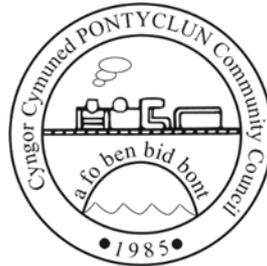


Cyngor Cymuned Pontyclun Community Council

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

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 13th Oct 2021.

PCC Member attendance at public Council meetings												
Member name	2020		2021									
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	14-Jul	27-Jul	Sep	Oct
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, Kate Jones and Neil Holley gave apologies
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. The Council listened to a presentation regarding the Hendy Quarry development by Martin Long, Lloyd McInally and Tim Gent from the development team.
 - b. The Councillors questioned the representatives for further clarification
4. To Confirm minutes of the Council monthly meeting of 8th Sept. 2021 are a true record and to discuss any matters arising.
 - a. Minutes confirmed as accurate
 - b. Clerk advised progress on History Trail was on track to meet plans agreed last month. Councillor Paul Griffiths ask to review text so he could use his local knowledge to improve content
5. To confirm Council Payments in August

- a. **Payments Confirmed**
- 6. Update on Cafe50 catering
 - a. **Council agreed the following**
 - i. **We will aim to support promotion of catering service to boost numbers including by way of leaflet drop in locality**
 - ii. **Council agreed that 6 diners would be allowed per table**
 - iii. **Council agreed to apply for a grant to purchase new folding tables and stacking chairs**
 - iv. **Council noted that Head of Adult Services RCTCBC had verbally confirmed grant for Welcome Officer role would continue for at least 3 more years but that it was likely that we would be set an objective to be self-funding sometime after that. Confirmation to be received in writing and if so then Council to plan ahead for this by making increases to Precept in the years leading up to the reduction.**
- 7. Update on Christmas in Pontyclun
 - a. **Council noted plans for Christmas festival**
 - b. **Council decided that**
 - i. **Christmas festival will stop at 7pm**
 - ii. **Christmas tree lights will be lit on Saturday 27th Dec.**
 - iii. **There will be no shop front competition this year**
 - iv. **Santa will be roving around the festival rather than in a grotto.**
- 8. To discuss Boundary Commission consultation on constituencies for Members of Parliament
 - a. **Council noted the proposals and agreed that we would do a further post on social media to request resident comments to the Council**
 - b. **The Council delegated to the Chair and Vice Chair to prepare a reply to the Boundary Commission based on the responses received**
- 9. Update on future Council meetings
 - a. **The Council noted the plans for future Council meetings to be Hybrid**
- 10. To select a new Governor for Pontyclun Primary School
 - a. **The Council selected Councillor Anne Jackson to be its minor authority Governor for a further term**
 - b. **The Council also Welcomed the news that RCT CBC has agreed to rebuild a new School at Ysgol Llanhari**
- 11. To agree a Volunteering policy for the Council
 - a. **The Council agreed the volunteering policy subject to noting in the policy that we were aware that there were many volunteers supporting community groups in the area and this policy was not intended to change or affect this.**
- 12. To discuss support for Pontyclun Remembrance Day parade
 - a. **The Council agreed to support the Remembrance Day parade in Pontyclun as follows**
 - i. **2021 – we will support by assisting with risk assessments**
 - ii. **2022 and onwards – Council to be responsible for the event by way of arranging an Organising Committee next year to put matters in place**
 - b. **Should the other local parades ask for support then the Council agreed that they would do the same for them but that we would not proactively offer.**

This is a copy of the minutes of the Community Council. A signed copy can be viewed at the Council Offices

Cyngor Cymuned PONTYCLUN Community Council

Council payments summary

List of Payments made in September and October are attached for confirmation and noting.

Utility Bills

We have also now received our utility bills for 2019 and 2020, details of which are below. We were expecting these bills would be coming this year and they were planned to be paid from General reserve which has built up due to these bills being budgeted for in past years but not paid.

These three sets of bills have only just been received and Clerk will therefore defer the report on Café 50 costs to December to allow for these numbers to be included.

Electricity Bills

We have received the invoices from RCT CBC for electricity in 2019 and 2020. These total £3336 and £1326, respectively. This compares to £2833 in 2018.

The way we are billed is a complex process hence we do not get billed regularly and the bills can vary significantly from year to year. In simple terms the following is what happens

1. We should note that over 50% of our Electricity bill is made up of items that are independent of usage – e.g., standing charges, green levy etc.
2. We are billed based on an arrangement RCT has with its suppliers using a national Government procurement contract with a fixed price reviewed annually. This should be a good price.
3. The bill comes to RCT with all its other bills and then must be manually extracted and processed, hence the delays.
4. The building has one overall meter which fixes the total bill based on overall usage. This reflects the power generated by the Solar panels we have (as this reduces usage) In sunnier years it will mean our overall usage will be lower
5. Under the main bill there are 6 sub “child meters” covering – Café 50; Kitchen; Community Centre; Public Toilets; Garage & Hallways. These units reflect actual usage in those areas and are independent of Solar power.
6. The total bill net of Solar power is divided in proportion by usage to each Child meter area and billed accordingly. The Community Centre pay their bill and two-thirds of the Hallways bill we pay the rest. E.g., If the Kitchen uses 20% of the units used in the building, we will pay 20% of the total bill after solar power adjustment on the electricity used there.
7. Effectively this means that our bill is dependent on
 - a. Our usage
 - b. How sunny it is
 - c. Annual tariff change
 - d. Change in our usage in relation to the Community Centre usage

This of course, will make it difficult to manage as the only part of the bill which we have control over is our usage which based on the above probably only makes up 30-40% of the bills we get.

Water bills

We have received our water bills for 2019, 2020 and 2021 which are £400.88; £223.18 and £172.05 respectively. These compare with £557 for 2018. I have queried the reductions and whilst 2020 and 2021 will be covid reduced the only reason for 2019 usage being lower is lower water usage.

Potentially if 2018 was a dull year weatherwise we would have used less water for watering floral displays and this would have also resulted in less solar power to reduce our electricity bills so probably a fair assumption.

This billing is simple as we pay 1/3 of the total water bill at the centre.

Gas bills

The gas bills are calculated directly off our usage with separate meters for us and the Community Centre with allowances for standing charges etc.

The bills for 2019 and 2020 are £1336.85 and £1022.45 respectively. This compares with £950 in 2018.

Whilst the usage has increased as expected in 2019 (more groups) one key driver is price increase which has risen from 31p per unit to 41p per unit over this time period. Based on what we are seeing in the market we would expect a further increase in 2021.

Quotation for Floral arrangements summer 2022

Our floral supplier has provided a quotation for floral arrangements for next summer's displays

The quotation is for £1715.60 compared with £1676.80 for this year, though does include fertiliser which we did not have to order last time.

To allow them to start planning/planting we are asked to confirm the order now, though payment will not be till after the flowers are received so late May/June 2022

U3A Donation

The U3A usually donates £250 a year to us towards the costs of Café 50.

Due to the pandemic, they did not make a donation last year however, they have made a donation of £500 this year to effectively cover last year and this year's donations.

The Clerk has thanked them on the Council's behalf.

Action –

- **Council to note & confirm payments made in September and October.**
- **Council to confirm payment of electricity bills totalling £4662 (plus vat).**
- **Confirm Water bill payments totalling £796.11 (no VAT)**
- **Confirm payments of £2359.30 (plus vat)**
- **Approve order for summer bedding**

Time: 09:00

Current Bank A/c General

List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2021	Screwfix Direct Ltd	DD	50.00		Decorating Materials
01/09/2021	Screwfix Direct Ltd	DD	51.50		Bolts
01/09/2021	Screwfix Direct Ltd	DD	39.98		x2 Paint/Varnish Stripper
01/09/2021	Sabrina Carlidge	FPO	80.00		Afternoon Social Group Aug'21
01/09/2021	Rialtas Business Solutions Ltd	FPO	206.40		Annual Software Support 21/22
01/09/2021	MTIB	FPO	171.07		Steven Sliver 09/07 to 30/07
01/09/2021	Sutcliffe Play South West Ltd	FPI	74.40		Equipment Repairs
02/09/2021	DVLA	VISA	275.00		Van Tax 2021/22
02/09/2021	Leekes Ltd	FPO	-22.03		Bag of Chippings
02/09/2021	Leekes Ltd	FPO	8.49		Metal Primer
02/09/2021	Leekes Ltd	FPO	67.05		Decoration
02/09/2021	Leekes Ltd	FPO	-0.96		Unknown Credit
02/09/2021	Cleanmate Ltd	FPO	22.42		Cafe 50 Clean @05 Aug'21
06/09/2021	British Telecom	DD	61.79		Office Phone+Broadband Aug'21
06/09/2021	Next Day Paint	BCARD	40.47		White Metal Paint
06/09/2021	D G Weaver Ltd	BCARD	221.10		Van Service
06/09/2021	Safelincs	BCARD	81.70		Electrodes for Defibrillator
06/09/2021	Wickes	BCARD	51.65		Fascia Repairs
06/09/2021	Next Day Paint	BCARD	-40.47		Rust Metal Paint
06/09/2021	Next Day Paint	BCARD	40.37		Rust Metal Paint
09/09/2021	GCS Domestic Ltd	FPO	625.00		Deep Clean @02 Sept'21
10/09/2021	Virgin Mobile	DD	8.40		Assist Caretaker Sept'21
10/09/2021	MTIB	FPO	171.07		S Silver 06/08/21 to 27/08/21
15/09/2021	British Telecom	DD	6.54		Caretaker Mobile Sept'21
15/09/2021	Streetmaster Ltd	FPO	1,924.56		x2 Street Troughs
16/09/2021	Tara Davies	FPO	12.60		Travel Expenses @13 Aug'21
16/09/2021	Pontyclun Community Centre	FPO	3,863.00		01 April'21 to 31 March'22
17/09/2021	Amazon Marketplace	VISA	17.98		x2 Hi Vis First Aider Vests
17/09/2021	Nottage Timber Merchants	VISA	471.10		Timber
17/09/2021	Nottage Joinery	VISA	-471.10		Timber
17/09/2021	Nottage Joinery	VISA	571.10		Timber
20/09/2021	Swalec	DD	10.08		03 Aug'21 to 01 Sept'21
21/09/2021	[REDACTED]	SO	[REDACTED]		September'21
21/09/2021	[REDACTED]	SO	[REDACTED]		September'21
21/09/2021	[REDACTED]	SO	[REDACTED]		September'21
21/09/2021	[REDACTED]	SO	[REDACTED]		September'21
21/09/2021	[REDACTED]	SO	[REDACTED]		September'21
21/09/2021	[REDACTED]	SO	[REDACTED]		September'21
21/09/2021	HMRC	BP	1,032.34		Tax+NI Conts September'21
22/09/2021	RCT Community Wind Band	FPO	150.00		Grant awarded @08 Sept'21
22/09/2021	Amberol Ltd	FPO	255.00		x5 Pair of Basket Liners
24/09/2021	SLCC Enterprises Ltd	FPO	24.00		JR Cyber Awareness e-Course
24/09/2021	Zoon	VISA	143.88		Meetings 23/09/21 to 22/09/22
24/09/2021	Zoon	VISA	-143.88		Meetings
24/09/2021	Zoom	VISA	143.88		Meetings
27/09/2021	Rhondda Cynon Taf C.B.C.	VISA	21.00		TEN Car Park @04 Dec'21
29/09/2021	Sabrina Carlidge	FPO	80.00		Dementia Support Sept'21

Continued on Page 2

Time: 09:00

Current Bank A/c General

List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/09/2021	Country Timbers	FPO	144.00		Picnic Tables @Cafe 50
29/09/2021	Lloyds Bank plc	PAY	7.00		10 July'21 to 09 August'21
29/09/2021	RCTCBC	FPO	1,580.93		Pensions September'21
30/09/2021	Topline Wholesale Ltd	FPO	157.41		LED Portable Camping Lamp
Total Payments			<u>17,821.38</u>		

Current Bank A/c General

List of Payments made between 01/10/2021 and 31/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2021	Screwfix Direct Ltd	DD	12.97		Cafe 50 External Painting
01/10/2021	Screwfix Direct Ltd	DD	35.13		Cafe 50 External Painting
01/10/2021	Screwfix Direct Ltd	DD	33.55		Cafe 50 External Painting
01/10/2021	Screwfix Direct Ltd	DD	8.98		Cafe 50 External Painting
05/10/2021	Tesco	BCARD	93.24		Fuel for Community Van
05/10/2021	Tesco	BCARD	24.17		Fuel for Machinery
05/10/2021	Mend A Shu	BCARD	4.95		Key Cut
05/10/2021	Forest Park & Gardens	BCARD	766.80		Husqvarna (Tool)
05/10/2021	Forest Park & Gardens	BCARD	12.92		Mixing Bottle
05/10/2021	Trent Plastics Fabrications Lt	BCARD	69.26		x9 Corrugated Fluted Sheets
05/10/2021	Covers & All	BCARD	53.76		x4 Canopy Weight Bags
05/10/2021	Amazon Marketplace	BCARD	72.90		Samson USB Boundary Mic
07/10/2021	British Telecom	DD	60.59		Office Phone+Broadband Sept'21
07/10/2021	Leekes Ltd	FPO	5.10		Plastic Drain Cover
07/10/2021	Leekes Ltd	FPO	17.84		Hammerite White Paint/Cafe 50
07/10/2021	Leekes Ltd	FPO	57.76		Paint/Cafe 50
07/10/2021	Leekes Ltd	FPO	35.68		Hammerite Paint/Cafe 50
07/10/2021	Leekes Ltd	FPO	49.21		Paint+Materials/Cafe 50
07/10/2021	Jane Dorrian/Walking Rugby	FPO	45.00		Torfaen Walking Rugby Festival
11/10/2021	Virgin Mobile	DD	8.40		Assit Comm Caretaker Oct'21
13/10/2021	MTIB/Steven Silver	FPO	213.84		SSilver w/e 03/09 to w/c 01/10
13/10/2021	QDOS Insurance	FPO	49.99		Van Breakdown Cover 2021/22
14/10/2021	British Telecom	DD	6.54		Community Caretaker Oct'21
19/10/2021	Asda Stores Ltd	VISA	36.00		x6 Storage Boxes
20/10/2021	Evolve Corporate Ltd/PK Safety	FPO	49.48		Toilet Rolls+Cleaning Items
21/10/2021	HMRC	BP	1,032.34		Tax+NI Confs Oct'21
21/10/2021	Swalec	DD	10.08		02 Sept'21 to 01 Oct'21
28/10/2021	Evolve Corp Ltd/PK Safety	FPO	19.92		x5 Red Mops and x5 Green Mops
28/10/2021	Sabrina Cartlidge	FPO	80.00		Dementia Support Group Oct'21
29/10/2021	Catertech Services Ltd	FPO	144.00		Service Visit @Cafe 50 Kitchen
29/10/2021	Lloyds Bank	PAY	7.00		Oct'21 Bank Statement

Total Payments	3,117.40
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Cyngor Cymuned PONTYCLUN Community Council

Christmas in Pontyclun

Following the Council's decision regarding Christmas festivities the following is an update on the position

Christmas Trees

- The Pontyclun Christmas Tree lights will be lit with a small ceremony at 4pm on Saturday 27th November

Christmas fayre

Arrangements are almost complete for the Christmas fayre.

We have fully "sold out" all spaces with a very strong reserve list for indoors, outdoors and caterers. The total reserve list would have allowed us to double the size of the fayre.

We are now focussing on building a pool for volunteers to help run the fair

- We have at least 6 volunteers from Walking Rugby
- Two community volunteers have offered to help
- Gwyn/Anne will be doing first aid cover
- Martin will be doing Santa
- Neil, Marg and Paul have confirmed they can help during the day. If there are any other Councillors who can help that would be useful.
- We still need about 10-15 volunteers across the day

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. There is a full timetable of 7 acts plus a DJ to compare/fill in spaces – 2 bands, 3 choirs and 2 soloists.

Promotion

The fayre is promoted on Eventbrite and a few other event sites, the Local Directory, Facebook and by way of 6 Community banners.

There will be 500 leaflets for local shops to distribute and posters for windows.

The promotion will focus not only on the event but also highlight what we are asking visitors to do from a covid safe point of view.

Bethel Christmas fayre and Fairy light trail

Bethel Baptist have decided that no fair will be run on the 4th but that they plan to open their Christmas Fairy light trail on the day

The following is still to arrange

- Risk assessments including Covid need completion
- Signage
- Plan of site – showing 1-way routes
- Get more volunteers and draw up guidelines for Marshalls/Timetable

Pontyclun Community Council

Environment Working Group

Minutes of the meeting of 18.10.21

Meeting was carried out virtually via Zoom

Attendance

Martin Ashford, Karan Lane, Helen Green

Apologies

Apologies had been received from Carole Willis, Neil Holley, Lisa Williams, Gwyn Jackson, Anne Jackson

Minutes of the meeting of 11th November 2020

MA noted that almost a year had passed since the last meeting of the EWG. Nevertheless, the minutes were agreed to be accurate.

Matters arising

The matter of the responsibility of the maintenance of land to the side of Brynsadler Mill had since moved forward. HG pointed out that PEG had held a meeting at the end of September, and she is now the new Secretary of PEG (Pontyclun Environment Group)

Request by Environment Trust to give up Lease on land at Brynsadler and replace with an agreement that they can help maintain the land

A letter was received from HG on 8th October on behalf of PEG.

It says that whilst that PEG members are still quite active and can attend to reasonable path clearance, litter picks, etc they cannot deal with mature trees, damaged fencing, etc. These items must be carried out by the Community Council. The group agreed that it is recommended to Council that we agree that the Environment group can vacate the lease to be replaced with an agreement to allow them to carry out environment activities such as path clearance and litter picking on the Council land. Agreement to be similar to that with Taf Ely rambles who undertake occasional path maintenance on our footpaths and Clerk to draw this up.

Action – Council to consider recommendation to cancel lease and replace with an agreement

New convenor of the Environmental Working Group (EWG)

MA noted that Karan Lane had not stood for election to this role at the May Annual General Meeting of Pontyclun Community Council. He had been nominated and was elected in the role. MA thanked Karan for her hard work as Convenor over a period of nearly three years in which she had helped to strengthen links between the Community Council and other stakeholders such as the Pontyclun Environment Group and Pontyclun Community Garden.

COP 26 and Recognition of the extreme urgency of Climate Change. Should the Community Council declare an Environmental Emergency?

MA gave a resume of the forthcoming COP 26 International Conference in Glasgow including a brief description and history of COP and the broad aims and objectives of the Conference. Source material

included a paper published by Chatham House. MA followed this by a brief account of the urgency of the need to control the negative effects of accelerating global warming, principally, through the reduction of emissions of carbon dioxide. This has become almost universally recognised as one of the greatest long-term threats to life in all its forms on the Planet.

There followed a general discussion on how we, as individuals, can play our part and consideration of ways in which quite small bodies such as the Community Council can make a lasting contribution. MA said that when he had first sat down to consider the meeting Agenda, the first thing he had looked at was “should the Community Council declare a Climate Emergency?”. This sounds good and may look good in the media but has considerable implications from the point of view of resources, extensive scrutiny of everything the Council does and large budgetary implications. As an example, Pennard Community Council in Gower had adopted this approach and the ramifications were extremely extensive with entire teams of stakeholders labouring over the numerous points contained in the Council's plans. There was an interesting debate on this topic. The group agreed that the urgency of the climate emergency be noted by the Community Council. An outright declaration in itself is not recommended at this time, though consideration should be given to environmental actions when setting annual budget

Action – Council to note the urgency of the climate emergency and agree to consider environment actions during budget discussions

The potential impact of Climate Change on the Pontyclun area

MA pointed out that in his view, one of the most immediate effects of climate change will likely be an increase in the risk of flooding with potentially devastating consequences. The last few years have seen very serious and repeated flooding to towns in Rhondda and Pontypridd with extraordinary levels of flooding that has affected families, businesses and communities. Many more people have become more conscious of the negative aspects of climate change as result. Pontyclun is surrounded by rivers which can see water levels rise at surprisingly fast rates. MA noted that Ynysddu is built on a flood plain. Karan pointed out that parts of Maesyfelin are at risk. Should the worst happen how would elderly and vulnerable residents manage? It was suggested that perhaps we should be considering our local Resilience strategies to prepare for such an eventuality. Helen pointed out that locally, Climate Change will have an impact of wildlife and natural habitats. Flowers are continuing to bloom even in in mid-October. There will be a dislocation between natural Winter habits of wildlife and the availability of their food next Spring.

Carrying out a Green Audit – what links do we have? What links SHOULD we have? e.g., Wildlife Trust, Natural Resources Wales, Sustrans, etc

Another lively discussion. The Community Council already has established links with Pontyclun Environment Group, the Community Garden Project. The group agreed that we should be reaching out to other local organisations such as Groesfaen Gwyrdd, Coed Lleol (Small woods Wales), Shop Local, etc (HG has been doing this recently as part of her role with PEG). MA mentioned that Lisa Williams has been signposting to her work with Renew Wales and has provide a number of information slides. MA was unable to share these documents at the meeting so read one of them out. It is clear that the Council would probably benefit from further liaison with Renew Wales.

Maximising the use of our green spaces

Pontyclun benefits from being largely surrounded by areas of green open space. The Council also has particular responsibility for certain areas such as Ivor Woods and Pontyclun Park. The group agreed that it might be possible to enhance the amenity value of these spaces by careful installation of art projects, for example, in Ivor Woods there is a very large, felled tree, sawn into sections and leaning against an Earth bank. MA suggested that the prominent stump and fallen sections could be

transformed into a piece of sculpture similar to a something he had seen the previous weekend at Cosmeston Lakes (a tall stump covered in three dimensional representations of birds, otters, snakes, foxes, etc). Another discussion brought up several ideas for future consideration. HG suggested that a hydroelectric installation might be installed similar to something she has seen at a park in Treorchy. KL suggested that Brynsadler River walk might be extended past the current impasse at one end and similar walks could be envisaged along other stretches of the river.

Any other business

The Council has recently been approached and encouraged to apply for Together for Our Planet funding. Grants of between £1000 and £10000 are available from the Big Lottery to help fund projects in things such as food, waste and consumption, the natural environment, transport and energy. The short term until grant closes means that it may be impractical for us to apply this time (November 18th)

Cyngor Cymuned PONTYCLUN Community Council

Pontyclun Science Festival

British Science week will be held in March 2022 and some local residents wish to try and arrange a Pontyclun Science Festival to coincide with this.

The organisers would like 2 main events with follow up activity to go on into the year. They have plenty of interest from potential exhibitors and speakers.

- Sunday daytime – set of exhibition stalls and fun interactive stalls. Either 13th or 20th March
- A few years ago, the Council arranged a mobile planetarium to visit Pontyclun and the organisers would like us to do so again. We sold “seats” to some very interesting presentations. Martin Ashford who arranged this would support us doing so again as part of the festival. When we last did this the next cost to us after tickets was about £300

They would then organise some additional follow up activities

- Friday or Saturday evening talk about a month after the main event – a series of 15 minute talks aimed more at adults. If successful, then more might be held
- Some of these talks will be recorded and published for all to view should they wish to.
- Other smaller events being considered include factory tours and Concrete canvas have already agreed, the Air cadets may also open their new flight simulator to the public.

There are grants available of £500 or £1000 to help set up local Science week events and we could apply to help fund the Pontyclun science week. To qualify for the £1k grant there has to be some follow up activity hence the festival being organised as it is.

The organisers are asking for us to support as follows –

1. Make Cafe50 available for the evening talks
2. Put on a planetarium show during the festival
3. The organisers will be fundraising and have asked if the Council could hold the funds on their behalf and manage expenditure. They have never managed such money before and as the funds will only be there short term the efforts to open bank accounts will be onerous in relation to the usage.
4. They have also asked if we could apply for grant funding on their behalf (as they are not constituted nor been organised for long enough, they cannot apply in their own right) To do so we would effectively be the organisers of the Science week

Action – does the Council wish to support the event as described above

Cyngor Cymuned PONTYCLUN Community Council

Supporting Pontyclun Remembrance Day parades

Last month the Council agreed to support the local Remembrance Day parades if asked by helping with Risk Assessments and next year with more formal support

The Clerk has advised the Pontyclun parade organiser who is thankful and is happy with the suggested arrangements. The Groesfaen parade organiser has also asked for help from next year.

The Council normally purchases 3 wreaths (one for each parade) and has done so again this year. Cost is £90, (up from £75).

In previous years we have also been asked to pay for the bugler at Pontyclun which we have also done, and this has typically been £50. As yet no request has been received but we are expecting to receive something soon.

This year we are also asked to fund the Groesfaen Bugler – who is donating his fee to the Royal British Legion. They are asking for £30.

Action – Council to confirm agreement to fund the two buglers taking total Remembrance Day spending to £170

Cyngor Cymuned PONTYCLUN Community Council

Independent Remuneration panel for Wales

Each year the panel sets the remuneration for a number of Welsh Public bodies including Community Councils

The final report is due to be issued in Spring 2022, however a draft report has been issued now to assist in budgeting for 2022-23.

[The full report can be found here](#)

The parts which relate to us can be found in Section 13.

Members should note that there is only one material change proposed from last year. When the final report is published, we will need to review again should there be changes.

1. The Clerk will make arrangements to pay Councillors their £150 allowance towards costs without them requesting it. To assist in budgeting the Clerk asked Members who might be considering not declining this allowance in 2021-22 to advise him in November. It is appreciated that with an election in May next year there may be a whole new set of Councillors in situ then.
 - a. This payment is a taxable allowance and we will need to deduct tax at source for any payments made
2. Any Councillors who wish to claim reimbursement necessary costs in relation to care of dependent children and adults, subject to receipts, should advise the Clerk as soon as possible.
3. For the last 2 years the Council agreed to reimburse Councillors for actual costs of
 - i. Travel & subsistence for authorised duties
 - ii. actual losses incurred by members by attending authorised duties
 - iii. subject to the limits described in the report
 - iv. **Action – do Councillors wish to continue to do so again in 2022-23. Note - none have been claimed so far.**
4. In the last two years the Council resolved not to offer any payments to Chair, Deputy Chair and Senior Councillors. These are allowable again this year as below and Council is required to confirm each year. Note that even if Council resolves to make payments available individuals may decline to accept.
 - a. Chair – max payment £1500
 - b. Vice Chair – max payment £500
 - c. Senior Councillors with specific responsibilities (e.g. Working Group conveners) – max £500
 - d. **Action Council to confirm if any such payments are to be approved**
5. The Council can now agree to pay an attendance allowance of up to £30 to members. Members claiming for Financial loss would not be eligible and if we were to implement this then we would need to develop and publish the scheme.
 - a. **Action does the Council wish to introduce an attendance allowance and if so at what level and under which terms**

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Preplanning applications

We have been advised of two preplanning applications to consider

Pontyclun primary School

RCT CBC are planning to redevelop Pontyclun Primary School.

The relevant papers can be found here <https://wepco.cymru/projects/pontyclun/>

Action – What comments if any do the Council wish to make at this preplanning stage of the process

Cyngor Cymuned PONTYCLUN Community Council

Council interim internal report 2021-22

The Council's interim internal audit for 2021-22 (first half year) was completed by remote means on 1st November.

Members will note that no recommendations for improvement have been made and no issues reported. The Internal auditor is complementary of the work done by the Council in the last 6 months.

The Council should now accept the internal report

Members may wish to note that due to Covid delays at Audit Wales we have still not received our year end 2020-21 external audit report

Action

Members to confirm interim internal audit report.



Pontyclun Community Council

Internal Audit Report 2021-22 (Interim)

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 Interim Internal Audit for the 2021-22 financial year; the Interim review which took place on the 01st November 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 made no recommendations for improvement in the previous financial year and once again, are pleased to note that the Council has continued to make significant business processes and performance and effectiveness improvements. We have reviewed the Council's modified practices implemented, and amended from time to time, to comply with Central Government and 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 also noted that the Council has continued to monitor the public health situation and has continuously reviewed risks, modifying working practices as required. In doing so, the Council has continued to take 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 exemplary 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. This interim audit has again been conducted remotely, and the manner in which the requested electronic documents and backup files were presented by Clerk/RFO and his team for audit was extremely professional, making this 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 2020-21 Statement of Accounts;
- Ensured that the ledger remains “in balance” as at the 30th September 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 and September 2021;
- Similarly reviewed the monthly bank reconciliations for the months of April, and September 2021 to ensure that there are no long-standing reconciling items or other anomalous entries; and,
- Noted that the Council’s Invoices and other payment documents are now scanned and maintained on a secure ‘Cloud Drive; to ensure that the finance function of the Council is protected should further incidents of enforced remote working and council meetings via video-conferencing be required.

Conclusions

There are no matters arising in this area of our of our review warranting formal comment or recommendation. We have noted the new provision of maintaining scanned copies of invoices and other payment documents in a secure ‘Cloud Drive’, and view this as a wise and appropriate precaution which will protect the Council’s operation and financial management in the event of further public health measure disruptions.

We take this opportunity to commend the Clerk/RFO and his Assistant for the continued 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 Welsh Government’s public health 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) and Financial Regulations (FRs) were last reviewed in May 2021, 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 13th October 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.

With regard to the Council's provisions in relation to Central and Welsh Government directive regarding Covid, we have noted that the Council has continued to take all reasonable steps to fully comply with all directives in a professional and proportionate manner and with the good of the Pontyclun community kept in view at all times. At this time, the regulations having been relaxed, has allowed the Council to return its services back to a more normal footing, including the return of groups to Café 50 and normality to play area.

The Office staff continue to work in blended fashion, with a 'working from Office – Home' rotation system, maximising the use of digital technology to provide remote access for staff and Members. To facilitate this approach the Council has purchased an additional laptop to provide home working / remote access capability of staff members.

The Council has also introduced 'hybrid meetings' a blend of face-to-face and video conferencing, and following a test meeting to extend the democratic process to the widest audience possible. The council is making an appropriate investment in purchasing relevant equipment to facilitate this project.

We further note that the Council has started work on building the long planned Community History Trail, which is a leading edge project and the first of its kind in the region. It is intended that the project will go live, in phases, from the Winter 2021 season.

We note that the External Auditor's Report and Certificate has not yet been received from Audit Wales.

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 30th September 2021 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. During the review a sample of 11 individual payments was tested, totalling £8,325.48 and representing 32.3% of all non-pay payments with no issues arising. All invoices had been correctly entered into the cashbook, displayed appropriate Nominal and Cost Centre coding and had been appropriately reconciled.

We note that VAT returns are prepared in Rialtas Alpha and submitted to HMRC. We have reviewed and agreed the two reclaims prepared and submitted to the 30th September 2021 to the underlying Alpha accounting records.

Finally, in this area of our review we have noted that there have been no formal tenders or quotations have been undertaken in the period to the 30th September 2021.

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 2021-22, 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 fully reopened, following the relaxation of Welsh Government public health directives and with the appropriate risk assessments having been undertaken.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation. We shall revisit this area of our review, at the year end, to ensure that the Council has formally reviewed and readopted its Risk Registers for the 2021-22 financial year.

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 that:

- Members previously Approved and Adopted the current; 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;
- A comprehensive budget setting and precept determination process is being undertaken by the Clerk and Members for the 2022-23 financial year. We have reviewed the timeline of the process supplied by the Clerk, concluding with the Precept for the 2022-21 financial year being advised to Rhondda Cynon Taff by the end of February 2022;
- 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;
- Members have received regular reports identifying the budget position throughout the year to the 30th September 2021;
- The Council has formally approved the establishment of specific earmarked reserves;
- The earmarked reserves have been correctly managed, all reserve movements 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.

Finally in this area of our review, we have examined the half-year 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 shall revisit this area of review at during the year-end internal audit to ensure a consistent and transparent approach to the Budgetary and Precept determination process has been undertaken and to examine the Council's year end reserves position.

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 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 30th September 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 2021-22 financial year has again been significantly impacted by the Welsh Government public health directives in two key areas:

1. As Café 50 has now reopened, with a new catering provider, however the income stream has been reduced due to the impact of the extended closure and uncertainty about the Welsh Government's future public health measures.
2. The Council previously received grants and donations from various bodies to help support Café 50. The Community shop was the main donor. The shop was forced to close during the 2020-21 financial year, due to the Welsh Government public health directives. This income has not, as yet, been replaced.

We have noted that various groups have started to rebook Café 50, including a Yoga and Taekwondo group and that donations to Café 50 are being received.

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 is still substantially reduced. Pontyclun Community Council is to be complimented on its business continuity planning: It's approach to managing service provision under extreme governmental prohibitions continues to be exemplary. We shall revisit this area of review during the year-end audit to examine the year-end out turn and to monitor the recovery of the Council's income stream.

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.

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 the Establishment List supplied by the Clerk/RFO confirming salary/SCP levels;
- Checked all staff salaries paid in July 2021, agreeing the gross amounts paid to the approved FY2020-21 pay scale by reference to the Establishment List;
- Ensured that PAYE, NIC and superannuation deductions have been made accurately by reference to the July 2021 payroll detail;
- 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 July 2021 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 noted previously that the Council's Asset Register had been formally reviewed and Approved during the 2020-21 financial year, with a revised value of £316,019 (£312,499 FY2019-20). We have further noted that Members again Reviewed and Approved the Council's Fixed Asset Register at the Annual Meeting of the Community Council on the 12th May 2021 under Minute Reference 10 c).

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation. We shall revisit this area of our review during the year-end audit to ensure the correct disclosure of the Council's Fixed Asset Register Value in the year-end accounting statements and in the formal Welsh Office Annual Return.

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.

Conclusions

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