area | ○ | ○ | ● | ○ | See Internal Audit Report dated 26th April 2021 |

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/~~Board/Committee~~ are included in my detailed report to the Council/~~Board/Committee~~ dated 26 APRIL 2021.] * ~~Delete if no report prepared.~~

## Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

**Name of person who carried out the internal audit:** C M Lingard for and on behalf of Auditing Solutions Ltd

**Signature of person who carried out the internal audit:**

**Date:** 26 APRIL 2021

# *Cyngor Cymuned PONTYCLUN Community Council*

## Lease of space for Council Office

The Council leases a room in the Community Centre for its Office.

The current lease ran for 3 years till April 2021 and the Community Centre management Committee are offering us a further 3 years at the same terms as presently. Previously we were on one year rental terms.

These terms allow for an annual increase of rent in line with inflation. We could ask the Management committee to agree a fixed price for 3 years to support better budgeting for us and them.

As existing terms are now nearly 10 years old and may not reflect current Health & Safety arrangements, particularly with Covid, the Clerk has asked the management Committee to provide updated guidelines etc.

**Action –**

- **Council to confirm if it wishes to extend term for 1 or 3 years.**
- **If we wish to extend for 3 years does the Council wish to delegate to the Clerk, the authority to agree a fixed price contract.**

# *Cyngor Cymuned PONTYCLUN Community Council*

## Monday afternoon dementia support group

This Council run group provides support to residents with Dementia and their carers.

The group runs weekly on Monday afternoons and is run on our behalf by volunteers.

Members may recall that a few years ago we received a grant to employ a support officer for 12 months from the Integrated Care Fund and we employed Sabrina Cartlidge to do so.

Last year we received a further £1500 towards revenue spending on this support group and the group wishes to engage Sabrina again, this time on a self-employed basis at £20 per session to help the group.

Sabrina, who already supports various people and organisations in the area on a self-employed basis would then invoice us for each session that she has worked with.

The group will also be using part of this grant to fund the cost of tea/coffee for attendees.

The cost of these arrangements would be fully funded by the grant we have received.

**Action members to agree to these support arrangements.**

# *Cyngor Cymuned PONTYCLUN Community Council*

## Bench for Cowbridge Road, Pontyclun

Members may recall that they discussed placing a bench in the shopping area of Cowbridge Road, Pontyclun

Budget was agreed towards the cost of this, and permission has been obtained from RCT Street care and Highways to place a bench on the grassed area at the top of Station Terrace – near to the history sign.

This would complement the bench that Pontyclun Action Group are arranging to install by Anne's Pharmacy.

As the ground here is sloping, we should be mindful that different parts of the bench will be different heights from the ground unless we build a concrete base onto which to fit the bench.

If we looked at the supplier recommended by RCT CBC for the picnic benches at Café 50 they have a few options which are suitable. These options are all made from recycled plastic and are show below with indicative costs.

Those shown on the "no base" option can be purchased for a bench at a slightly higher cost

Members should note that prior to ordering we will investigate the ground for utilities and should there be utilities present we will build a concrete base onto which to fix the bench.

**Action – what action do members wish to take with regards to a bench**

**Without Concrete base**

Colwyn Bench – cost £345 plus delivery

Tenby Bench – cost £369 plus delivery

**With concrete base – Note - there would also be a cost to build the base.**

Hereford bench - £319 plus fixings (approx. £20) plus delivery

Alternatively, a different supplier can arrange a bench which looks more like a traditional one.

2 and 3 seat options are available – 2-seater £295: 3-seater £360. Fixings are around £60-70 but delivery is free.

# *Cyngor Cymuned PONTYCLUN Community Council*

## Update on bridge over river Ely at Maes y Felin

Members may be aware that this bridge is to be repaired this summer by RCT CBC

They advise the following

*"I am pleased to advise that the remedial works to Maes y felin Footbridge in Pontyclun has been award to Centregreat Ltd.*

*The works involve the replacement of the bridge bearings and the corrosion throughout with the whole bridge being repainted. The existing parapets and guard rails at both ends of the bridge are to be replaced. The maintained on the bridge has been deem essential due the current condition and usage of the bridge. The council is aware that the bridge supports a popular route and is keen that the route is continued to be used well into the future.*

*As the bridge is over the River Ely, this work can only be undertaken during the period NRW allow access above and in the river (mid May to mid October) and when we would expect river levels to be at their lowest (due to the height of the bridge over the river). Therefore the works are set to commence on the 1st June 2021 subject to all relevant approvals and are programmed to last until the start of August 2021.*

*Unfortunately the footpath over the bridge and to the west of the structure will have to be closed for the duration of the works. The closure is to be publicised in advance and a division route has been arranged. A letter will be posted to the local residents notifying them of the closure."*

# *Cyngor Cymuned PONTYCLUN Community Council*

## Protocols on death of a Senior Royal

There are National Protocols which should be followed by public sector bodies including ourselves on the death of Senior Royals.

Within the protocols there is some flexibility and not all things covered are relevant.

The Clerk has condensed the protocols and prepared a draft policy for the Council to consider for adoption.

The policy is light touch with flexibility for Chair to amend with public mood and reflects our ability to deliver the actions proposed.

In summary the actions proposed are

1. Only act for Monarch (& /or their consort) and Heir to the throne
2. Update website to reflect the death during period of mourning.
3. Point residents to national book of condolences & local church sites for information about services.
4. Consider reviewing any events/meetings scheduled for the mourning period.

Members should also note that s243 of the Local Government act 1972 excludes days of public mourning from the 3 days' notice required for meetings. Therefore, if a Council meeting is planned for a time, which becomes one of public mourning before a notice has been issued, then this meeting will need to be rescheduled or cancelled as a valid legal notice cannot be given.

**Action – Members to agreed Council protocol.**

# Cyngor Cymuned Pontyclun Community Council

*Marking the death of a senior Royal*

June 2021

# INTRODUCTION

These guidance notes have been produced to provide a template on how Pontyclun Community Council will observe marking the death of a senior national figure.

From this template, it is possible to select elements that are appropriate when marking the death of, for instance, another member of the Royal Family, a Prime Minister or former Prime Minister, or a serving Member of Parliament. It might also be appropriate to use elements from this guidance when responding to an incident which has led to a large number of deaths, for example: a train crash or terrorist attack.

This protocol offers guidance on how to mark a death. It is noted that due to this likely being a sudden event it will be down to the Council Chairman and Clerk to decide for whom the protocol is implemented and to what extent. This will be based on the public mood at the time.

The Council only plans to mark the death of the Monarch, King/Queen's consort and Heir to the throne.

Plans to mark a death should be implemented only when a formal announcement has been made. So, for instance, if news agencies are saying that "*reports are coming in of the death of ...*" it must be treated with caution and we should wait for a definite announcement (perhaps along the lines that "*it has been announced by Buckingham Palace / Downing Street that...*"

The following are all discussed within this guidance:

- to insert mourning front page to website
- to cancel or reschedule meetings or events
- to have designated flower laying area
- to consider dress code for Members and Officers
- to read the Proclamation
- to open a Book of Condolence, or whether
- to mark a silence (and how and where)

It is important that plans include out-of-hours contact details for all those who will be called on to act. This plan will be reviewed regularly to ensure that all the information remains relevant.

## Timetable

The deaths of senior figures typically follow a set timetable with 10 days of National mourning following the date of death.

Timetable below shows that for the Sovereign though most other senior figures will be similar

1. The day of the death of the Sovereign will be known as D-Day
2. Days following are D+1, D+2 etc. through the ten days of national Mourning.
3. Lying in state of the body will be D+4/D+6 to D+9
4. The state funeral will be held on D+10, except if this date falls on a Sunday, when the funeral will be on D+11. It should be noted that the day of the Funeral will most likely be a public holiday
5. Proclamation of new monarch is normally on D+1 (in London) and D+2 in the Regions (Sovereign only)

6. The Middle Sunday of the period of mourning is typically when Civic services will be held and there will probably be Church services on the night before the funeral

## Council website

Protocol dictates that the landing page for our Council website should be altered to one in somber tones showing

- Name of deceased; Photograph of deceased; Date of birth/death
- A short message from the Chair/Council – this wording will be agreed by each Chair shortly after election
- Links to information about Church services; laying of flowers (if we decide to set aside areas), a national book of remembrance and then a link to the normal website

## Council events and meetings during period of mourning

From the day of the death until the day after the funeral, careful thought will be given to the types of events and activities which the Chairman (and other members) should host or attend. Scheduled Council meetings will be reviewed for postponement or rescheduling.

Other events may not fit with the mood of the nation and as a mark of respect may need to be cancelled or postponed. This decision needs to be reached with great sensitivity.

Broadly and events which could be considered celebratory (e.g. Christmas festival; Picnic in the Park) should be considered for cancellation whilst reflectory events can continue (Remembrance day)

Visits to local schools and care homes can be scheduled, for the Chairman (and members) to spend time with the community, talking about the events that are unfolding. This again will need to be done with great sensitivity and should not be pressed upon a Chairman who does not feel comfortable taking on such a role.

## Designated flower laying area

There are several potential flower laying areas in our community.
They could be

1. Grassed area in front of Café 50
2. Area by War Memorial in Pontyclun
3. Grassed area in centre of Miskin
4. Grassed area by stone bus shelter in centre of Groesfaen

The Chair and Clerk will judge the national mood before making any announcements about use, however our plan is not to formally designate any areas.

In all cases, in accordance with protocol, flowers will be removed the day after funeral.

Normally such flowers would be composted and used to provide nutrients for a memorial tree. As we do not have composting facilities we propose to see if some of the flowers could be donated to local old people's homes etc. in the area.

## Dress code for Members and Officers

During the period of mourning Members and Officers should take care to dress appropriately.

More somber colours and less flamboyant items should be worn.

The Council has black armbands for Members and Officers. A black bag for the Council emblem on the chain is also to be used if the Chain is to be worn during this time. These should be used at appropriate times.

## Other potential actions

### Flag Flying

The Council does not have any flagpoles. In the event that any are put up flag should fly at half mast except during the Proclamation of the new monarch.

Flag would go to full mast the morning after the funeral.

### Proclamation

In the event of the Sovereign dying there will be a proclamation of a new monarch on D1 and D2. The Council does not propose to hold it's own proclamation.

### Period of Silence

For the death of the Sovereign there will be a two-minute silence at 1100hrs on the day of the funeral (D+10).

It may be that silence will be kept for other member of the Royal Family, perhaps on the day of the funeral as part of the funeral service. However, action on a silence for members of the Royal Family other than the Sovereign should await an announcement from Buckingham Palace.

The Council will support any national arrangements made, though we do not plan to hold a silence ourselves.

### Book of Condolences

As there will be a national online book of condolences the Council does not, plan to collate its own book (s)

A link to the Buckingham Palace e-Book of Condolence will be included on the Council website: www.royal.gov.uk

### Letter of Condolences

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the Royal Family. Except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign. In each case, other than exceptional local circumstances, one letter of condolence only should be sent.

# ACTION GRIDS

## IMPLEMENTATION OF PROTOCOL

| Action Required | Implemented By | Other Notes |
|---|---|---|
| PCC's mourning protocol will be implemented on the formal announcement of the death of the Monarch, Monarch's consort or Heir to Throne | Implementation will be authorised by Clerk or duly authorised Deputy. | |
| Pontyclun.net to move to mourning landing page with links to relevant sections made live | Clerk or duly authorised Deputy | |
| Review and events or engagements during mourning period | Chair and Clerk | |
| Publish information about church services as obtained and advise Councillors | Clerk | Links to Churches are on mourning page |
| Consider setting side area for Floral donations | Chair and Clerk | Arrange collection afterwards & distribute to elderly |
| Issue guidance on dress code and offer armbands to staff and Councillors | Chair and Clerk | Bands in Office as is black bag for chain emblem |
| Letter of condolences prepared from Council and sent | Chair and Clerk | |

# *Cyngor Cymuned PONTYCLUN Community Council*

## Planning Applications

We have one planning application which Councillors have asked the Council to review.

Planning application 21/0628/10 – Brynsadler Mill, Pontyclun

The work planned here is - a second and first floor side and single storey rear and side extensions with external alterations.

**Action –**

- **Council to consider planning application and any response they wish to make.**