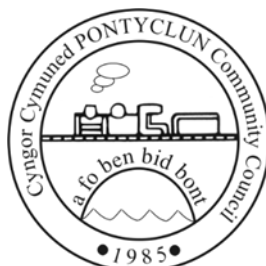


## Cyngor Cymuned Pontyclun Community Council

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](mailto:clerk@pontyclun-cc.gov.wales)  
Gwefan: [www.pontyclun.net](http://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](mailto:clerk@pontyclun-cc.gov.wales)  
Website: [www.pontyclun.net](http://www.pontyclun.net)

Mae Swyddfeydd y Cyngor fel arfer ar agor o ddydd Llun i ddydd Gwener 10am tan hanner dydd ac eithrio Gwyliau Banc  
The Council Offices are normally open Monday to Friday 10am to noon except Bank Holidays

### Draft Minutes

Draft minutes of the Monthly Meeting of Pontyclun Community Council held at 7.00 p.m. on Wednesday 8<sup>th</sup> Sept. 2021.

PCC Member attendance at meetings												
Member name	2020			2021								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	14-Jul	27-Jul	Sep
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 Margaret Griffiths, Paul Griffiths, Carole Willis, and Mike Davis gave their 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. No new interests declared
3. Public requests in person to the Council
  - a. None received
4. To Confirm minutes of the Council monthly meeting of 14<sup>th</sup> July 2021 is a true record and to discuss any matters arising.
  - a. Minutes agreed as a true record
  - b. Matters arising

- i. Clerk has given Councillor Margaret Griffiths a list of RCT owned benches that need replacing or refurbishing so she can approach them to action this
  - ii. Council agreed to arrange CPR/Defibrillator training once our new defibrillators have been installed. This can be obtained free of charge from Welsh Hearts
5. To confirm Council Payments in July
  - a. Payments confirmed
6. To agree Covid risk measures for Café 50
  - a. The Council agreed to relax some of our Covid procedures including
    - i. Face masks to be recommended for users, and not compulsory
    - ii. Where possible users to maintain a 1m social distance
    - iii. Max 30 users in Café 50 with only up to 4 at tables
    - iv. When practical users not to share equipment and when this happens, groups to try and keep sharers to minimum
    - v. Other key measures such as additional cleaning/sanitising to remain
    - vi. Groups to be reminded that they can ask users to take lateral flow tests prior to visiting
7. To discuss opportunities to improve Floral arrangements
  - a. The Council agreed to –
    - i. Put 2 additional floral planters at Railway Station, provided Transport for Wales had budget to support purchase
    - ii. Put daffodils into planters at Ynysddu bridge and Pontyclun library funding from maintenance/minor projects
    - iii. Over next 2-3 years expand floral offering at café 50/Car Park within the maintenance/minor projects budget
8. To confirm training plans for the Council
  - a. The Council agreed to the Clerks recommended training plans for Councillors and staff
9. Update on Council budget actual v plan
  - a. The Council noted the current budgetary position
10. To discuss arrangements for Christmas 2021
  - a. The Council agreed to arrange a Christmas festival in 2021 with more details provided in Appendix A to these minutes **Action MM730**
11. Update on Community History trail
  - a. The Council agreed to start implementing History trail as per details in appendix B to these minutes **Action MM731**
12. To consider Grant requests
  - a. The Council agreed a £150 grant to RCT Wind band
  - b. The Council agreed a £500 grant to help support local businesses arrange Christmas activities in the high street. Councillor Gwyn Jackson to discuss this with local businesses
13. To Consider Council service levels
  - a. The Council agreed to implement the Councils service levels internally for this year and publicly from April 2022
14. To receive update on Pontyclun park and Café 50
  - a. The Council agreed that Pumpkins could be sold from the park for Halloween
  - b. The Council agreed to purchase a painting for Cafe50 from Giles gallery in memory of Zelda, whose family have made a donation.
15. Update on Café 50 catering
  - a. The Council confirmed the minutes of the special (confidential) meeting of 27<sup>th</sup> July
  - b. The Council noted and agreed new indicative pricing structure for catering
  - c. The Council agreed the Service Level agreement to be used with new Caterers

This is a copy of the minutes of the September 2021 meeting of Pontyclun Community Council. The signed originals can be viewed at the Council offices.

## Appendix A – Christmas arrangements

The Council confirmed they wished to progress as follows

1. Christmas trees and lights in Groesfaen and Pontyclun with decoration as in 2020
2. Street lighting in Groesfaen and Pontyclun as last year, with banners at the Railway station and other locations across the community.
3. Christmas event to be held on Saturday 4<sup>th</sup> December to be based around the Car Park and Community Centre at Heol yr Orsaf
  - a. Marquee with stalls (approx. 16)
  - b. Fairground rides
  - c. Food stalls (4)
  - d. Outdoor stalls (space allows up to say 15 though vendors would have to have their own cover)
  - e. Indoor stalls at Community Centre (approx. 10)
  - f. Additional activities at Cafe50/ Stalls in conjunction with Primary PTAs
  - g. Incidental music by way of “groups” in a small marquee placed in car park so sound travels and less likely to cause an issue of crowding.
4. Officers to liaise with local churches to arrange a Village Carol service for Sunday 5<sup>th</sup> December with fund raising for the Pontyclun Food bank
5. Subject to sufficient events budget remaining, up to £200 to be spent supporting Christmas lunches at Café 50.

## Appendix B – Community History trail

The Council agreed to progress with the History trail in phases.

### Phase 1

- Existing text for sites identified by Clerk to be reviewed by Clerk and Councillors Gwyn and Anne Jackson
- These sites can then go live on the website
- Clerk and caretakers to identify locations where plaques can be sited and obtain any landowner permissions required. Standard plaques referring to a landing page to be used.
- Aim to go live with at least 10 sites shortly after receipt of plaques with a launch by either local Members of Senedd or Member of Parliament
- Roll out a total of at least 30 plaques between launch and end March

### Phase 2

- Clerk in conjunction with Councillor Margaret Griffiths to contact local historians/ History societies for their input to improve content used in phase 1 and identify additional sites to expand content.
- Prepare simple routes/descriptions / map showing where sites are
- Monitor web visits to the History pages
- Budget for phase 1 and 2 to be up to £500

### Phase 3

- Should web tracking show that the plaques are attracting interest the Council to apply for grant funding with the aim of –
  - Launching a set of online (pdf) history trails for the community
  - Placing a few descriptive signs up in community for the trails
  - Developing a booklet on the trails including the factual details on the sites, maps, and pictures

## ***Cyngor Cymuned PONTYCLUN Community Council***

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### Council payments summary

1. List of Payments made in August are attached for confirmation and noting.

### **Action –**

- **Council to note & confirm payments made in August**

## Current Bank A/c General

## List of Payments made between 01/08/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2021	Screwfix Direct Ltd	DD	29.99		Bore Hole Key Set
04/08/2021	Screwfix Direct Ltd	DD	29.99		Bore Hole Key Set
04/08/2021	Screwfix Direct Ltd	DD	-29.99		Bore Hole Key Set
04/08/2021	Tesco	BCARD	82.70		Fuel for Van
04/08/2021	Rhondda Cynon Taf C.B.C.	FPO	1,580.93		Er+Ee Pension conts August'21
04/08/2021	Forest Park & Gardens	FPO	35.03		Materials
04/08/2021	Sabrina Cartlidge	FPO	80.00		Afternoon Support Group Jul'21
04/08/2021	Sheet Plastics	BCARD	63.63		Noticeboard repair
04/08/2021	Action Hire Ltd	FPO	18.00		Trailer Hire for Ivor Woods
05/08/2021	Evolve Corporate Ltd	FPO	97.52		Community Caretakers Clothing
05/08/2021	British Telecom	DD	61.49		Office Phone+Broadband July'21
06/08/2021	Amazon	VISA	17.00		x2 Napkins
06/08/2021	Amazon	VISA	89.20		x10 Oil and Vinegar Sets
09/08/2021	Amazon	VISA	2.65		Ethernet Adapter
09/08/2021	Amazon	VISA	6.20		Scissors
09/08/2021	Amazon	VISA	10.66		Stapler+Staples
09/08/2021	Sutcliffe Play South West Ltd	FPO	255.39		Equipment repairs
10/08/2021	Virgin Mobile	DD	8.40		Assist Comm Caretaker Aug'21
10/08/2021	Amazon	VISA	9.99		Chopping Board
10/08/2021	Amazon	VISA	19.99		Chopping Board
16/08/2021	British Telecom	DD	6.54		Caretaker Mobile Aug'21
16/08/2021	IKEA	VISA	229.50		Dinnerware
18/08/2021	Amazon	VISA	9.99		Red Bucket
20/08/2021	02 July'21 to 02 Aug'21	SWALEC	10.59		02 July'21 to 02 Aug'21
23/08/2021	HMRC	BP	1,032.14		Tax+NI conts August'21
27/08/2021	Lloyds Bank Plc	PAY	7.00		10 June'21 to 09 July'21
31/08/2021	Toshiba Tec UK Imaging Systems	DD	43.20		Useage 09/04/21 to 01/07/21
<b>Total Payments</b>			<u>3,807.73</u>		

## ***Cyngor Cymuned PONTYCLUN Community Council***

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### Update on Cafe50 catering

The new Caterers opened their doors on Monday 27<sup>th</sup> September

A reasonable start customer wise with between 10-17 daily, though the first Thursday did have 22 diners plus 2 meals sold as a takeaway. They also supplied the quiz group with a special buffet.

Feedback from users on quality is good.

An afternoon tea slot has been booked as have 2 Christmas dinners (with a potential 3<sup>rd</sup> should demand be there).

Four issues have arisen -

1. As Thursdays are designated for "Roast dinner" it is possible that our 4 person per table Covid rule might mean that there is insufficient space for all diners. As dinner is run by the caterers, who follow covid rules, is the Council happy for up to 6 diners to be seated at the tables if required going forward?
2. As lunches are now popular, we are finding diners are sometimes still there when afternoon groups are starting. To combat this all new afternoon bookings are being done starting at 2pm rather than 1.30 as previously.
3. One group who was using Cafe50 has now stopped due to the awkwardness of moving chairs/tables for their group. They were paying about £350 a year for room hire
4. We had a few diners in who did not wish to share a table with others. Our current table arrangements do not make this easy without losing dining covers.

The Council has previously discussed replacing the tables & chairs. We have identified some suitable stacking chairs but have not agreed any folding tables.

If we replaced the current 6 round tables with 12 rectangular smaller tables (used in 2s) then we would have the same amount of space as currently with the option to split up or even create longer rows of tables at special events.

### **Action –**

- **Council to consider allowing up to 6 per table at dinner.**
- **Council to consider changing tables/chairs**

## ***Cyngor Cymuned PONTYCLUN Community Council***

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### Christmas in Pontyclun

Following the Council's decision regarding Christmas festivities and holding a Christmas Fair on the 4<sup>th</sup> of December the following has been arranged-

#### **Christmas Lights**

- Christmas lights will be installed as in 2020
- Expected to go up shortly after Remembrance Day, and be taken down in the first 2 weeks of January

#### **Christmas Trees**

- As in 2020 we will be arranging 2 similar sized Christmas trees. One for Pontyclun and one for Groesfaen
- They will be collected on the 19<sup>th</sup> of November.
  - The Groesfaen tree will then be erected by local volunteers between 19<sup>th</sup> and 24<sup>th</sup> Nov. Lights are powered from the lamp post.
  - The Pontyclun tree will be erected by the Council's caretaker with support from volunteers from the Walking Rugby team. This will be on Wed 24<sup>th</sup> November after which the tree will be decorated. Lights will be powered from Giles Gallery
    - Correx sheets have been issued to the two local Primary schools for pupils to prepare decorations to put on the Christmas tree

#### **Banners**

- The Christmas banners which we displayed last year will be used again in the same locations – Railway Station x 2; Pontyclun park; by Fire Station/Ynysddu; Groesfaen bus shelter

#### **Christmas fayre**

Arrangements have commenced for the Christmas fayre. The following is confirmed:-

- A temporary events notice has been accepted
- Community Centre and Cafe50 are booked
- We have contacted Pontyclun Primary School about use of their Car Park on the day – as yet no reply received.
- Safety barriers in hand for use that weekend

Marquee is booked.

- Due to space limitations, it will be slightly smaller than last year 24m x 9m.
- Cost is £1038 after our deposit from last year has been reused.
- The marquee will sit at the side of the car park by the houses
- Lighting will be powered by our generator

We are trying to source volunteers to help with setting up/taking down and marshalling.

- To ensure Covid safety and road safety we will need at least 11 marshals at all times in fixed points and probably some roving marshals.

- Volunteers will be needed to help set up and take down.
  - About 6-7 are expected from our Walking rugby team.
- Gwyn/Anne will provide First aid cover saving us £150.
- Neil has confirmed he will be available

Fairground rides are booked. The Gills will be providing this again and have promised

- 1 possibly 2 rides
- 1 game from Ring the Bell/Hook the Duck
- Darts game
- Stall selling Donuts & sweets and also separate Chestnut sales

Food and Drink vendors

- Burger/Hot dogs
- Southern Fried Chicken & Chips
- Soups/ Hot rolls / Jacket Potatoes
- Licenced bar
- Tea/Coffee/Hot drinks
- A N Other TBC – hoping for Pizza

Stalls

Regarding trading stalls

- There are 8/9 indoor spaces in the Community Centre (which are fully booked)- final number depend on what YGGG PTA decide to do.
- 15 in the marquee (fully booked)
- 18 stalls for outside (fully booked)
- There are about 20 or so stalls on the reserve list which would still not give us too many clashes of stock.
- In addition, the Community Centre and Café 50 will have various fun activities
  - We have asked the two Primary school PTAs to run a Santa grotto/ craft stalls etc in Café 50 and the Community Centre small room.
    - Pontyclun PTA have confirmed craft stalls
    - Awaiting YGGG PTA confirmation. Should they not wish to have the spaces then we have plenty of reserve stalls available.
- The air Cadets have agreed to run “Santa’s flying school” in Cafe50 using their flight simulator
- Income from the stalls will be about £350, though of this £150 has been spent purchasing lights for the stalls for when it gets dark (this was a specific feedback item from stallholders in 2019)

Music/Entertainment

To be provided by a variety of Choirs, bands etc. This will be by way of background music rather than on a stage. The following are confirmed-

- RCT Wind band
- Cantorion Pontyclun
- Simply singers (Choir)



- Bethel Band
- There is a local DJ who has offered to compare & provide incidental music around the acts
- There is one singer also confirmed and another awaiting confirmation

### **Bethel Christmas fayre and Fairy light trail**

Bethel Baptist will be arranging a Christmas fair on the morning of the 4<sup>th</sup> of December and they also plan to open their Christmas Fairy light trail on the 4<sup>th</sup> this year.

This will mean that the festivities will spread across the whole of Pontyclun

### **The following is still to arrange**

- Risk assessments including Covid need completion
- Signage
- T&C for stalls
- Plan of site – showing 1-way routes
- Get more volunteers and draw up guidelines for Marshalls/Timetable
- Final advertising/Promotion of event to public – banners will need to be purchased.

### **The Council needs to confirm the following items**

- **End time – 7pm or 8pm?**
- **Christmas Tree lighting – Do we want to have a lighting up ceremony? If so, recommend at end of the Fayre.**
- **Shop front competition – do we want to do a competition this year?**
- **Santa – If we do not have a grotto does the Council want a parade or for Santa to walk around the Fayre?**

## ***Cyngor Cymuned PONTYCLUN Community Council***

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### Consultation on Constituency boundaries for Members of parliament

The Boundary Commission has commenced a consultation on initial proposed boundaries for constituencies of Members of Parliament

Following the passing of the **Parliamentary Constituencies Act 2020** in December 2020, and the publication of the relevant **Parliamentary electorate data** in January 2021, the Commission began a new review of all Parliamentary constituencies, referred to as the '2023 Review' (final recommendations by 1 July 2023)

Applying the statutory formula to the electorate figures means the total 650 constituencies is distributed during the review to the four parts of the UK as follows:

- **England = 543** (includes two 'protected' constituencies on the Isle of Wight).
- **Scotland = 57** (includes two 'protected' constituencies for specified Scottish islands).
- **Wales = 32** (includes one 'protected' constituency on the Isle of Anglesey); and
- **Northern Ireland = 18**

Application of the statutory formula results in a decrease of 8 Parliamentary Constituencies across Wales.

Application of further statutory rules to the published electorate also means that **all recommended constituencies must have no less than 69,724 Parliamentary electors and no more than 77,062** (except those 'protected' constituencies mentioned above). By law, these electorate figures relate to the electorates as they were on 2 March 2020.

[The details of the initial review can be found here](#)

The initial review is suggesting that the arrangements for Pontyclun change as follows:-

Currently – some of Pontyclun Community Council area is in Ogmores constituency (Ynysddu and part of Brynsadler; 690 voters) and most in Pontypridd (5371 voters)

Proposed – all of Pontyclun Community Council area to move to Cardiff West.

The Boundary Commission has set a date of 3<sup>rd</sup> November to receive responses to this consultation.

They are particularly interested to hear from people about the extent to which the proposals reflect the local ties in the area, and if people disagree with their proposals, how they think they should be amended.

There will be two further rounds of public consultation before the final report is issued.

#### **Action –**

- **Council to consider proposals and agree response if wanted**

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## *Cyngor Cymuned Pontyclun Community Council*

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### Future Council meetings

Recent changes in legislation now allow Community Councils in Wales to hold their meetings Face to Face, Remotely or in a hybrid form combining the two.

The legislation requires Councils to provide a remote access option if requested to do so. There is no legal requirement to provide an in person meeting.

In September we trialled a hybrid meeting with some members at Café 50 and others via zoom.

The key lessons were

1. Hybrid meetings can be held by us successfully without the need to purchase expensive new IT kit
2. Administratively the easiest meetings to organise are remote only, then face to face only and the most complex being a hybrid meeting.
3. For Hybrid meetings the room can be set up in one of three ways depending on the number of face to face attendees and it would be a benefit to know how many Councillors will attend prior to the meeting so the correct set up can be put together ahead of the meeting.
4. Attendees accessing remotely can find it difficult to hear the in room attendees unless there is clear control over who is speaking

Subject to satisfactory trial the Council had previously decided that they wished to move to Hybrid meetings and the Clerk has started arrangements to purchase the various items of kit required.

We have been advised that RCT CBC have received some Welsh Government grant funding to facilitate the launch of remote/hybrid meetings including funds for Community & Town Councils. The Clerk has requested some funding and is holding off making significant purchases until confirmation of grant (or decline) of grant is obtained.

The aim is for our November meeting to be a hybrid event.

To support the smooth set up of the meetings the Clerk aims to send out an invitation to Council meetings approx 2 weeks before asking members to confirm their preference for attendance – face to face or remote. This is in addition to the summons issued with papers etc.

- If 8 or more Community Councillors wish to attend remotely then the meeting will be via zoom only
- Councillors not expressing a preference will be assumed to be planning to access remotely
- Guests who have advised they wish to attend will also be given the choice of face to face or remote access, provided a face to face option is available.

## ***Cyngor Cymuned PONTYCLUN Community Council***

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### Appointment of a Governor for Pontyclun Primary school

The Council has a right to have a governor at Pontyclun Primary school.

Our current governor is Councillor Anne Jackson, and her term is now expiring.

The Council should now decide on who to appoint as her replacement

#### **Action –**

- **Council to confirm who they wish to be our new governor at Pontyclun Primary**

## ***Cyngor Cymuned PONTYCLUN Community Council***

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### **Volunteer policy**

RCT have recently set up an RCT Together website for community groups and local organisations to share best practices etc

One function of the service is an ability to publish volunteering opportunities so people can tell us they want to help. In addition, their volunteering co-ordinator can proactively search for volunteers to help us.

However, they will only do this if we have a volunteering policy in place and have provided us with a template which meets all relevant legislation. This is tailored to us and is provided in Appendix 8a

We will need volunteers for Christmas fayre and have some for groups such as the Monday Afternoon Social and earlier this year we did use volunteers in Ivor Woods

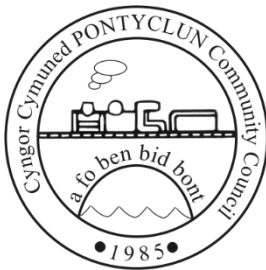
It is likely that such needs will pop up over time so sensible in having a policy in place.

#### **Action –**

- **Council to confirm acceptance of draft policy**

# Cyngor Cymuned Pontyclun Community Council

**Council Volunteering policy  
Last review Oct 2021**



## Introduction

This volunteer policy sets out the principles and practice by which we involve volunteers and is relevant to staff, volunteers, and trustees within the organisation. It aims to create a common understanding and to clarify roles and responsibilities to ensure the highest standards are maintained in relation to the management of volunteers.

## Our commitments

We recognise volunteers as an integral part of the organisation. Their contribution supports our mission and strategic aims and complements the role of paid staff. We aim to encourage and support volunteer involvement to ensure that volunteering benefits the organisation, its clients, and the volunteers themselves.

Appropriate steps will be taken to ensure that paid staff are clear about the role of volunteers, and to foster good working relationships between paid staff and volunteers. Volunteers will not be used to replace staff.

We are committed to offering a flexible range of opportunities and to encouraging a diversity of people to volunteer with us, including those from under-represented groups such as youth, people with a disability, older people, and people from black and minority ethnic communities.

We recognise that there are costs associated with volunteer involvement and will seek to ensure adequate financial and staffing resources are available for the development and support of volunteering.

We recognise that people have a right to participate in the life of their communities through volunteering and can contribute in many ways. We recognise our responsibility to organise volunteering efficiently and sensitively so that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.

## Who is a volunteer?

Volunteers are individuals who undertake activity on behalf of our organisation, unpaid and of their own free choice.

The Welsh Government Volunteering Policy (2015) defines volunteering as activity which

- Is undertaken freely, by choice
- Is undertaken to be of public/ community benefit
- Is not undertaken for financial gain

Work experience placements and internships are not the same as volunteering.

Volunteers may be involved on a one – off, short term or on a longer term, regular basis. They may be involved:

- In the direct delivery of our services
- In community engagement to raise awareness of our work
- In one off events and promotional activities
- In our offices or in community venues

Volunteers are valued for:

- Bringing additional skills and new perspectives to the organisations
- Enabling us to be more responsive and flexible in our approach
- Championing our cause within the wider community
- Enhancing the quality of our work and of client experience
- Promoting the wellbeing of users of services, staff, local communities, and themselves

### Roles and responsibilities

The Clerk has responsibility for the development and co-ordination of voluntary activity within the organisation, including volunteering policies and procedures and the welfare of volunteers.

All volunteers will have a designated staff member/volunteer for guidance, support, and supervision. Staff responsibilities for volunteers will be explicitly referred to in their job/role description.

The volunteer role is based on trust and mutual understanding. There is no enforceable obligation, contractual or otherwise, for the volunteer to attend or to undertake particular tasks or for the organisation to provide continuing opportunities for voluntary involvement, provision of training or benefits.

However, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what the organisation expects of volunteers and what volunteers expect of the organisation.

The organisation expects volunteers:

- To be reliable and honest
- To uphold the organisation's values and comply with organisational policies
- To make the most of opportunities given, e.g., for training
- To contribute positively to the aims of the organisation and avoid bringing the organisation into disrepute
- To carry out tasks within agreed guidelines

Volunteers can expect:

- To have clear information about what is and is not expected of them
- To receive adequate support and training
- To volunteer in a safe environment
- To be treated with respect and in a non-discriminatory manner
- To understand the process for out-of-pocket expenses
- To have opportunities for personal development
- To be recognised and appreciated
- To be able to say 'no' to anything which they consider to be unrealistic or unreasonable
- To know what to do if something goes wrong

### Recruitment and selection

Equal opportunities principles will be adhered to in recruiting volunteers. Opportunities will be widely promoted to attract interest from different sectors of the community. Positive action to target recruitment may be used where appropriate. Online application is encouraged but non-digital methods of application are also available.



Information will be made available to those enquiring about volunteering, including written role descriptions which set out the nature and purpose of the volunteering role, key tasks, skills required and benefits.

Recruitment will usually involve an informal interview, application form and the taking of references; the process will be defined and consistent for any given role - for example, the recruitment process for regular volunteers and for volunteers for one off event will be tailored in each case and may differ from one another.

Where applicants are not able to be placed in their preferred role, they will be provided with feedback and given the opportunity to discuss alternative volunteering roles, or signposted to the local volunteer centre or the [www.volunteering-wales.net](http://www.volunteering-wales.net) and [www.connectrct.org.uk/register](http://www.connectrct.org.uk/register) websites.

For roles which involve care giving and/or sustained and direct contact with young people or adults at risk, volunteers will be required to have a full DBS disclosure check which will be arranged by the organisation. DBS disclosures are dealt with in the strictest confidence. A criminal record is not necessarily a bar to volunteering.

### Induction and training

Volunteers will be given induction and training appropriate to the specific tasks to be undertaken.

### Support and supervision

Volunteers will be offered support and supervision as appropriate, and this is discussed during induction. Arrangements vary according to the volunteer and the role undertaken, and may include telephone support, group meetings or one to one review.

### Recognition

Volunteers will be given the opportunity, where relevant, to share their views and opinions with the organisation's wider staff, at staff meetings etc.

Formal recognition of the contribution of volunteers is expressed through annual reports, website articles, social media, and during Volunteers' Week award celebrations.

### Dealing with problems

The organisation aims to treat all volunteers fairly, objectively, and consistently. It seeks to ensure that volunteers' views are heard, noted, and acted upon promptly.

We will attempt to deal with any problems informally and at the earliest opportunity. All volunteers will have a named person to whom they can turn in the case of any difficulty.

Volunteers will be made aware of the organisation's complaints processes and how to follow it. They will also be made aware of how inappropriate behaviour by volunteers will be addressed by the organisation.

### Expenses

Volunteers will be given clear information about what expenses can be claimed and how to make a claim.

### Moving on

When volunteers move on from volunteering with us, they will be asked to provide feedback on the volunteering experience by way of an exit questionnaire. They will also be given the opportunity to discuss their responses to the questionnaire more fully.

Volunteers who have remained with the organisation for at least 3 months will have the right to request a reference. Volunteers will be supported to move on to other options.

## ***Cyngor Cymuned PONTYCLUN Community Council***

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### Supporting Pontyclun Remembrance Day parades

The Council does not organise any of the three Remembrance Day parades in our Community Area and in the past have declined to formally help in organising them.

Each is organised by local churches or individuals in the area though we do support in providing cones etc for Pontyclun and our local Councillors lay a wreath at each location.

The organiser of the Pontyclun parade has approached us as she, and some of the attendees are concerned regarding the risks of arrangements.

The Pontyclun parade is arranged by an individual person who would be ultimately liable should anything happen. The parade has up to 400 attendees including children and people are on the road for a time.

There is no risk assessment in place.

We are asked could we help by taking on the risk and doing a risk assessment. This would mean that the parade would be covered by the Council's insurance policy. The organiser will still make all the arrangements and will follow any instruction from us about requirements and rules.

The Clerk has received information from Llantrisant Community Council who used to arrange their parade for their action templates and has approached our insurers for advice.

Our insurers advise the following

*"We can confirm that providing the Parish Council have the sole responsibility of organising the Parade then the existing Public Liability section would extend to include the legal liabilities of the Council as far as they apply."*

For this year as much of the organisation has already been undertaken it would be difficult for us to say we are the sole organisers. For future years we would meet with the lady concerned in advance to discuss arrangements and she can volunteer to help us organise and I believe we would be covered.

For this year the Clerk believes that we can help by preparing risk and covid assessments but the risk would not be ours.

The Council will need to be conscious is that if they agree for Pontyclun then if we are asked by Miskin or Groesfaen then it would be difficult to say no as the precedent was set for a yes.

### **Action –**

- **Council to consider request to take the risk on for the Pontyclun Remembrance Day parade.**