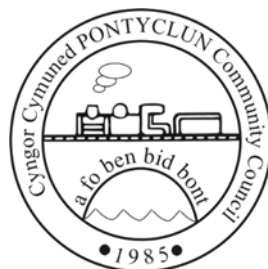


Cyngor Cymuned Pontyclun Community Council

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



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

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

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

Draft minutes

Draft minutes of the Monthly Meeting of Pontyclun Community Council held at 7.00 p.m. on Wednesday 14th July 2021.

PCC Member attendance at meetings												
Member name	2020					2021						
	Jul	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
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. **Councillor Carole Willis gave her apologies. Councillor Kate Jones did not attend.**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. **None declared.**
3. Public requests in person to the Council
 - a. **None made, though one member of the public was in attendance.**
4. To Confirm minutes of the Council monthly meetings of 9th June 2021 is a true record and to discuss any matters arising.
 - a. **Minutes confirmed as a true record.**
 - b. **The Council confirmed previous agreement in principle to allow a festival in the Heol yr Orsaf car park subject to agreeing the plans in advance. In view of timescales this could be by way of e-mail circulation with Councillors agreeing by replying.**
5. To confirm Council Payments in June and approve payments requiring authorisation.
 - a. **Council payments for June were confirmed.**
 - b. **Council approved payment to Boverton Nurseries for floral arrangements.**

6. To review additional tasks undertaken by caretakers
 - a. **Clerk was asked to arrange for the Caretakers to undertake the following -**
 - i. **Replace the two swings removed to support social distancing to take advantage of recent Welsh Government Covid relaxations.**
 - ii. **To either move the rock compass in the park so it pointed correctly or to arrange to remove/cover up the direction markers.**
 - iii. **To identify RCT owned benches in the community which need replacement so Councillor Margaret Griffiths can advise RCT to try and arrange replacement.**
 - iv. **The Council agreed to purchase two additional Picnic benches for installation in front of Café 50 using part of the Community Infrastructure funds received earlier this year.**
7. To discuss options for future Council meetings
 - a. **The Council agreed to pilot a hybrid meeting in September. The Chair agreed to arrange equipment and set up. The aim being to run ongoing hybrid meetings using a laptop, boundary microphone and speakers.**
 - b. **The Council agreed that the Oct-Jan meetings would be recorded on zoom and the recording published. To facilitate the Council's Zoom facility should be renewed. Council to review usage in February 2021 to decide if this would continue.**
 - c. **The Council agreed to purchase a new laptop for the Office using the earmarked Reserve for replacing Computer equipment. Specification to be sufficient to replace one of the current computers in the Office.**
8. To discuss proposals for a Community History Trail
 - a. **Council agreed that Councillor Margaret Griffiths and the Clerk would look to engage potential contributors over the summer and this matter would be discussed again in September.**
9. Report on Council assets requiring replacement.
 - a. **The Council agreed to replace three damaged Dog poo bins.**
 - b. **The Council agreed to replace a brush cutter.**
10. Requests to provide additional facilities at Pontyclun park.
 - a. **The Council agreed to further discussions with Welsh Basketball representatives on how to support additional usage of our MUGA.**
 - b. **The Council agreed that the requests to consider an additional MUGA, Skatepark and Splash Park would be discussed when the Council considered its next budget.**
11. Resident requests – Crowning tree in Miskin Green
 - a. **The Council reaffirmed its view that the Miskin Green was not owned by the Council and that we were therefore not responsible for the tree's maintenance.**
 - b. **Clerk to advise resident accordingly and that if she felt the tree was dangerous, she should advise RCT CBC who would take the appropriate action.**
12. Resident requests – supporting Community Defibrillators.
 - a. **The Council agreed to support Community defibrillators in Groesfaen and Cefn y Hendy should the community groups raise the funds to purchase and install the defibrillators.**
 - b. **The Council confirmed that we should ensure that the fact that we were supporting Community defibrillators should be publicised.**
 - c. **The Council decided to consider options to run First Aid training courses in the Community to further aide safety.**
13. Update on Boundary Commission review for Pontyclun
 - a. **The Council noted that the final proposals that will be implemented were very similar to what we had recommended.**
 - b. **The Council resolved that we would describe Pontyclun without hyphens in both Welsh and English.**
14. Request by RCT Youth services to use Pontyclun Park.
 - a. **The Council agreed that RCT Youth services could use Pontyclun Park for a roadshow on 6th August and should weather require it the Car Park at Heol yr Orsaf could be used as an alternative.**
 - b. **If the Youth Service wanted to use the park on other days that would also be allowed.**
15. Update on Pontyclun Place Plan for Pontyclun and initial discussion on RCT Local development plan
 - a. **Members noted that we had had 116 replies to our consultation which we felt was a good response bearing in mind current Covid restrictions.**
 - b. **Members agreed that Admin Working Group was to meet to review the responses and prepare a First draft of the Place plan for Council approval prior to public consultation.**
 - c. **Members agreed response to RCT CBC's Local Development plan Visioning survey.**

16. To discuss catering options at Café 50 (Confidential item)
 - a. **Members agreed that RCT Adult services would be their preferred catering provider.**
 - b. **Members agreed to meet again in next 3 weeks to formalise arrangements.**
 - i. **Clerk to arrange draft Service Level agreement for approval.**
 - ii. **Clerk to draft budget requirements for initial set up costs.**
 - iii. **Clerk to draft a budget for ongoing running costs of catering.**
 - c. **Members authorised the Clerk to advise current caterer that we were in negotiations with another provider and if successful this would result in their contract being terminated. If they wished to access Café 50 in the meanwhile, they should make prior arrangements with us.**

These minutes are a true copy of minutes of the Pontyclun Community Council's July 2021 minutes. A signed version is available to view at the Council offices

Cyngor Cymuned PONTYCLUN Community Council

Council payments summary

1. List of Payments made in July is attached in appendix 2a for confirmation and noting.

Action –

- **Council to note & confirm payments made in July.**

Current Bank A/c General

List of Payments made between 01/07/2021 and 31/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2021	Screwfix Direct Ltd	DD	59.99		Comm Caretaker Safety Boots/7
02/07/2021	Leekes Ltd	FPO	22.03		Bag of Chipping -paid in error
02/07/2021	Pontyclun Bosom Pals	FPI	150.00		Grant awarded @09 June'21
02/07/2021	Sutcliffe Play South West Ltd	FPO	166.88		Pontyclun Park Repairs
05/07/2021	Amazon Marketplace	BCARD	48.50		Caretaker Boots Size 8
05/07/2021	Tesco	BCARD	8.00		Plant Food
05/07/2021	Autodoc	BCARD	18.64		Outside MirrorGlass for Van
05/07/2021	Tesco	BCARD	23.10		Fuel for Van
05/07/2021	Tesco	BCARD	72.90		Fuel for Community Van
05/07/2021	SG Tyres Ltd	BCARD	69.60		x2 New Tyres for Van
05/07/2021	B&Q	BCARD	16.00		Compost
05/07/2021	HelloPrint	BCARD	27.58		Sign
07/07/2021	British Telecom	DD	60.89		Office Phone+Broadband Jun'21
07/07/2021	MTIB	FPO	128.30		Steven Silver 18/06 to 02/07
07/07/2021	Rhondda Cynon Taf C.B.C.	FPO	120.00		Riverside Walk Sgn
12/07/2021	Virgin Mobile	DD	8.40		Assist Comm Caretaker July'21
12/07/2021	British Telecom	DD	6.54		Community Caretaker July'21
19/07/2021	Swalec	DD	10.08		02 Jun'21 to 01 July'21
21/07/2021	Boverton Nurseries Ltd	FPO	432.00		Pclun Railway Station Liners
21/07/2021	Boverton Nurseries Ltd	FPO	1,580.16		Plants+Compost+Containers
21/07/2021	Evolve Corporate Ltd	FPO	125.27		Cleaning products+Toliet Roll
21/07/2021	HMRC	FPO	1,032.34		Er+EE NI Conts+Tax July'21
28/07/2021	Rhondda Cynon Taf C.B.C.	FPO	1,580.93		Er+Ee Pensions July'21
29/07/2021	Lloyds Bank	PAY	7.00		10 May'21 to 09 June'21
Total Payments			5,775.13		

Cyngor Cymuned Pontyclun Community Council

Implementing revised Covid guidelines as Wales reaches Level 0 protection level

With Wales having moved to level 0 most Covid rules have now been changed. Businesses including ourselves have a requirement to set our own Covid secure regime based on our assessment of risks to staff and users.

Noting our Café 50 users are the highest risk of serious illness but are also almost all double vaccinated the Clerk recommends that we implement the following-

No change from current

1. The additional cleaning and sanitisation facilities put in place to remain including
 - a. Sanitiser stations at entrance and in Café 50, plus at entrance to Toilet
 - b. Asking groups to support cleaning by wiping down surfaces after use
2. To reduce pinch points and encourage ventilation no coat rack in hallway and groups are encouraged to
 - a. Keep doors and windows to Café 50 open during sessions if possible
 - b. One-way system recommended for larger groups when leaving.
3. Each group to prepare their own Covid risk assessment finalising their own guidelines
4. Each group leader to maintain a list of attendees for track and trace purposes. Caterer for lunch.

Relaxed guidelines

5. Face masks to be recommended for users. Staff will wear face masks when dealing with the public and where they may need to work closely with each other.
6. We recommend a 1m social distancing guideline for users and 2m for staff where possible
7. When practical equipment not to be shared and reduce numbers sharing where it is.

Whilst Social distancing is no longer a legal requirement, we aim to initially restrict users to -

- a. 30 users per group (this is half our maximum for Fire regulations)
 - i. We would have considered a 15 max for active groups however once catering has started the tables/chairs will restrict numbers to about 15 anyway.
- b. 4 per dining table max at any time except for special events where a specific risk assessment will be prepared in advance to determine maximum numbers. Where people are part of a family/support bubble they count as 1 towards this total
 - i. This will be a max 24 diners with 1 staff member serving and will leave some headway for the lounge area to be used for things such as Cuppa with a Copper.
- c. Groups to aim to spread out in useable space as far as they can within reason and these numbers will allow for this.

The Clerk notes that as we move into the autumn it is possible that Government guidelines/rules may change at short notice and there may not be time to seek Council approval ahead of implementation. We will monitor current Welsh Government guidelines and where there is a

tightening of applicable rules they will implemented immediately and advised to Council at the next meeting.

[A PowerPoint outlining the overall position can be found here](#)

Action members to confirm new Covid guidelines for Café 50

Cyngor Cymuned PONTYCLUN Community Council

Floral arrangements

The Council has over several years been improving its floral arrangements to centralise what was many small relatively ineffectual arrangements into a few larger more impactful displays.

Details of our current displays are outlined at the end of this document, and it should be noted that our displays are usually commented on favourably by the public.

We are in the middle of refurbishing the large wooden planters with the expectation that we shall complete the ones by Miss Devilers and the Car Wash this winter and the one in Millfield in winter 2022.

There are some opportunities to improve our current arrangements at relatively low cost-

Railway Station

Transport for Wales have indicated that they might be prepared to fund an additional 2 planters for the Railway Station. They usually also fund the cost of the summer flowers that are used in these planters.

If we said that we would take up this offer, and it was still available, then this would have negligible set up costs and potentially low ongoing costs.

Ynysddu Bridge and Library planters

Currently these have summer displays but no flowers in the during winter. Our other displays all have daffodils in winter and to have daffodils here would cost about £200 in liners plus the cost for bulbs and some compost.

Ongoing costs would be marginal as the daffodils are perennial.

Café 50/Car Park

There are opportunities to improve the arrangements here. This would be done over 2-3 years with no need to allocate special budget as we would use maintenance/minor projects budget that was unspent at the year end.

This would make the area even more attractive to users.

1. We could put raised bed/planter on the other side of the Café 50 doors, opposite where our existing bed is.
2. There is space for up to 3 additional planters/pots to be added in the area without compromising paths.
3. 1 or 2 Half barrel planters could be placed at entrance to Car Park to further complement the area. These would be planted up with Perennials to reduce ongoing costs.

The adult services team who are working with us in the kitchen advise that they may be able to allocate a gardener as part of their disabilities placement scheme. This person would then spend a day a week looking after the area and maintaining the planters.

They may also be able to source planters at discounted rates within their programme – they have people with learning disabilities making planters for schools and other public buildings.

Action

- 1. Do members wish to extend flower arrangements at railway station?**
- 2. Do members wish to have daffodils at Ynysddu bridge and Library?**
- 3. Do members wish to improve arrangements at Café 50 over the next few years?**

Pontyclun Community Council Floral arrangements

Current floral arrangements are –

Groesfaen

- two large concrete beds and hanging basket trees (3 baskets in each) arranged around the stone bus shelter.
 - The beds have some trees/bushes as permanent features.
 - We have summer flowers and daffodils in winter.

Miskin

- one large floral planter with hanging basket tree (4 baskets) placed where New Mill corner meets the B4264.
 - This has summer flowers and daffodils in winter.
- There are also perennial arrangements (mainly bushes) placed around the base of 2 road signs one on Ffordd Cefn y Hendy and one on School Road. These are not maintained.

Ynysddu

- 3 planters along Ynysddu bridge.
 - These have Flowers in the summer but are left empty in winter.

Pontyclun

- Railway station – set of 10 floral planters attached to fencing (larger than at Ynysddu)
 - Summer flowers usually paid for by Transport for Wales.
 - Daffodils/Hyacinths for winter
- Town Centre
 - Windsor Car Park, wooden planter
 - Cowbridge Rd – 3 large wooden planters two have hanging basket trees (6 baskets in each)
 - By Car Wash – large planter set back from road.
 - All these planters have summer flowers, winter daffodils.
- Library - two small planters attached to railings (same size as in Ynysddu)
 - Summer flowers, empty in winter
- Cenotaph
 - flowers around the memorial for summer, winter daffodils

- Millfield
 - large wooden planter
 - Summer flowers, winter daffodils
- Café 50
 - Small, raised bed by door with summer flowers.

Brynsadler/Talygarn

- There are perennial arrangements (mainly bushes) placed around the base of 2 road signs. These are not maintained.
- There is a small, raised bed at bottom of the Hollies which is used for excess flowers left over after the other planters have been filled. Depends on how many flowers are weather damaged, vandalised or stolen from our other planters. There were no flowers here in 2020 but in 2021 we have managed to have a display here.

Cyngor Cymuned Pontyclun Community Council

Training plans

The Council is required by law to have formal training plans in place for Councillors and Staff by May 2022 and that they should be implemented within 6 months of then.

These plans will support the consistent and effective delivery of services and smooth administration of the Council.

The plan should be designed to ensure that the Council members as a collective will have the requisite knowledge required to undertake their duties and is not required to ensure that each member has all the training.

For Staff, the plan should be bespoke to each role to ensure that the staff members can conduct their jobs effectively.

Training can be delivered via a number of methods including

- Face to face training
- Online learning
- Reading
- Presentations from staff

The Clerk has prepared a plan for approval by Councillors. It acknowledges that Councillors and Staff will bring with them a range of experiences and skills from their previous roles. Where there is existing relevant experience or prior equivalent training this will be accepted as a substitute for training included within the plan.

Details of the plans for Councillors and Staff is provided together with two examples of individual staff role plans.

The aim is to complete all the individual staff training plans shortly so that if required a specific funding request can be considered with our budget discussions for 2022-23

Historically the Council has allocated a budget for training Staff and Councillors, this used to be £1500 though has been reduced to £1000 in recent non covid years.

Having a formal training plan in place it will allow us to manage this budget better.

The Clerk anticipates that the current £1000 budget should be enough to fund our needs except

- In Election year, where there may be a number of new Councillors elected so there will be an increased training need.
- if the Clerk undertakes CILCA training.
- Or there is a change in Office or Caretaking staff

To help smooth this out the Clerk recommends that any unspent training budget at the end of a year is transferred into an Earmarked fund specifically for this – subject to the fund having a maximum of £1000. This will help us in future to smooth out training demands without effecting budgets.

Action – Councillors to review and agree training plan for implementation from 1st May 2022.

[Welsh Government Consultation on qualifications for Clerks](#)

The Welsh Government are undergoing a consultation regarding qualifications for Clerks so that Council's can take advantage of the new "general Powers of competence" which can apply going forward.

[The details can be found here](#)

In summary if Councils wish to take advantage of the general power of competence one of the three criteria to apply is that their Clerk was "qualified"

This has been the case in England for some time and the qualifications that the Welsh Government wish to use are the same as in England.

The Council may wish to respond to the consultation.

The Clerk has only one concern. As the qualifications are being run independently by colleges it could be possible for someone to go to college and do one of the courses and then be considered "qualified" without actually having worked in a Community Council at all. In view of the additional powers this allows I would suggest that a minimum time should be served in role as well before being considered qualified.

Action – do members wish to respond to this consultation.

Training plans – Councillors

This plan is designed to ensure that the Council members as a collective will have the requisite knowledge required to undertake their duties and not that all members individually have all of the training

Our plan acknowledges that Councillors will bring with them a range of experiences and skills. Where Councillors have existing relevant experience or prior equivalent training this can be accepted as a substitute for training included within the plan.

Training will be delivered via a number of methods including

- Face to face training
- Online learning
- Reading
- Presentations from staff

The Training for Councillors is divided into 5 sections

1. Priority – all Councillors to undertake this training within 1 year of election to Council
2. Core – at least 2 Councillors to undertake this training within 2 years of Council elections
3. Optional – aim is to have at least one Councillor having undertaken this training over the cycle of a Council
4. Optional – where relevant – aim is to have at least one Councillor trained to support the relevant activity (e.g. asset transfers) when that activity work starts
5. Other – training to fill specific gaps in knowledge of individuals or the collective.

Over time new Courses may become available and existing ones might stop so this list will be updated annually to ensure relevance.

Priority Training

All new Councillors will need to complete the following training within 12m of election (or co-option) to the Council (or had previous relevant experience or equivalent training)

1. Read
 - a. Guide to being a Councillor
 - b. The Good Councillors guide
 - c. The Good Councillors guide – Financial
 - d. The Good Councillor Guide - Cyber Security
 - e. The Council’s Standing Orders, Financial Regulations, Code of Conduct and Complaints policies
2. Training on Code of Conduct (Courses are run by RCT CBC and One Voice Wales)
3. Training on Data Protection basics – from Clerk
4. Review our website (Pontyclun.net) and the “New Councillor pack” which contains information about the Council, its services, assets, history, staff and contact details

Core training

This training covers the key areas which are most important to ensure the smooth running of the Council

To facilitate this at least 2 Councillors to have undertaken each training module within 24 months of the most recent Council elections (or had previous relevant experience or equivalent training)

The following One Voice Wales courses (or equivalent) should be undertaken

1. Understanding the Law
2. Local Government finance
3. Advanced Local Government finance

At various times in the past there has been Welsh Government support which would have funded us up to 2 spaces on these courses and this may become available in the future

Optional training

Further relevant training which it would be beneficial for there to be experience/knowledge on within the Council should also be undertaken

The Council's aim is for each of these training modules to have undertaken by at least 1 Councillor (or have relevant past experience or training).

The following One Voice Wales training courses (or equivalent) should be undertaken

1. The Council as an employer
2. Health and safety
3. Introduction to Community Engagement
4. Community engagement part 2 (tools and techniques)
5. Use of IT and social media
6. Effective Grant applications
7. Managing your staff

Optional training where relevant

Further specific training to undertake a particular task for which it would be beneficial for there to be experience/knowledge on within the Council should also be undertaken

The Council's aim is for at least 1 Councillor to have undertaken relevant modules before starting the project

The following One Voice Wales training courses (or equivalent) are available

1. Place plan
2. Community Asset Transfers / Devolution of services

Other

Whilst the training above should enable the Council to have sufficient skills within its members there may be specific needs identified over time that will require additional ad hoc training.

This could be where a Councillor has very little relevant past experience or where a new service or activity is introduced where people will need familiarisation

Examples of this could be attending a OVW Chairing skills course for a new Chair with no past experience, or the general familiarisation training that was offered to members when we obtained new mapping software.

Members who wish to receive any specific training should speak with the Clerk who can see what is available within budget allocation. For example, it may be that courses which have been purchased for staff might be available for members to use at no extra cost

Training plans – Officers

This plan acknowledges that Staff will bring with them a range of experiences and skills from past employment. Where Staff have existing relevant experience or prior equivalent training this can be accepted as a substitute for training included within the plan.

Training can be delivered via a number of methods including

- Face to face training
- Online learning
- Reading
- Presentations from staff

The Training for Staff is divided into 4 sections

1. Onboarding
2. Priority – Staff to undertake this training within 1 year of joining Council
3. Core – Required to be completed within 3 years of joining
4. Optional – Other training which could be undertaken to fill specific skills gaps or changes in practices

The training requirements will be specific to each role and are detailed in the individual training plan templates for the roles. The templates will be updated annually in line with changes in activities/training available.

The actual training that will be completed in the next 12m will be agreed with each member of staff in line with they and the Council's needs.

It should also be noted that –

1. Some courses require regular updates which will be taken – eg First aid should be renewed every 3 years
2. The Clerk aims to complete the SLCC's Continuous Professional Development programme annually. The requirement is to complete the SLCC's minimum 12 CPD points annually (roughly 24 hours of training across various formats)

Onboarding

This includes the training/experience that staff will bring with them that is described in each relevant Job Description and the basic familiarisation training that staff get as part of their on-boarding.

Includes-

1. Agree what skills/experiences outlined in Job Description may be missing and agree training
2. New staff member induction
 - a. Fire safety
 - b. Basic Health & safety
 - i. Display Screen equipment
 - ii. Manual Handling
3. Data Protection
4. Staff Handbook
5. "New Councillor" guide – gives overview of the Council

Priority Training

This is the key training/experience/skills that are a requirement for the role and will be bespoke to each role.

The training will be prioritised and expected to be completed within 12 months of joining the Council. Much of this will need to be completed within the first few weeks in role as it will be essential to carrying out the job.

Core training

This training should be completed within 3 years of starting the role.

These are also required for the roles, however, due to being less important or having others within the Council who are trained and can supervise this training can be allowed to be taken over a longer period

Optional training

Further relevant training which it would be beneficial for the person doing the role to have training/experience of

Training plan for Clerk

Method of delivery	Onboarding	Priority	Core	Optional
Read/On the Job	<ol style="list-style-type: none"> 1. Agree what skills/ experiences outlined in Job Description may be missing and arrange training 2. Induction <ol style="list-style-type: none"> a. Fire safety b. Basic Health & safety <ol style="list-style-type: none"> i. Display Screen equipment ii. Manual Handling 3. Data Protection 4. Staff Handbook 5. "New Councillor" guide 6. Read Standing Orders and Financial regs 7. Good Councillor handbook 	Parish Online – including You Tube videos Realtis accounting software Vision ICT Wordpress Read other Council policies		HMRC Payroll
Training Courses		SLCC New Clerk webinar ILCA (introduction to Local Council Administration) FILCA – Financial introduction to local Council Administration) OVW Understanding the Law OVW Local Gov Finance OVW Advanced Local Gov Finance	Emergency First Aid Food safety/hygiene L1 Social media training OVW – making effective grant applications OVW Health & Safety OVW managing staff Customer Service Complaints handling IICA to CILCA	CILCA Other HR skills

		OVW The Council as an employer OVW Information Management		
Notes	Assumed that skills held for Microsoft Office packages	The priority on the job training will need to be completed within first month in role.		

Training plan for Admin Assistant

Method of delivery	Onboarding	Priority	Core	Optional
Read/On the Job	<ol style="list-style-type: none"> 1. Agree what skills/ experiences outlined in Job Description may be missing 2. Induction <ol style="list-style-type: none"> a. Fire safety b. Basic Health & safety <ol style="list-style-type: none"> i. Display Screen equipment ii. Manual Handling 3. Data Protection 4. Staff Handbook 5. "New Councillor" guide 	Parish Online – inc You tube videos Realitis financial software HMRC PAYE Wordpress Vision ICT	Read Standing orders and Financial regs	
Training Courses			Emergency First aid Customer Service Complaints handling OVW Local Gov finance FILCA – (Financial Introduction to Local Council administration)	HR Skills ILCA (Introduction to local council administration) OVW Understanding the law OVW Advanced local Gov finance OVW Information Management Social Media training ILCA to CiLCA CiLCA (Certificate in Local Council Administration)

Notes	Assumed knowledge of Microsoft Office suite	All apart from Parish Online need to be completed within 1 month		
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Cyngor Cymuned PONTYCLUN Community Council

Council Budget update

Attached in Appendix 6a are details of current spending by account code.

Expenditure

There are currently no overspends v budget for planned items except floral arrangements. We have had to spend more than anticipated to replace the planter that was destroyed, though this was funded by insurance, bar an excess.

Members should be aware that we will be receiving the 2019 and 2020 utility bills from RCT CBC shortly.

The Clerk has seen the preliminary numbers relating to Gas bills and these show a spend of approx. £1375 in 2019 and £1075 in 2020. This compares with £1221 in 2018.

Whilst 2019 numbers are in line with expectations the reduction in 2020 is smaller than expected (roughly a 30% fall in units)

Members may wish to know that there was no reduction in usage at the Community Centre.

As there would have been no gas usage in the kitchen for most of the year and little heating, we spent some time investigating how this could have happened.

It would seem that we have 3 gas usages.

1. In our ovens/cookers (which went to zero during close down)
2. In our central heating and managed using both a thermostat and timer. Heating only comes on if the temperature is below the thermostat setting and also the time is between 8am and 1pm and 5pm to 7pm (Mon-Fri)- this went to virtually zero during close down)
3. There is a hot water boiler for the kitchen together with a tank, rather than working like a combi boiler and heating water as needed.
 - a. This heating has a timer, however had been set to manual override.
 - b. If the timer had been set, the times was set to heat water from 6.15am – 1.30pm and 5pm – 10pm daily including Saturdays and Sundays.
 - c. Our caretakers have never adjusted these settings, so we are likely to have been keeping the water in this tank hot 24/7 for the last 6 years. This may also help explain how when the central heating boilers were replaced there was marginal fall in gas usage.
 - d. We have now reset timer to heat water from 8.30 to 1pm Monday to Friday only which will serve the caterers needs.

The RCT Community Centre team have agreed to arrange for a surveyor to visit and review the heating systems for the building so that we all have a clear understanding of what is there – the Community Centre have at least three gas water heaters.

The water in the public toilets and café 50 toilets are heated by electricity as used.

Income

Most of our non-precept projected income is normally received in the second half of the year and Income is in line with projections at this time except

1. As Café 50 catering has not started, we have had no caterer rent
2. We have received about £5500 from our insurance claim and Community infrastructure levy which was not expected in the budget.

Pontyclun Community Council
Annual Budget - By Combined Account Code
Note: Transfers to EMRs included in total YTD

		<u>2019-20</u>		<u>2020-21</u>				<u>2021-22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Budget Income</u>										
115	VAT Reclaims	4,000	4,252	4,000	1,378	0	0	0	0	0
1076	Precept	122,100	122,100	128,105	42,702	0	0	0	0	0
1090	Footpath Grant	480	960	480	0	0	0	0	0	0
1091	Other Income	650	388	300	5,902	0	0	0	0	0
1200	Donations Received	3,000	162	2,900	150	0	0	0	0	0
1220	Other Grants received	9,720	11,970	9,720	4,860	0	0	0	0	0
1230	Fundraising Events	500	0	500	0	0	0	0	0	0
1240	Caterer Rent Current Year	3,300	0	3,300	0	0	0	0	0	0
1241	Caterer Rent Arrears	0	800	0	0	0	0	0	0	0
1250	Cafe 50 Hire	2,350	410	2,000	455	0	0	0	0	0
Total Income		146,100	141,042	151,305	55,447	0	0	0	0	0
<u>Overhead Expenditure</u>										
515	VAT on Payments	4,000	4,903	4,000	1,747	0	0	0	0	0
4001	Staff Salaries	96,085	64,793	98,320	21,971	0	0	0	0	0
4040	Pension Conts Er and EE	0	18,520	0	6,286	0	0	0	0	0
4050	NI Contributions and Tax	0	12,063	0	4,148	0	0	0	0	0
4060	Community Office Rent	3,880	3,836	3,920	0	0	0	0	0	0
4070	Stationery	250	135	250	5	0	0	0	0	0
4080	Printing/Photocopying	1,100	908	800	536	0	0	0	0	0
4090	Postage	70	38	50	0	0	0	0	0	0
4100	Telephone/Internet	960	715	960	250	0	0	0	0	0
4110	Insurance	1,400	1,386	1,450	1,430	0	0	0	0	0

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Pontyclun Community Council

Annual Budget - By Combined Account Code

Note: Transfers to EMRs included in total YTD

	<u>2019-20</u>		<u>2020-21</u>				<u>2021-22</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4120 Website	450	385	300	300	0	0	0	0	0
4130 Software/Hardware	600	972	700	216	0	0	0	0	0
4150 Subscriptions	1,280	1,326	1,330	1,174	0	0	0	0	0
4160 Audit Costs	750	665	750	225	0	0	0	0	0
4170 PCC Staff Conf/Travel Expense	100	47	50	32	0	0	0	0	0
4180 Training/Conferences Staff	1,000	215	500	15	0	0	0	0	0
4210 Miscellaneous Admin Costs	0	-11	0	0	0	0	0	0	0
4220 H&S/Protective Equipment	550	876	800	258	0	0	0	0	0
4300 Maintenance/Minor works/Repair	5,000	2,924	5,500	360	0	0	0	0	0
4315 Bus Shelter Repair	500	0	700	0	0	0	0	0	0
4320 Machinery/Tools Purchase	1,000	108	1,500	198	0	0	0	0	0
4340 Vehicle Running costs	3,500	1,145	3,500	316	0	0	0	0	0
4380 Footpath Lighting	120	111	120	39	0	0	0	0	0
4400 Refuse Collection	1,050	988	1,100	1,004	0	0	0	0	0
4410 Pontyclun Park Maintenance	5,200	1,933	5,200	241	0	0	0	0	0
4415 Tree Maintenance	3,000	500	3,000	0	0	0	0	0	0
4450 Community events	3,600	3,155	4,300	0	0	0	0	0	0
4460 Christmas Groesfaen	0	118	0	0	0	0	0	0	0
4470 Plants & Baskets	1,630	1,687	1,630	1,677	0	0	0	0	0
4500 Grants to Other Bodies	2,500	2,161	2,500	150	0	0	0	0	0
4510 Remembrance Sunday	125	75	125	0	0	0	0	0	0
4520 Cleaning Materials	300	445	300	205	0	0	0	0	0
4530 Non Domestic Rates	2,150	2,016	2,300	2,008	0	0	0	0	0
4540 Utility Costs/Maintenance	0	32	0	0	0	0	0	0	0

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Pontyclun Community Council

Annual Budget - By Combined Account Code

Note: Transfers to EMRs included in total YTD

		<u>2019-20</u>		<u>2020-21</u>				<u>2021-22</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4600	Gas	950	0	530	0	0	0	0	0	0
4605	Water	750	0	420	0	0	0	0	0	0
4610	Electricity	2,800	0	1,550	0	0	0	0	0	0
4611	Shed Grant	0	108	0	0	0	0	0	0	0
4612	Dementia Support Grant	0	0	0	100	0	0	0	0	0
4630	Cafe 50 Cleaning Resource	500	332	500	280	0	0	0	0	0
4650	Administration Cost	380	123	400	15	0	0	0	0	0
4660	Bank Charges	70	70	100	28	0	0	0	0	0
4680	Licences	0	175	200	0	0	0	0	0	0
4690	Community Consultations	50	0	50	0	0	0	0	0	0
4695	Elections	1,600	0	1,600	0	0	0	0	0	0
4771	One off items from Gen reserve	4,500	3,951	0	5,231	0	0	0	0	0
4773	ICF Grant	0	29	0	0	0	0	0	0	0
4774	Cafe 50 Door	0	4,212	0	0	0	0	0	0	0
	Overhead Expenditure	153,750	138,170	151,305	50,443	0	0	0	0	0
	Total Budget Income	146,100	141,042	151,305	55,447	0	0	0	0	0
	Expenditure	153,750	138,170	151,305	50,443	0	0	0	0	0
	Net Income over Expenditure	-7,650	2,872	0	5,004	0	0	0	0	0
	plus Transfer from EMR	0	6,226	0	5,005	0	0	0	0	0
	less Transfer to EMR	0	0	0	3,118	0	0	0	0	0
	Movement to/(from) Gen Reserve	(7,650)	9,098	0	6,892	0		0		

Cyngor Cymuned PONTYCLUN Community Council

Arrangements for Christmas 2021

Last year due to Covid restrictions we did not hold any Christmas festivities except for putting up lights and banners. We did purchase additional Christmas lighting and banners to extend our displays

The Council should decide what it wishes to do this year. The following should be noted

1. Whilst we are Level 0 for Covid at this time cases are rising, and it is possible some restrictions may be reimposed. If we did decide to go ahead then we would need to implement some Covid measures such as restrictions on numbers, what we have and perhaps have a one-way system.
2. The organisers of the McMillan Christmas Fayre have indicated they do not wish to arrange an event this year. They have asked that if we arranged an event they would like a stall.
3. RCT CBC Streetlighting team have asked that Council's wanting to put up additional displays request permission to do so and this should be before end July (so will have passed). We could still ask but likely that that this might not be approved in time.
4. There is an "events" budget of which about £2k remains uncommitted. This would fund the Christmas festival should it go ahead.

We are effectively committed to the following

1. Christmas tree for Groesfaen with lighting and two column lights on lamp posts
2. Christmas tree for Pontyclun with lighting, column lights for lamp posts from Ammonite Yarns to the Car Wash and streetlights overhead in main area of Pontyclun.
3. Christmas Banners for Railway station and at 4 other locations around the community.

Last year we also arranged the following three things which were well received, and the Clerk recommends doing similar with the Christmas tree decorations again this year.

1. Donation to local food bank (£200) – we could offer this by using our Grants budget as requests so far have been slow.
2. Delivered cards/small presents to regular Café 50 users
3. Had local groups/schools created decorations for the Community Christmas tree from correx sheets

If we decide not to arrange a festival for this year, then some options for budget include

1. Lighting around Cafe50/Community Centre
2. A Christmas tree made from lights by War Memorial (similar to what Llanharry have as you drive in there)
3. More community Banners
4. Purchase some more "Gazebos" to provide shelter for future events
5. Arrange an Easter event for 2022
6. We could part fund/fund Christmas dinners in Café 50 – and/or give each diner a small token gift.

With most suppliers now quoting extended delivery times the sooner we decide the better.

Action – Members to decide what they wish to do for Christmas 2021

Notes of Meeting re History Trail Pontyclun

Tuesday 1st June

Present

Anne Jackson, Mike Davies, Martin Ashford, Margaret Griffiths

Discussion

We talked about

how people access information, before or during a visit.

whether people use QR codes or read information boards

how to catch people's interest in either reading an information board or using a QR code

the need to use all sources of information to expand the Museum and to check the information included and to be included.

the need to edit the information on the Museum to ensure that it is brief and to the point.

Main Points

Trail needs to have access to Museum site on Pontyclun.net,

To interest people to access the Museum we need

1. maps of interesting locations located at strategic places within Pontyclun,
 - Train Station,
 - Pontyclun Community Car Park,
 - Windsor Car Park.
2. QR codes on places of interest. QR codes need headline that attracts attention and interest.
3. Hard copy maps of places of interest that can be picked up in local shops, library etc.

Headline for the Trail. We need suggestions but may be

History of Here,

Want to Know?

Our history

Steering Group

We suggest there is a steering group of members of the council along with some residents.

Call out for Interest

We suggest that an email is sent out to the following groups and more to gain interest and involvement in the project.

U3A History Group, Gordan

Llantrisant History Group, Y Pant history teacher

Pontyclun Primary School

Tony Giles, resident

Edgeley Thomas, resident

Wynne Davis, Ceulan

Miskin Cricket Club, Keith Davis

We suggest a Facebook advert for local residents

Followed by a Zoom or face to face meeting.

Resources

Financing

Board at Windsor car park can be replaced at cost of board only

Board at Train station may receive grant from Transport for Wales

Board at Windsor car park may receive some funding from RCT Tourism, post covid funding.

Editing

This may be done by members of the steering group or volunteers, but we need to be aware that it may need us to buy in resources.

Uploading the Museum site

This may be done by members of the steering group or volunteers, but we need to be aware that it may need us to buy in resources.

Update from Clerk Sept 2021

The Clerk has investigated costs for signage with RCT CBC

Small plaques to put by historic locations (approx. 15cm x 20 cm)

Plaques to screw onto walls etc - £5 each

Plaques to attach to lamp posts - £10 each

RCT design/set up costs - £80 if all signs the same and about £300 if they are all different

Funding

The Clerk approached RCT CBC Tourism to see if they could support this initiative. They advise that they cannot but that two other departments might which we will approach. We could also possibly apply for a Lottery Heritage grant.

Funding would only be needed once we developed the routes and not for the History point signs.

Possible locations

The Clerk used his Covid self-isolation time to research possible historic locations and has prepared initial draft landing page for Councillors to view. The sub-pages all have draft content extracted from other online sources.

This can be found [here](#)

There are over 40 possible sites identified though some can use one plaque (e.g., central Miskin and Pontyclun War memorial/Masonic Hall) and Talygarn House could be split into different components and or have a couple of signs from different directions. There are a few other locations that can be added if historical data can be sourced e.g., Brynsadler Mill; The Victorian primary schools, Bethel chapel; St Paul's church.

All bar one of these sites could easily be included on 4 circular History trails – Pontyclun; Brynsadler & Talygarn; Miskin (3 loops) and Groesfaen & Mwyndy. Examples of the routes can be seen [here](#)

If we identify more sites these routes could be expanded to include the new areas.

Action- members to confirm

1. Do we wish to progress with History Trails?

- 2. Stage one to be launching history point locations with information plaques**
 - a. Should the plaques be bespoke to each location or standard taking to a landing page?**
 - b. Are members prepared to go live with initial text (subject to proof reading) and then add improvements as obtained?**
 - c. If we use standard plaques and are happy to progress with wording as is Clerk estimates that we could have 10 sited shortly after receipt of plaques; with 10 more early in 2022 and a further 10 more by the end of this Council in May**
- 3. Stage 2 to have formal routes prepared with maps**
 - a. Online first**
 - b. Then notice boards**
 - c. Then leaflets**

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 £150 in 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. RCT Community Wind band
 - a. This is a local Community wind band
 - b. They have 25 members most of whom live in and around Pontyclun. They also support our Christmas events.
 - c. They are requesting £200 towards additional Covid related costs. Total cost is around £350.
 - d. The band applies to us each year and we normally give between £100-£200.
 - e. The request would meet our grant objectives.

Actions required by members-

1. **Consider and approve/decline grant request.**

Application form

Your organisation

Name of Organisation	RCT COMMUNITY WIND BAND
Purpose of organisation	MAKING MUSIC WITH AND FOR OUR COMMUNITY
Number of Participants / members	25
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	THE MAJORITY OF OUR MEMBERS LIVE IN AND AROUND THE WARDS OF PONTYCLUN
Age group of participants / members	12 - 79 YRS

Your application

Why do you need a grant?	TO HELP WITH ADDITIONAL COSTS DIRECTLY RELATED TO COVID 19.
What is the total cost of your requirements?	TO HELP WITH - FLEXI-BAND MUSIC - £214.87 MOISTURE GUARD BELL COVERS - £108.60 DISTANCE MARKERS - £16.06
Will the grant generate revenue? If so, how much is the projected revenue?	NO
How much are you asking the Community Council for?	£ 200
Who will benefit from this grant?	THE COMMUNITY WIND BAND AND THE COMMUNITY
How will the grant support the achievement of the Community Council	IT MEETS WITH THE COUNCILS OBJECTIVES

Additional Information: Please attach (if possible)

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

Application form

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Additional Information: Please attach (if possible)

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2. your constitution or aims and objectives

Cyngor Cymuned PONTYCLUN Community Council

Council service levels

Whilst reviewing the tasks of our staff the Clerk has identified a set of the service levels that could be used to measure our delivery.

They have been tabulated into a format which we could publish as a way of indicating to our residents what they can expect. By publishing we can also identify where pinch points have occurred and plan to resolve these, over time.

Having set standards will have some benefits

- Sets expectations for residents
- makes measuring staff performance easier
- When the new guidelines in the Local Government and Elections bill relating to annual reports come into effect it will be easier for us to identify where we as a Council have achieved or not.
 - The act requires all Councils to produce an annual report which amongst other things identifies how they delivered against their plans.
- Having set standards gives you a benchmark against which new methods of working can be set. For example, while drawing up the standards the Clerk changed our letter headings and office e-mail addresses to reference our normal opening hours. This should help set expectations for timeliness of replies.

The standards are outlined in appendix 10a, and the Officers have been working to these during this year

The aim is for these to apply to the Officers, however the first standard relating to correspondence could also be adopted by Councillors.

The Clerk recommends we accept and publish for the Officers now and then consider applying to Councillors when the new Council is elected in May 2022.

Action – Members to consider adopting these service levels for the Council

Service	Target service level
Council Administration	
Messages to Council including via <ul style="list-style-type: none"> • Emails • Post • Facebook • Twitter • Telephone message • Website contact form • Google messaging 	Our aim is to respond to all messages within 2 working days of receipt Depending on complexity we may give an initial holding reply pending further investigation or discussion. The holding letter will provide information about what happens next and timescales
Information about Council meetings including <ul style="list-style-type: none"> • Meeting agendas and papers • Minutes • Annual Report 	Agendas and supporting papers for meetings will be published at least 3 working days (including Saturdays) before meeting Draft minutes will be published within 7 working days after a meeting and finalised minutes within 7 days after the next Council meeting An annual report for the prior financial year will be published by the end of June each year
Website maintenance including <ul style="list-style-type: none"> • External links • Business information • Community group information 	Website will be regularly maintained with all external links, Business information and Community group details updated at least annually
Booking Council assets including <ul style="list-style-type: none"> • Café 50 • Use of land such as Pontyclun Park 	All requests for bookings will be acknowledged with 2 days of receipt All bookings will be confirmed in writing including providing terms and conditions of booking
Maintenance of Assets	
Dangerous trees, Playground equipment, paths etc	The area will be made safe on the day we become aware of the issue and repaired in a timely manner afterwards
Footpath maintenance	All public footpaths in the Community will be reviewed and cleared annually. The footpaths used for our Community Walk leaflets and for long distance paths will be cleared twice annually
Waste management including <ul style="list-style-type: none"> • Litter picking • Bin emptying 	The Council will manage its waste in a responsible manner Pontyclun Park and the Car Park in Heol yr Orsaf will have litter picked at least once a week in Winter and twice weekly in Summer The Council owned bins (dog and waste) will be emptied at least weekly
Playground maintenance	Playground at Pontyclun Park is visually inspected weekly by our staff Playground has additional checks by trained RCT staff three times a year and has an annual independent inspection Defects identified are dealt with in a timely manner commensurate with the risk. Any dangerous defects are made safe on day advised.
Ivor Woods & Millfield tree management	We have an annual inspection of our trees by RCT CBC Parks team staff Trees identified for removal (or pruning) are dealt with prior to next inspection
Grassed areas	During the mowing season grass will be cut <ul style="list-style-type: none"> • Every 3 weeks at Pontyclun Park, Café 50; The Hollies and at War Memorial • Areas of grass at Café 50; the Hollies and in the park are left to grow providing a better habitat for Pollinators and other wildlife
Asset inspection and maintenance	All Council assets are inspected annually, and a report prepared for action to remedy defects Wooden floral planters are painted every 5 years with 3 coats of appropriate covering The railings at Pontyclun War Memorial are painted every 3 years

Cyngor Cymuned PONTYCLUN Community Council

Update on Pontyclun Park and Café 50

Pontyclun park

Summer Park “events”

Members should be aware that as agreed, the park was used by RCT CBC to arrange a couple of summer events

The Representatives from Welsh basketball tried to arrange some Friday training sessions in our MUGA through August however due to bad weather only 1 was held. They have promised a small donation to the Council as a thank you.

Halloween

We have been asked by the Gills who do the fairground rides for us at Picnic in the park and the Christmas Event if they can hold a Pumpkin picking event at in the park leading up to Halloween. They will sell Pumpkins and kits to decorate them and are looking for an evening or Weekend to do so. This would be near to the Playground.

Our lease does not prohibit us from doing so and a community focussed event like this could be quite popular.

Action – is Council happy to support this and allow use of the park accordingly? Alternatively, would we allow use of part of the car park

Equipment repairs updates

The damaged swings, see saw slide platform have all been repaired and the Playground is now fully open again following relaxation of Covid restrictions.

We still await further guidance on repairs to the MUGA fencing

New damage/misuse

Over the summer someone has tried to light a fire in the MUGA. The top layer of tarmac has been slightly damaged and whilst we do not plan to repair at this time we will monitor and as it deteriorates over time a repair will be required.

Over the summer we had someone dumping some tree cuttings in the park near to the Community Garden. We do not know who has done this, but Council may choose to write to nearby neighbours asking them not to do so and/or watch out for perpetrators going forward.

Action – does the Council wish to do so regarding the tree cuttings?

Community Garden

The Community Garden volunteers continue to be approached by their neighbours – to use the words of the volunteers they are being accosted.

The latest issue seems to be litter, where the neighbours are saying the Garden team are littering the area, and this was made after watching volunteers picking litter up. Members should note that we also litter pick in the park 2-3 times a week.

Lisa Williams from the garden team will be telling the neighbours that if they have any issues they should follow the agreed process, which is to report it to us directly and not talk to the volunteers.

If this continues then the volunteers may well stop supporting the garden.

The Garden was inspected by the Green flag awards judges in August and they are very hopeful that the flag will be re-awarded again this year.

Café 50

Outside redecoration

Using the resources of our placement we have started redecorating the outside of Café 50.

Permission was granted by RCT CBC and so far the section by the Office and Café 50 entrance has been completed with the aim that frontage by the toilets should be completed by end of September.

The Guttering is being painted white and the render grey

Donation

We have received a donation of £100 from Mr Plumber on behalf of Zelda, his late mother. He has asked that this is used for Café 50, though has not specified anything and it can be used for general costs.

The Clerk has thanked him and believes that the Council should use some of this money to purchase a painting/artwork for Café 50 which could then have a small plaque acknowledging the donation.

Action – Do Councillors wish to purchase some artwork as described?