
Cyngor Cymuned Pontyclun Community Council

Co-option of Councillor for Pontyclun Central Ward

The Council has a vacancy for a member in Pontyclun Central.

We will be filling this vacancy by co-option. There are 4 candidates who have put their names forward for co-option.

The process will be –

1. Each candidate will have 3 minutes to present their case for co-option
2. After candidates have finished presenting, members may question each candidate on their presentation
3. After all candidates have made presentations the existing members to select a Councillor using a secret ballot.
 - a. If no candidate receives an absolute majority in the first ballot, then the candidate(s) with the least number of votes is/are removed from ballot and members will vote again. This process is completed until a candidate receives an absolute majority

The candidates (in order applications received)

- Andy Parker
- John Dilworth
- Steven Rajam
- Gareth Summers

Members should note that as the first three candidates applied for Co-option in Pontyclun East their personal statements from then may be being reused to reduce administrative time

Presentations to members will be in this order

Action – Council to co-opt a new member for Pontyclun Central

11 Y Parc
Groesfaen
Pontyclun CF72 8NP

parkerandy@icloud.com

0796 972 3377

Andy Parker

I live in the Pontyclun East ward, Groesfaen to be more precise, and have done so for over 20 years so I know the area very well. My background is in IT and education, I worked in commercial IT on small and large projects, my specialism being networking and mobile technology. I subsequently became a teacher and now work for WJEC the examinations board in charge of Computer Science and Digital Technology examinations. I'm a Welsh speaker, both my children went through Welsh-medium education, and I taught at Ysgol Gyfun Llanhari. I have also served as a governor at Ysgol Gynradd Creigiau and at Brynteg Comprehensive in Bridgend.

I have a wide range of technical skills from website building and delivery through social media, data analytics and project management which I would like to put to use to support the work of the community council.

I'm a Branch Secretary for UNISON the union at WJEC and a member of the Labour party affiliated with the Pontyclun branch.

My union work is all about helping people - the principal reason why I got involved with unions in the first place. I see being on the Community Council as an extension of that by helping the wider community.

All political parties have an interest in supporting people through the cost-of-living crisis - especially the most vulnerable. As well as using all levers available to us through the community council, I want to encourage local people to support local businesses and keep our money in our community. Let's help to keep alive the genuine sense of community that developed throughout the pandemic.

Neighbourhood Watch schemes are something I have an interest in developing. We can do more to protect one another from crime. But these schemes also help people by reducing feelings of loneliness and isolation, which is especially important post-pandemic. I want to support local areas in setting up these schemes, as well as any others that encourage community support and cohesion.

3, School Street,
Pont y Clun,
Rhondda, Cynon and Tâf County Borough area,
CF72 9AA.
17th October 2022.
Tel: 01443 228535,
Email: john@jdilworth49.plus.com

Mr Julius Roszkowski,
Clerk/RFO,
Pontyclun Community Council,
Pontyclun Community Centre,
Heol yr Orsaf,
Pont y Clun,
CF72 9EE.

Dear Mr. Roszkowski,

In accordance with your Notice of Casual Vacancy for the Pontyclun Central Ward, I am submitting a further application, as a suitable candidate, for the vacancy of your authority. Please note that this is a revised submission from the one I submitted for the Pontyclun East Ward vacancy.

I am attaching the following documents for your member perusal;

Appendix 1, Certificate of Achievement, the Basic Induction Course for Clerks, 2003,

Appendix 2, One Voice Wales (OVW), Certificate of Attendance, Code of Conduct, 2017,

Appendix 3, OVW, Certificate of Achievement, Understanding the Law, 2018,

Appendix 4, Letter, Clerk to the Council, Pontyclun Community Council, Membership of the Pontyclun Community Council, 2004.

As before confirm that I have lived in Pontyclun since 1979 and I am a homeowner, 3, Street, Pontyclun, and in the Ward where the vacancy exists.

Having dealt with the preliminaries I move on to what I could bring to Pont y Clun Community Council.

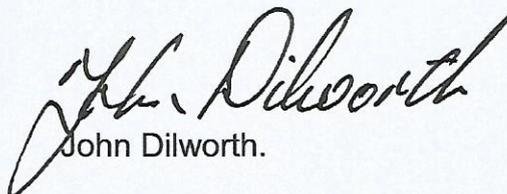
In summary what I can bring to the role of Community Councillor for Pontyclun Central Ward:

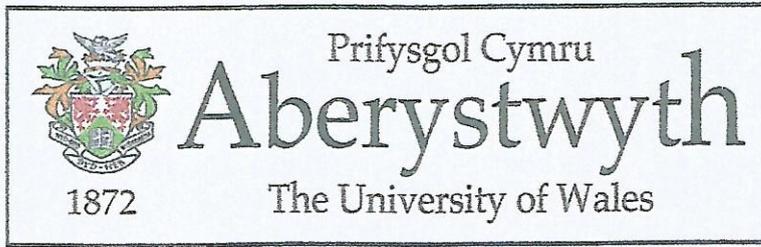
- 1 Knowledge of local government and its legislation such as meeting procedures, committees, task and finish groups, ultra vires, delegation, Section 137 (grants), LGA '72, Longfield Parish Council v Wright (1918), item not on the agenda. Council may discuss but may not make a decision. What the judge was looking at was that the electorate has a right to know the decision from the publicised leading to public expenditure.

- 2 Organizational ability; play schemes, Soup and Carols (provided food and entertainment free to the committee), firework displays (up to 2,000 people) and crowd controls.
- 3 Data Protection and Freedom of Information Requests and also appeal to the GRC (General Regulatory Chamber).
- 4 Financial knowledge of Receipts and Payments, Bank Reconciliations, Annual Returns, Payroll, and VAT. Managed precepts from £2,000 to £120,000.
- 5 Project Management.
- 6 Woodland management managed Estyn Wood in Pencoed and ground and overhead cutting. Credentials to undertake the work and appropriate insurance.
- 7 Tree Preservation Orders and applications to the principal councils for tree surgery.
- 8 Footpaths and Agency Agreements with the principal council (Bridgend and Caerphilly).
- 9 Highways, consultation with community councils.
- 10 Open-air cinema and crowd control (Bargoed Town Council).
- 11 Employment management, employment committee, managing staff and contractors. Provided administrative support to the Employment Committee on Pencoed Town Council.
- 12 Town and Country Planning.
- 13 Christmas lights; overhead and figurines.
- 14 Overhead baskets (Bargoed and Pencoed Town Council's)
- 15 Twinning, Pencoed Town Council.
- 16 School governors.
- 17 Criminal background checks for play staff dealing with children.

I would be grateful if you would acknowledge this correspondence by email to: john@jdilworth49.plus.com.

Yours sincerely,


John Dilworth.



Adran y Gyfraith/Department of Law

Tystysgrif Cyflawniad Certificate of Achievement

**Mae'r tystysgrif hwn yn cadarnhau fod/
This certificate confirms that**

John Dilworth

wedi cwblhau yn llwyddiannus/has successfully completed

**Y Cwrs Sylfaenol i Glercod Cyngorau Bro a
Thref Cymru/
The Basic Induction course for Clerks
of Welsh Community and Town Councils**

A large, stylized handwritten signature in blue ink, likely belonging to Professor John Williams.

**Yr Athro/Professor John Williams
Pennaeth yr Adran/Head of Law**

10th October 2003

Certificate of Attendance

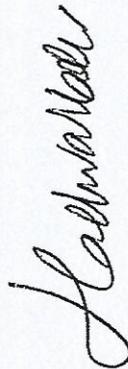
This certificate confirms that

John Dilworth

has completed
code of conduct

which was held on July 4 2017

Certified by



Lyn Cadwallader, Chief Executive

Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government



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...Community and Town
Councillors across Wales



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APPENDIX B

Certificate of Attendance

This certificate confirms that

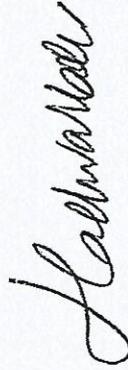
John Dilworth

has completed

Understanding the how

which was held on May 1 2018

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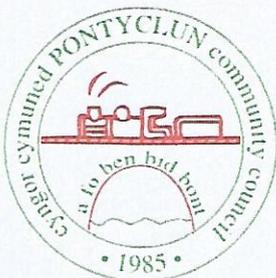


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Clerc i'r Cyngor
J.H.G. Lewis, A.C.I.S., D.M.A.
"Mandalay"
Heol Bontfaen
Talygarn
Pontyclun
CF72 9BZ

Ffôn: 01443 227094
Ffacs: 01443 238500



Clerk to the Council
J.H.G. Lewis, A.C.I.S., D.M.A.
"Mandalay"
Cowbridge Road
Talygarn
Pontyclun
CF72 9BZ

Tel: 01443 227094
Fax: 01443 238500

Fy cyf
My ref

Eich cyf
Your ref

Dyddiad
Date

C/M.4/G.3

24 June, 2004

Mr John R Dilworth,
3 School Street,
Pontyclun
CF72 9AA

Dear *John*,

Membership of the Pontyclun Community Council

The Annual Meeting of the Pontyclun Community Council was held in the Community Centre last night.

The Council unanimously agreed that I should write to you to thank you for your services, commitment and dedication in carrying out your duties on the Council in recent years.

Although it is not always apparent, I can assure you that your services to the Community have been appreciated and that you have made your mark in village life which the Council's minutes reflect for the historians of the future.

Once again, many thanks for your contribution.

Yours sincerely,

Greg Lewis

Steven Rajam
23 Llantrisant Road
Pontyclun
CF72 9DP

Telephone: 07813 342829
Email: stevenrajam@gmail.com

Dear Sir/Madam,

I would like to apply to Pontyclun Community Council for the vacancy of Councillor in the ward of Pontyclun East, representing the Welsh Liberal Democrats. I confirm that I am eligible to stand under the rules stated in the Notice of Co-Option.

I have been a resident of the local area for 12 years, and during this time have lived variously in Miskin, Brynsadler and my current residence in Pontyclun. I love living in this community, and I consider myself a passionate supporter of local businesses, causes and institutions: to give just a few examples, my daughter attends Pontyclun Primary School, I am a member of Miskin Manor Cricket Club, and I am well known as a champion of local independent businesses such as The Pipeworks, The Thirsty Elephant, Marcus's Barbershop, Giles Gallery and the Pontyclun Deli.

In the recent local borough council elections I stood for the Liberal Democrats in the Pontyclun East ward, and received 212 votes - just 28 fewer than the winning candidate, in what was an extremely tight three-way race. In addition, in last year's Welsh Parliamentary elections I stood as the Lib Dem candidate for our Senedd constituency of Pontypridd.

Over the course of the local election campaign, and for many months before, I knocked on every single door across the Pontyclun East ward multiple times - listening to residents about what their greatest concerns were for the local area, which issues they'd like to see addressed, and their hopes for the future of our community. I did this - and indeed I stood in the first place - because I truly care about this area and want to make it an even better place to live and work. Listening to people and giving them the chance to explain what really mattered to them, was one of the greatest privileges and pleasures of my recent life - and I want to keep doing that.

I feel the closeness of the final result shows that people clearly felt that I listened, and that they want to see myself and the Liberal Democrats idea reflected in our local community. This makes me very proud, and I'm extremely eager to take that knowledge and passion forward and work with other members of the Community Council: to stand up and represent not just the 212 people who voted for me, but EVERYONE in this area.

Furthermore, all the conversations and campaigning that I have undertaken means that I feel I have gained really powerful, and unparalleled knowledge and insight into what really matters to people in this community and how we can work together to actively and positively address them:

from concerns about new housing developments and building on green space; to traffic calming measures on the Main Road in Groesfaen, the Miskin Estate and at Mwyndy Cross; street lighting and road repairs in country lanes off the A4119; to local transport and parking issues.

On a personal level - and in both my professional life and political candidacies - I believe I'm recognised as someone who EVERYONE genuinely gets along with. I have always maintained a very good relationship with my political "rivals", which I hope demonstrates that I would be a thoughtful, respectful and collegiate presence on the Community Council. I've shown that I believe passionately in causes and ideas but that I'll always listen to and respect others' opinions, and work with everyone. And I think that's really important: one of the reasons I chose to stand for the Lib Dems was that I don't believe in political dogma: what should come first above all is the people that we serve. I truly believe that every single person in the community should have a voice and that no-one should feel left behind - no matter which political party they might support, and ESPECIALLY if that party isn't the one "in charge". I will always listen to another person's views and seek to bring people together through compromise and respect.

Above and beyond the above experiences, I would like to highlight a few personal qualities and experiences that I feel would add real value to the wider Community Council. I am currently in my early 40s - which is relatively young for the typical demographics of a community council - and am a single Dad to a 7 year-old daughter. Both of these I feel would help deliver a wider range of voice and experience to the Council and potentially further help appreciate and recognise residents' views and issues they are facing.

Just as importantly, I am mixed race; my father was from Sri Lanka and I define as British Asian. Pontyclun has a small but significant BAME population that is currently completely unrepresented at a local level, and I've spent a long time talking to local residents of colour about concerns and issues specific to their communities. I feel really passionately about visibility: making sure marginalised or under-represented groups see people like themselves making decisions on the future of a community that belongs to ALL of us. I would feel privileged to - in all sorts of ways - help reflect and empower the diversity of our local area.

Finally, as the co-owner and Director of my own business - I run a successful audio documentaries and podcast production company - I'm used to making collaborative and collegiate decisions and working with a team of people with a wide range of experiences, values and opinions. And with 15 years' experience as a TV and radio producer and interviewer, I'm used to listening to people - and ensuring they feel properly listened to.

I look forward to hearing from you.

Yours faithfully,

Steven Rajam

GARETH SUMMERS

71 COWBRIDGE RD

PONTYCLUN

CF72 9EB

REF COMMUNITY COUNSELLOR

HI ALL,

I WOULD LIKE TO BE CONSIDERED
FOR A POSITION ON THE COMMUNITY
COUNCIL, I HAVE LIVED IN PONTYCLUN
ALL MY LIFE AND AM A WELL KNOWN
FACE AROUND OUR VILLAGE, I HAVE
WORKED IN CONSTRUCTION INDUSTRY
MOST OF LIFE, WORKING WITH HIGHWAY
DEPARTMENTS AND DISABILITY
REFURBISHMENTS, I HAVE EXPERIENCE
IN RAILING, FENCING, PATHS ETC
AND FEEL I HAVE SO MUCH TO OFFER
OUR COMMUNITY COUNCIL

MANY THANKS

GARETH SUMMERS

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GARETH SUMMERS

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



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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 the Pontyclun Community Council held at 7.00 p.m. on Thursday 8th September 2022.

PCC Member attendance at public Council meetings

Member name	2022			
	May	Jun	Jul	Sep
Wayne Owen	Present	Present	Present	Present
Jordan Thorne	Present	Apologies	Apologies	Absent
Kelly Sherratt	Present	Present	Apologies	Present
Rhys Williams	Present	Absent	Present	Present
Susan Owen	Present	Present	Present	Present
Jamie Daniel	Present	Apologies	Present	Apologies
Amanda Sparks	Present	Present	Present	Present
Paul Binning	Present	Present	Present	Present
Carole Willis	Present	Present	Apologies	Present
Sian Assiratti	Absent	Absent	Present	Present
Present	3	2	2	3
Gave Apologies	2	0	0	0
Absent	1	1	0	0

Before the meeting the Council expressed their profound sadness at the passing of Majesty the Queen and expressed sympathy with the Royal family. A minutes silence was held.

Draft Minutes

1. To receive apologies for absence
 - a. **Councillor Jamie Daniel gave his apologies; Councillor Jordan Thorne 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 disclosed**
3. To confirm minutes of the Council's meeting of 14th July are a true record and discuss minor matters arising from them
 - a. **Minutes confirmed**
 - b. **Matters arising**
 - i. **Point 3a – RCT have advised the tree is on private land and they cannot cut it back. They have written to landowner asking if they would do so**
 - ii. **Point 4b – Council agreed to put a sign up in car park asking people to park for no more than 1 hour in the Electric vehicle charging bays**
 - iii. **Point 6 c – due to illness the public toilets were not able to be opened for extended hours this summer**
4. Council Payments
 - a. **June and July payments were confirmed**
 - b. **Council agreed to new fixed Electricity contract**
 - c. **Council ratified spend on vehicle repairs in August and confirmed agreement that reasonable future repairs should be considered preapproved**
 - d. **Council agreed to purchase new tables/chairs for Café 50 up to max £3500, though officers to endeavour to maintain spend within grants received**
 - e. **Council agreed we could arrange Warm boxes/food spending to support cost of living crisis subject to grant funding**
5. Grant requests
 - a. **RCT Community Wind Band – a grant of £200 was awarded**
 - b. **Cerebral Palsy Wales – a grant of £50 was awarded**
6. Report on Finance and Governance toolkit for Community Councils
 - a. **The Council noted this report and agreed the recommendations of the Clerk**
 - b. **The Employee code of conduct was agreed**
 - c. **The admin working group will review part 2 of the checklist in due course**
7. To receive update from South Wales Police
 - a. **Councillors noted a written schedule. Discussion deferred to October as SWP were not able to attend in person**
8. Engaging residents via social media
 - a. **This item was deferred till October**
9. To receive report from Chair on options relating to lease at Cafe50
 - a. **The Chair advised that current lease on Café 50 has expired**
 - b. **He advised he had had conversations with RCT CBC who have indicated that if we did not renew, they would take over the running and probably use it to expand services of the Learning Curve, making it into almost an all-day Café**
 - c. **If this was the case some groups using Café 50 in the day may be asked to move to alternative premises. In particular there were spaces at the Community centre, though not known how many would be suitable. Councillors expressed concerns for groups**
 - d. **There was no guarantee of how RCT would run the Café going forward and the transfer would also affect the public toilets which were at the building.**
 - e. **Chair said Cafe50 was the only such facility in RCT County not run by RCT CBC and as it was used by many people from outside the area it was not fair that Pontyclun residents were paying for it.**
 - f. **Based on last known year the cost of running was about £7k, though with increased energy costs this will now be significantly increased.**

- g. **There was also the potential cost to replace the kitchen equipment which was very old. This would be about £20k and had not been provisioned for by the previous Council.**
 - h. **Councillor Willis asked should the Council not consult with users and residents, however the Council felt that this was not required**
 - i. **The Council decided not to renew the lease with a potential period of up to end March 2023 to arrange phased handover. Councillor Carole Willis objected to proposals and voted against. Councillor Binning was not present for this vote, the remaining councillor present voted for.**
 - j. **The Council agreed that should RCT decide not to leave the public toilets open they would reconsider the running of this service**
 - k. **The Council noted that these proposals could lead to the redundancy of the Cleaner and Welcome Officer and the discussions with RCT would include possible options for these staff**
 - l. **The Council agreed that the Welcome Officer would be offered a new Community Engagement role with the Council on the same terms as currently from 1st April and this role to be used to support succession planning to replace the Clerk on retirement**
10. **Update on Community Events 2022**
- a. **Council noted the position on events.**
 - b. **Councillor Sparks offered to provide some alpacas for the Christmas fayre**
 - c. **Councillor Susan Owen agreed to arrange Santa and the Grotto for the fayre**
 - d. **Council agreed to purchase 3 pull up banners for the Council**
11. **Casual vacancy for Councillor in Pontyclun Central**
- a. **The Council noted that this would be advertised shortly**
12. **Local Access Forum**
- a. **Members noted this opportunity**
13. **To receive report from LDP working group**
- a. **The Council considered report from the group**
 - b. **Council agreed to submit a list of areas which they wished to be designated green spaces and Councillors Assiratti, Sherratt, Willis and Binning were delegated to do so**
14. **Update on Trees in Ivor Woods/Riverside Walk from Councillor Kelly Sherratt**
- a. **Councillor Sherratt advised she had spoken to tree surgeons who were monitoring our woods and taking action when required. They would update her as to when work was completed. The work was being done free of charge, largely as part of training programmes which the firm was running**

This is a true copy of the minutes of the September meeting of Pontyclun Community Council. The signed original can be viewed at the Council Offices

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

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Draft Minutes

Draft minutes of the monthly Meeting of the Pontyclun Community Council held at 7.00 p.m. on Thursday 13 October 2022.

PCC Member attendance at public Council meetings	2022				
	May	Jun	Jul	Sep	Oct
Wayne Owen	Present	Present	Present	Present	Present
Jordan Thorne	Present	Apologies	Apologies	Absent	Absent
Kelly Sherratt	Present	Present	Apologies	Present	Apologies
Rhys Williams	Present	Absent	Present	Present	Present
Susan Owen	Present	Present	Present	Present	Present
Jamie Daniel	Present	Apologies	Present	Apologies	Present
Amanda Sparks	Present	Present	Present	Present	Present
Paul Binning	Present	Present	Present	Present	Present
Carole Willis	Present	Present	Apologies	Present	Present
Sian Assiratti	Absent	Absent	Present	Present	Present
Present	3	2	2	2	2
Gave Apologies	0	2	0	0	0
Absent	0	0	0	1	0

1. To receive apologies for absence
 - a. Councillor Kelly Sherratt gave her apologies, Councillor Jordan Thorne 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 presentations to Council
 - a. 26 members of the public were in attendance.
 - b. 6 spoke regarding agenda item 6, update on Café 50. A summary of comments relating to the item are provided in appendix
4. To confirm minutes of the Council's meeting of 8th Sept are a true record and discuss minor matters arising from them
 - a. Deferred to next meeting
5. Council Payments
 - a. Members confirmed August and September payments and new Electricity contract
 - b. Members noted position on budget for this year
 - c. Council approved payment to Aber Wrought iron for new fencing in Park

- d. Council confirmed Clerk can arrange new mobile phone contract for Assistant caretaker following cancellation of existing contract by Virgin Mobile due to them exiting market
6. Update on Café 50
 - a. The Council listened to presentations from public
 - b. Councillor Willis proposed amendment to motion allow a further consultation with groups on the RCT proposals and to defer vote till next month. The Councillor Paul Binning seconded and the vote that was held was tied. The Chair used his casting vote to vote against the amendment.
 - c. The Council then voted on the RCT Proposal for managing Café 50. The vote was 7 to 1 in favour with Councillor Willis voting against accepting the proposal
 - d. The Council agreed not to ask for rent from Caterers for next 6m on basis that they would take on kitchen liabilities immediately
 - e. The Council considered that storing our records in Café 50 remained an appropriate option
 - f. The Council agreed to transfer our assets at Café 50 to RCT CBC as part of the proposal for ongoing management of the building
7. Update on Christmas 2022
 - a. Members noted the update
 - b. The Council agreed to try stalls on High Street providing sufficient spaces could be found
 - c. Santa Grotto will run from 2-5pm at the Fayre. The Council agreed that should we get a local community group to help us run this they could receive a share of the fees
 - d. Councillor Wayne Owen will bring a snow making machine for the fayre.
8. Update on proposed changes to floral arrangements in 2023
 - a. The Council agreed the proposals to remove the planters on Ynysddu bridge placing them in alternative locations in Pontyclun and to make the planter in Brynsadler one with perennials
9. To receive update from South Wales Police
 - a. The report was noted
 - b. The Council instructed the Clerk to ask the Police to make additional visits to the Railway station on evenings as there were complaints of anti-social activity there
10. To receive update on RCT traffic measures in Miskin
 - a. The Council was supporting of the weight limit proposals
 - b. The Council instructed the Clerk to ask RCT Highways team to investigate the possibility of adding a speed camera along Hensol Road. This area has significant speeding problems
11. Council training plan
 - a. Training plan was noted
 - b. Members to confirm individual training dates and or existing training/experience to update plan
12. To discuss report on Hygge Hampers
 - a. Council decided to deliver hampers through the local foodbank as this would ensure the neediest would receive them
13. To discuss pre planning application for Solar farm near Ynysmaerdy
 - a. Members noted the proposed application and instructed the Clerk to respond by asking developers to ensure they considered mitigations for the additional traffic that would arise whilst under construction

This is a true copy of the minutes of the October Council meeting. The signed original can be viewed at the Council Office once the minutes are approved.

Public presentations –

This is an extract of points made relevant to item 6 on the agenda above and is not intended to be a full or even partial transcript of the representations

Gwyn Jackson – Organiser of the weekly Quiz group.

Expressed concern that should RCT cut Café 50 some time in the future that whilst we had first refusal, there was no guarantee Pontyclun Community Council would take back Café 50
Reminded Council that it was their duty to listen to all their constituents before reaching a decision
What are plans for money saved by these changes.

Peter Idris Taylor – former Pastor at Bethel Chapel.

Noted that Councils across UK are facing difficult choices on spending
Some had declined to accept Section 106 funding from developers as they could not afford to maintain new assets
If RCT were in this position in future, would they find it easier to cut services where they felt local people/bodies did not support the services
He asked that we consider future potential consequences of any decision we make

Sheila Gifford – representing U3A and local MacMillan Cancer Support fundraising group

Many groups use Café 50
We want our older population to be active and get out and about
Café 50 is a key engagement point for older people in the area, being central and accessible to many
We would not wish to lose Café 50

Len Arthur – member of the public

Why are we trying to save money on Café 50. Was this a cut or is money planned for other projects?
Likely to be severe cuts in RCT and this could lead to a reassessment of facilities such as this.
Is the first refusal by Pontyclun Community Council should RCT stop running Café 50 realistic?
It is not clear if the proposal is a proposal as not seen in writing from RCT. Should it be consulted further on?

Diane Matheson – group leader of Welcome Friends craft group

I was asked to set up a group nearly 10 years ago to help Café 50 get off the ground. Since then, hundreds of people have passed through its doors getting benefit of the atmosphere, friendship and company
Many of the users also do great Charity work for the Community which has raised significant funds over the years.
Had a concern that the “food service” might expand to the detriment of groups
Had a specific concern regarding being served through hatch as that might not meet their group risk assessment standards

Lorraine Mountjoy – member of public and Café 50 user

When we came to Pontyclun 2 years ago we were grateful for Café 50 as that allowed us to integrate in the community quickly, meeting lots of new people and taking part in activities
Disappointed that there was no formal consultation on proposed changes
Noted that Andrew Morgan RCT Council leader is concerned regarding future funding
Noted that is Pontyclun Community Council was running café 50 groups and users could raise funds to help support it.

Cyngor Cymuned PONTYCLUN Community Council

Council payments

There are 4 Payments related matters for members to discuss

Music licence

The Council has a licence to allow music to be played at Café 50 and has had this for many years.

The licence means that groups can play music, we can invite choirs and bands to sing at events and we can also play incidental seasonal music, such as at Christmas

Until now the licencing authority has treated us as a Community Centre and our licence cost has been about £110 pa. They now say that we should have been charged as a public authority. The charge is based on usage and having got information from groups this results in an annual licence fee of around £1050.

We can reduce this by not playing Christmas music in December and also reduce impact by paying monthly by DD and cancelling after March payment

Action – do members wish us to play music in Café 50 in December?

Members to confirm payment by DD for cancellation after March 2023

Council Election costs

We have now received our invoice for the Elections in May 2022.

The bill is significantly less than budgeted for as only 1 contested election was held and totals £3266.66 plus VAT

Funds are available to fully cover from earmarked reserves. The underspend means that we should have option going forward to reduce future transfers to Earmarked reserve to cover elections in 2027

Action – Members to confirm payment of Election costs

Christmas lighting

We have 230m of Christmas lights which straddle the main shopping are in Pontyclun

The previous Council had noted that some lights were now much less bright than others and wanted to replace these to improve the overall street lighting.

Our contractors have tested all the lights and there are 150m that are visibly dimmer than the rest. The replacement cost is £76 per 5 meters so a total of £2280.

There is £1500 in the reserve for replacing Christmas decorations and the previous Council had committed £500 of this towards upgrading some of the lights

Action – what does the Council wish to do regarding replacement of these lights

1. Replace over say 4 years so around £500/600 per annum
2. Replace now in full using the full reserve and about £800 from General reserve

Staff salaries

Local Government association has agreed a pay rise with their staff associations for 2022. The agreed rise is £1925 per FTE across all grades. This equates to about 4%-10% depending on grade and is backdated to 1st April 2022.

Our policy , as reaffirmed by this Council is to implement these rises in full. This is above our budget which assumed 3%.

The staff rises are

- 1 member grade 1 going to £20258
- 1 member grade 11 going to £24054
- 3 members grade 16 going to £26357
- 1 member grade 28 going to £34723

As most staff are part time payments are made pro rata

Action – members to confirm salary increases wef 1st April 2022

NOTES OF MEETING of SOCIAL and Cultural Working Group

Meeting held on Monday 17th October 2022:

Present:

Susan Owen, Paul Binning, Sian Assiratti and Tara Davies

Apologies: Carole Willis, Jamie Daniel and Wayne Owen

CHRISTMAS:

An update was presented to the full Pontyclun Community Council on Thursday 13th October.

Moving forward ,we have 3 donated electric trees to site. We have access to power at 2 locations(East and West) , however we will need to ensure we have a mains electricity source at the third site.

RECOMMENDATION:

It was agreed to take back to the full PCC, the costing of funding an electrical power point (probably circa £400.00) at the preferred sites.

It was suggested the areas of placing these trees are as follows; War Memorial (West ward , where a power source is available), Groes Faen(East, where a power source is available), and either Ynysddu (Central)or Brynsadler(West).

It was also recommended that we purchase a tree to be placed by the Gallery in Pontyclun. Susan, Sian and Paul are to visit local businesses to ask if they want Christmas trees placed above their shop fronts.

EASTER:

It was suggested that a marquee might be hired, however at a cost of £2,388, it was deemed too costly.

RECOMMENDATION:

To take the idea of a market, and Easter parade back to the full Council . To use the CC car park as the preferred venue (so it keeps the cost to the Council minimal). Tara referred to the Easter egg hunt that runs annually that will continue to be provided, with donations from local businesses contributing.

PICNIC IN THE PARK:

There was both good feedback and suggestions how we could move forward on this year's organisation. There were 5 stalls cancelled, 3 people providing entertainment didn't show up, and the welly throwing competition was deemed to be a (welly flop!!).

RECOMMENDATION:

It was proposed that next year we look at hiring

- two to three portable toilets,
- a small stage (for talent Competitions with the involvement of the local schools),
- a better sound system,

- hold a raffle
- hire a bouncy castle for the younger children .
- It was also recommended that we ask the stall holders for a small contribution donated to the PCC to cover some costs.
- The evening venue possibly carrying on by the Pipeworks and car park.
- It was agreed that Councillor Paul Binning contact RCT Youth Engagement and Participation Services(YEPS) to support our older children with free activities.

FOOD FESTIVAL:

There would be a cost of a marquee to take into consideration. Because of the size of the venue and costs it would need to come before the full Council to approve. The preferred date being the August bank holiday.

RECOMMENDATION:

- The venue be held over 2 days, on the Saturday and Sunday (to allow Businesses to profit from the footfall of visitors).
- Charge vendors for their pitches. Cost a cinema screen to show an early showing of a children's film, followed by an adult/ family film later in the day.
- Invite entertainment.

CORONATION of KING CHARLES 3rd:

Pontyclun park seems a sensible location to hold this event. As this is such an historic occasion, it has been agreed to bring this back to the full PCC for approval.

RECOMMENDATION:

- For full agreement of the PCC to cost a screen, location and to hire toilets for the day .

PONTYCLUN 175 ANNIVERSARY 2025:

Suggestions ranged from;

- Local schools being involved to make collages for a memorial board(involving a graffiti artist to prepare and collate the ideas from the children into a permanent structure)
- Involvement of the Gallery to help prepare the art work.
- History board placed near the railway station with reference to its history.
- Consider the history of the old Brewery site, Talygarn Manor.

RECOMMENDATION:

Because there will be so many ideas amongst local historians , and members of the public, that this is brought back as an agenda item for full consideration of the PCC.

Cyngor Cymuned Pontyclun Community Council

Notes from Admin Working group 24 Oct 2022

Future Council meetings

Following the agreement with RCT for future running of Café 50, the Community Council will now be a hirer of Café 50 in the same way as all other groups.

Whilst we do not know what plans RCT has for hire rates for budgeting purposes we should plan for them to charge us at least the same rates as other chargeable groups at Cafe50 are presently.

It would be sensible for the Council to take this opportunity to review the way meetings are held.

Our current policy is for Council meetings to be run as hybrid meetings in Café 50. Working group meeting method is at the discretion of the Working Group Co-ordinator with a recommendation to use Zoom due to space constraints and practicalities of holding hybrid meetings. Going forward if there is a charge for room hire working groups should always meet by zoom.

If we wish to continue Hybrid meetings this way, it will require a budget of about £400 pa going forward.

There is a legal requirement to offer a remote access option, though any decision on face-to-face meetings is for the Council based on what they perceive best meets the needs of their residents.

Face to face has advantage of being easy to access without any technology needs but has constraints on space and its costs. People who wish to attend have to travel, and those with care or mobility issues might find it difficult

Remote access removes travel, care and mobility issues but for can be difficult to access for those without technological skills

The Working group recommends that Council continues to offer hybrid meetings and budget accordingly for additional costs of room hire

Amendments to Standing Orders

The recent decision by Council in regard to Café 50 lease raised a few issues around clarity of some of our Standing Orders and also lack of flexibility in our processes.

To address these the Clerk and working group recommend a few changes to the Standing Orders as detailed below

- The text in black is current text
- Red is the additional proposed text.
- Any stricken through text is to be removed.

The Clerk will arrange appropriate adjustments to paragraph numbers and references accordingly

Section 1 – debate at meetings (Suggestions to streamline meeting)

- Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairperson of the meeting.
- A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- A motion on the agenda ~~that is not moved by its proposer may be treated by the chairperson of the meeting as withdrawn.~~ **is treated as having been proposed by virtue of being on the agenda and seconded when Chair initiates discussion/a vote**
- If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer ~~only with the consent of the seconder and the meeting.~~
- An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- If an amendment to the original motion is carried, the ~~original~~ **amended** motion becomes the substantive motion upon which further amendment(s) may be moved.
- An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairperson of the meeting, is expressed in writing to the Chairperson.
- A councillor may move an amendment to his own motion if agreed by the meeting. ~~If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.~~
- ~~If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairperson.~~
- Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairperson of the meeting.
- One or more amendments may be discussed together if the Chairperson of the meeting considers this expedient, but each amendment shall be voted upon separately.
- A councillor may not move more than one amendment to an original or substantive motion.
- The mover of an amendment has no right of reply at the end of debate on it **unless allowed by the Chair**
- Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- Unless permitted by the Chairperson of the meeting, a councillor may speak once in the debate on a motion except:
 - to speak on an amendment moved by another councillor.
 - to move or speak on another amendment if the motion has been amended since he last spoke.
 - to make a point of order.
 - to give a personal explanation; or
 - in exercise of a right of reply.
- During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the

meeting he is concerned by.

- A point of order shall be decided by the Chairperson of the meeting and his decision shall be final.
- When a motion is under debate, no other motion shall be moved except:
 - to amend the motion.
 - to proceed to the next business.
 - to adjourn the debate.
 - to put the motion to a vote.
 - to ask a person to be no longer heard or to leave the meeting.
 - to refer a motion to a committee or sub-committee for consideration.
 - to exclude the public and press.
 - to adjourn the meeting; or
 - to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- Before an original or substantive motion is put to the vote, the Chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chairperson of the meeting.

Section 3 – Meetings generally (to allow better public representations)

- Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. **This can include use of a variety of aides such as video, recordings, electronic presentations, photographs and written documents.**
- **If a member of the public wishes to use aides for their representations, then the time taken to set up the aide will be part of the 5 / 30 minutes above unless prior arrangement to set up ahead of the meeting has been made with the Proper Officer**
-
- The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 30 minutes unless directed by the Chairperson of the meeting.
- Subject to standing order 3(f) above, a member of the public shall not speak for more than 5 minutes and shall not speak on more than one agenda item unless agreed by the chair in advance
- **If a member of the public wishes to make a representation on a matter not on the agenda, then the Chair of the meeting can allow this subject to the time limits below. As the Council may not make a material decision on any matter not included on the agenda, if the representation requires such a decision, then the Chair should direct that the matter is included on the agenda of the following Council meeting**
- In accordance with standing order 3(e) above, a question shall not require **either** a response at the meeting **nor to** start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given.
- A person who speaks at a meeting shall direct his comments to the Chairperson of the meeting.
- Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson of the meeting shall direct the order of speaking.

Section 9 Motions for a meeting that require ~~written~~ notice to be given to the Proper Officer (to streamline process to add motions)

- The Proper Officer is responsible for preparing the agenda of Council meetings and can add motions which have arisen from
 - a. Operational matters
 - b. Requests from the public
 - c. Requests from individual (or groups of) Councillors
 - d. Reports from Committees or Working groups
- A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- No motion may be moved at a meeting unless it is on the agenda. ~~and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting.~~
- Requests for motions received by the Proper Officer less than 10 clear days before a meeting may be deferred to the following meeting. Clear days do not include the day of the notice or the day of the meeting.
- The Proper Officer may, before including a motion on the agenda ~~received in accordance with standing order 9(b) above,~~ correct obvious grammatical or typographical errors in the wording of the motion.
- If the Proper Officer considers the wording of a motion ~~received in accordance with standing order 9(b) above~~ is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it. ~~in writing to the Proper Officer so that it can be understood at least 10 clear days before the meeting.~~
- If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- ~~Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.~~
- Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

26 Standing Orders generally (to allow us to change our minds easily)

- All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting. **This resolution does not require notice to have been given in advance of the meeting.**

Action – Council to confirm Standing Order changes recommended by the Clerk and working group

Engaging with residents

The Council considered how we engage with residents using remote channels

Details about our current activities are provided as an appendix to these notes

The group recommends the following are considered for progression

Council website

Add online contact form and even a webchat (during opening hours)

Council social media

Twitter @Pontycluncc

The group recommends that the Council is more active (proactive) on Twitter

Council Blog

The group recommends that the Council's blog is also linked via Facebook and Twitter

Other possible engagements

Working group recommends that Council considers a newsletter and investigates live streaming of Council meetings

Staffing going forward

The Council's Office is currently manned with -

- A Clerk on a contract working 18.5 hours a week
- An admin assistant working 15 hours a week
- A welcome officer who works 16 hours a week with a remit to engage with café 50 users. This person probably spends about 2-3 hours on "Council activity" the rest is Café 50.

In reality the Clerk is currently working more hours than contracted and staff overall are struggling to keep up with changing legal requirements and maintaining our online presence.

This working group recommends the following

1. **Create a new "Community Engagement role" which will be responsible for (amongst other things) –**
 - a. **Additional social media activity**
 - b. **Bring website management to par**
 - c. **Community events**
 - d. **Engagement with residents**
2. **The Clerk is charged with establishing how many hours this role requires ahead of 2023-24 budget discussions so costs can be factored in.**
3. **The group recommends that this is created by adding additional hours to existing staff rather than recruiting new people.**
 - a. **As an estimate it should be around 10 hours a week to Welcome Officer Role and 1.5 hours to the Clerk's role**
 - b. **The increases to be provisional for review at 2023/4 budget discussion. By that time, we should know if this is enough/ too much or not enough and can be adjusted accordingly.**

Appendix – current remote access activities

We currently engage with residents remotely via 5 channels

1. Website
2. Google
3. Facebook
4. Twitter
5. Blog

Engagement relating to Café 50 is also mentioned below

We also use our notice boards where we publish posters/information

Council website

Our website is Pontyclun.net

The Council's website is structured more as a "Community website" rather than a "Community Council" website.

The Website was first launched in July 2013 and revamped onto a WordPress platform in summer of 2020. Prior to 2019 management of the site was partly outsourced, mainly reactive and consequently, a lot of information was outdated, and visitor numbers were about 300-500 per month. Following revamp and with better maintenance visitor numbers are now approximately 5 times what they were before relaunch at between 1500-2500 per month.

In addition to information about the Council we also include

- Details about the Community Centre, U3A, Environment group and library
- Things to do including details of local businesses and Community groups
- There is also an online museum of the history of Pontyclun, and specific seasonal pages are also used where relevant e.g., Christmas

"News" articles are published relating to more significant items rather than general information which is left to social media.

Staff do endeavour to maintain the site, however, to do this properly additional resources need allocation.

Part of the site is in Welsh, and the aspiration is that it should go bilingual, however this would require considerable resources.

Council social media

The Council has Social Media accounts on Google, Facebook & Twitter for both the Community Council

The main restriction on our activity are the resources needed to generate content to publish and time to upload and manage content going forward.

Residents do contact us via all online channels, and we receive more requests via these channels than by post or in person

Google

We have Google pages for the Council and our main assets.

These are typically published to provide access details, opening hours, photographs and give users the ability to provide feedback and reviews.

There is an option to post but this tends to only be used for things like changes to opening hours, special events and during the pandemic to update our Covid rules.

Any comments/reviews are replied to and where needed actioned.

Current review numbers are

- Community Council 1 review score 4
- Car Park 4 reviews average score 4.3
- Café 50 11 reviews average score 4.9
- Pontyclun Park 29 reviews average score 4.7
- Ivor Woods 52 reviews average score 4.4
- Public Toilets 1 review score 5

There is no page for the Riverside Walk in Brynsadler.

Facebook

The Council uses Facebook. An insight into use is provided below

Community Council

Facebook followers – 1139

Like the page – 942

Post activity

- Typically 1-2 thousand will see our posts
 - Best recent post – 9.5k regarding road closures
 - Worst recent post – 83 regarding fuel costs
- On average we post 4/5 times a month. However in May, there was a lot more going on so we have posted at least 3 times a week and our reach has exceeded 13,000.
- Our posts mainly include information regarding the Pontyclun area and events and activity
- We also share information from third parties that we believe may be relevant for our residents eg from RCT CBC or local NHS

Pontyclun Hub

The Council Officers do not actively track content on the Hub relating to us or our services.

If we were tagged into the conversation we will note and if relevant take action (e.g., if some damage was discussed) however we tend not to respond or comment publicly, and if we did it would only be to correct an error of fact. Where relevant we occasionally will directly message people who have posted complaints with our responses.

Twitter

@Pontycluncc

The Council's twitter pages are more active doing about 10 tweets a month, though most are retweets of relevant information from others (often RCT CBC). We started using Twitter in Feb 2020 and have about 100 followers.

The tweets we generate tend to be updates on actions our Caretakers have undertaken e.g., Putting out floral displays.

Council Blog

The Council's blog is used to publish longer articles relating to Council activities and has a link via our website

These are generated by the Chair and Working Group leads. The Officers could produce factual blog posts about services should members wish us (subject to resourcing) e.g. We often get asked how to manage floral displays to get them looking nice.

Articles have had up to 70 views

Other social media

The Council does not use any other social media.

We appreciate that using only Facebook and Twitter means we do not engage with our younger residents and if we wished to engage with them better, we would need to introduce new channels

As a Google account holder, we have a You Tube page, but it is not active.

Café 50

We will reach an agreement with RCT CBC regarding ongoing promotion of Café 50 within the funding they are offering.

Currently we use a web page, google pages, Facebook and twitter

Facebook

Facebook followers – 509

Like the page – 439

- Posts are less popular than the Council ones though still have a reach in the thousands
 - Best recent post – 8.7k Valentines lunch post and photos
 - Worst recent post – 93 a post about Friday the 13th.
- On average we post 9.5 times a month. May has seen a reach of around 2,500.
- The posts on this page include mainly information about Café 50 or Pontyclun, but may also include information that may be relevant to the demographic of our users. Such as information about scammers, fuel costs.

Twitter

The Cafe50 twitter pages are not used very much.

They were created when we received a grant from Tesco about 4 years ago – it was a requirement of the grant to publicise via twitter.

We have 19 followers and activity is an occasional tweet about major events at Café 50 and to retweet relevant information from others. We tweet about 10 times a year or so.

Cyngor Cymuned Pontyclun Community Council

Councillor Surgeries

Elected representatives regularly hold surgeries at which constituents can raise issues with them in a formal environment.

Recent issues regarding safety of elected representatives at such surgeries has meant that these are not as common as before

This Council did pilot holding regular surgeries at Café 50 – trialling daytime and evenings with little public response at that time.

This Council could support the delivery of surgeries by -

1. Holding our own regular surgeries with a rota of Councillors taking part – these could be done in the Office for example
2. Whilst we may not wish to hold surgeries in our own right we could promote the surgeries that our Councillors arrange themselves. This could be by way of promotion on
 - a. Our Noticeboards
 - b. Our website
 - c. Our social media

Action – does the Council wish to deliver surgeries or support Councillors arranging their own

Cyngor Cymuned Pontyclun Community Council

Traffic Issues on Llantrisant Rd. Pontyclun

We have been asked by a resident to contact RCT CBC asking them to review parking arrangements on Llantrisant Rd

The road here is used for on street parking which causes traffic issues, particularly at peak times.

- These issues have become worse as traffic is increasing
- Since the driving test centre opened in Miskin we now regularly see many inexperienced drivers on this stretch of road.
- If planning applications relating to recycling at Forest Wood Quarry get approved, then there will be a further significant increase in lorries using Llantrisant Road

In addition, some cars park partly on the pavement thereby partially obstructing pedestrians on the pavements

RCT did look at this in 2015 with a view to restricting parking to one side of Llantrisant Rd, though local residents were against this at the time

Action – does the Council wish to ask RCT CBC to consider options to relieve traffic issues on Llantrisant Rd again.

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 2023, however a draft report has been issued now to assist in budgeting for 2022-23.

[The draft annual report is here](#)

Members should note that there are two material changes proposed from last year – items 1 and 2 below. When the final report is published, we will need to review again in case there be any changes. Items 1-3 are mandatory but can be declined by members.

1. The Clerk will make arrangements to pay Councillors their £156 allowance towards costs without them requesting it (increase of £6). To assist in budgeting the Clerk asks Members who might be considering declining this allowance to advise him
 - a. This payment is a taxable allowance, and we will need to deduct tax at source for any payments made
2. A new payment of either £52 (fixed) towards costs of consumables (e.g., toner) is to be made or the Council can decide to pay the actual costs incurred by members on claim with receipts. Members can decline to receive and again Clerk asks member to advise if considering this.
 - a. The clerk believes the fixed payment would be taxable whilst claim against receipts would not be but will check before any are due.
3. 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.
4. The Council agreed in past 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 2023-24. Note - none have been claimed so far.**
5. Since these were introduced, the Council has 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**
6. 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**

Cyngor Cymuned Pontyclun Community Council

Plaques commemorating war dead from Pontyclun

The Council has received a gift of 2 plaques commemorating war dead from Pontyclun.

The donor Mr Peter Hendy used to attend Tabernacle Chapel and when the chapel closed, he took these into safe keeping, though is now unable to keep doing so.

This is similar situation to the plaques we placed in our bus shelter in Groesfaen commemorating 2 war dead from there.

There are 3 suitable options to place the plaque

1. At the side of the Chapel – with permission from new owners
2. By the war memorial – building a suitable holder
3. A suitable location near to their homes – one came from Mwyndy and the other Brynsadler

The plaques would also benefit from some professional cleaning/restoration should the Council wish to do this.

Action – Where does the Council wish to try and place these memorials and do we wish to clean/restore them

Cyngor Cymuned Pontyclun Community Council

Half yearly internal audit report 2022-23

The Council employs Auditing solutions Ltd a specialist auditing firm to undertake our internal audits

They did their half yearly audit for 2022-23 recently and have produced a report for us

One action point was identified in that we are asked to list the specific legal power under which we give a grant in the minutes of the meeting where grants are agreed.

We do keep a list with our master record of grants, so can add this to the minutes quite easily

Action – members to consider report and accept it and actions recommended



Pontyclun Community Council

Internal Audit Report 2022-23 (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 Internal Audit process for the 2022-23 financial year. The Interim review was undertaken, onsite, on the 19th October 2022.

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 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 confirm that no recommendation for improvement were made as a result of internal audit reviews undertaken for the 2021-22 financial year. The Council has continued to demonstrate robust business processes and corporate governance during the financial year to the 30th September 2022. Resultantly, only one minor recommendation for improvement has been made. This is detailed in the main body of the report and in the appended Action Plan.

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 continue to work tirelessly to deliver a high level of service their constituents. We would like to thank the Clerk/RFO and the Finance Assistant for the exemplary manner in which the Council's finance and governance records were presented for audit.

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

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 2021-22 Statement of Accounts;
- Ensured that the ledger remains “in balance” as at the 30th September 2022;
- 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 and verified the detail in cashbook 1, which contains the transactions on the Business current account with Lloyds Bank, agreeing the detail for the period of the 1st April to the 30th September 2022 with no issues arising;
- Checked and verified the detail in cashbook 2, which contains the transactions on the Deposit account with Lloyds Bank, agreeing the detail for the period of the 1st April to the 30th September 2022 with no issues arising;
- Similarly reviewed the monthly bank reconciliations on both accounts, for the months of April, May, June, July, August, and September 2022 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 continue to be 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 and also to assist with the audit process.

Conclusions

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

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 note that the Councils Standing Orders (SOs) and Financial Regulations (FRs) were amended and subsequently adopted at the 11th May 2022 Annual Meeting of the Community Council under Minute references 7.a.i, and 7.a.ii respectively, using the model documents supplied by One Voice Wales.

We have commenced our review of the minutes of the Full Council and Working Group meetings for the year to the 30th September 2022 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, noting that the statutory power under which Grant Aid has been awarded has not been recorded in the Minutes.

We note that the lease on Café 50 is in the process of reverting to Rhondda Cynon Taff and that the council was in the process of a restructuring programme as at the time of the Internal Audit.

We understand that the External Auditor's Report and Certificate for the 2020-21 financial year audit has not yet been received from Audit Wales.

Conclusions and recommendation

We take this opportunity to remind the Clerk/RFO that when making Awards of Grant Aid and Donations, it is necessary to record the statutory Power under which the Award has been made in the corresponding Council Minute.

RI The Clerk/RFO is reminded to record the statutory Power under which the Award of Grant Aid or Donations have been made in the corresponding Council Minute.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved 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.

We have physically tested a sample of payments processed in the financial year to the 31st March 2022 with the criteria of every non-salary related payment in excess of £1,000 and every 20th payment irrespective of value. The payment sample included 16 payment documents during the interim audit, totalling £17,807.57 and representing 77.1% of all non-pay payments.

We take this opportunity to comment on the quality of data entry in the finance system which we consider exemplary. All detail for the period from the 1st April to the 30th September 2022 had been correctly entered into the cashbook, displayed appropriate Nominal and Cost Centre coding, appropriate descriptions and had been accurately reconciled in a timely manner.

We note that VAT returns are prepared in Rialtas Alpha and submitted to HMRC via the 'making tax digital' link. We have reviewed and agreed the first two quarterly VAT returns prepared and submitted to the 30th September 2022 to the underlying Alpha accounting records and confirming the correct disclosure in the year end accounting statements.

Finally, in this area of our review we have noted that there have been no formal tenders or significant quotations have been undertaken in the period to the 30th September 2022.

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 2022-23, to ensure that appropriate levels of cover are in place, noting that subsequent to a formal review that the Council's cover continues to be placed with BHIB on a Local Council's policy underwritten by Aviva: 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.

The Council's Risk Policy and Registers have not been formally reviewed during the current financial year to the 30th September 2022. However, we note that Members received and Noted the new Health & Safety Risk Assessment re: Covid at the meeting of the Full Community Council on the 13th April 2022 under Minute Reference 7; and,

- Examined the Council's arrangements for the regular inspection of playgrounds and recreation areas.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation. We take this opportunity to remind the Clerk and Members of the necessity to formally review and readopt the Council's Risk Registers, recording this action in the Council's Approved and published Minutes, at least once annually.

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:

- The Clerk/RFO continues to maintain a Budget setting and Review policy which ensures that a transparent and consistent approach to the annual Budgetary and Precept determination process in undertaken;
- The budget setting and precept determination process was in progress as at the date of the Interim audit;

- Members continue to receive regular reports identifying the budget position throughout the financial year;
- The Council has formally approved the establishment of specific earmarked reserves;
- The earmarked reserves continue to be correctly managed with all reserve movements being properly recorded in the Rialtas Accounting Software and referenced in the Council's Minutes; and,
- The utilisation of reserves and the return of unused balances to the General Fund are reported to the Council at regular intervals.

Conclusions

There are no matters arising in this area of our review warranting formal comment or recommendation. We will extend this area of review, during the year-end audit, to ensure that there are no significant or unexplained variances and that the earmarked and general reserves have been correctly managed and year-end position correctly disclosed in the Annual Return

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 2022, 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 post public health measures income has continued to return to pre-covid levels. However, as Rhondda Cynon Taff is now taking over the lease and operations of Café 50 this will impact the Council's non-precept derived income streams, and corresponding expenditure.

The Clerk/RFO and Members were in the process of restructuring the council, in light of the above, as at the date of the Interim Audit.

Conclusions

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

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.

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

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 September 2022, agreeing the gross amounts paid to the Nationally approved SCP pay scale and hourly pay by reference to the Establishment List;
- Ensured that PAYE, NIC and superannuation deductions have been made accurately by reference to the September 2022 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 September 2022 payroll detail.

Conclusions

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

Review of 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.

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NOTE TO REPORT

We confirm that all confidential & sensitive information, supplied for the purposes of this audit including, Personnel Minutes, Payroll and Employment data have been permanently deleted from Auditing Solutions Ltd.'s servers and any printouts made for the purposes of this audit have been destroyed in accordance with the Company's data and document retention policies and with the prevailing General Data Protection Legislation.

Rec. No.	Recommendation	Response
Review of Corporate Governance		
R1	The Clerk/RFO is reminded to record the statutory Power under which the Award of Grant Aid or Donations have been made in the corresponding Council Minute.	

Cyngor Cymuned Pontyclun Community Council

Planning applications at Forest Wood Quarry

There are currently 2 active planning applications at Forest Wood Quarry

- 22/1149/10 – Construction of an Aggregates Recovery facility
- 22/1162/10 – Change of use for Soil blending operation

Details of these applications can be found on the [RCT CBC planning portal](#)

The Aggregates recovery facility was subject to a preplanning process back in February at which time the Community Council said they could not support due to traffic issues, particularly noise and likely mud on roads

Both applications have been registered by RCT as in Llanharry ward and they were advised of the application as a statutory consultee. We have been advised by local residents.

It can be noted that -

- The developer did pre planning due diligence in Feb. They consulted with Pontyclun and Penllyn Community Councils and the Borough councillors covering Penllyn and Llanharry (they do not appear to have consulted with Llanharry CC nor the RCT Councillors for Pontyclun).
- They also specifically wrote to 21 neighbours in addition to local publicity etc and also the various required statutory consultees.
- The Community Council both said they had objections and would not support
- Neither of the Borough Councillors replied and none of the neighbours did either.

There are grounds to object on the technicality that the preplanning process was not done properly - as neither Llanharry CC nor the Pontyclun County Councillors were consulted. This will not stop the application but will delay it.

One key concern is additional traffic

The papers suggest the following

- maximum additional trips would be as follows:
 - 3 loads per hour of recyclable material into the site (and 3 empties back out)
 - 3 loads per hour of recycled material out from the site (and 3 empties back in)
- = a total of 12 HGV movements per hour. With 66 operating hours per week, this gives a total number of HGV movements per week of 792 or about 40k per year

The note say that this would be the maximum scenario and doesn't take account of any backhauling – i.e., that there may be opportunities for the Applicant's other lorries that are out making deliveries to pick up materials for recycling on their return. However, whilst this might make commercial sense, RCT will have to consider the maximum movements.

The planning Agent is trying to show that the quarry used to be much busier, and this new proposal will use less vehicles than what was before

- a) the existing operations of the quarry are currently producing 300,000 tonnes per annum of raw material, which is far less than the 800,000 tonnes that were previously extracted:
and
- b) the concrete batching plant is no longer operational, and it used to produce 20,000 tonnes per annum

Therefore, they are saying that the new proposal will mean that there will be 200,000 tonnes of recycled aggregate and 300,000 tonnes of raw material. This total of 500,000 tonnes is still considerably less than the previous output of approx. 820,000 tonnes.

Whilst this is correct this is 60% more than current output and there is nothing to stop the quarry ramping up production in future back to previous levels.

Action – what action if any does the Council wish to take with these applications

Cyngor Cymuned Pontyclun Community Council

Environment (Wales) Act 2016

The Environment (Wales) Act 2016 places several obligations on public bodies in Wales.

In particular Section 6 states

Subsection (1) - A public authority must seek to maintain and enhance biodiversity in the exercise of functions in relation to Wales, and in so doing promote the resilience of ecosystems, so far as consistent with the proper exercise of those functions.

Subsection (6) A public authority other than a Minister of the Crown or government department must prepare and publish a plan setting out what it proposes to do to comply with subsection (1).

Subsection (7) A public authority must, before the end of 2019 and before the end of every third year after 2019, publish a report on what it has done to comply with subsection (1)

Subsection (8) A public authority that has published a plan under subsection (6)—

(a) must review the plan in the light of each report that it publishes under subsection (7), and

(b) may revise the plan at any time.

This Council produced a report in 2019 and this report has been updated annually by the Clerk as activities changed.

Whilst in the past we have not produced a plan in written form the Council's "plan" has been to continue what are doing and aim to do at least 1 additional action each year. The Clerk recommends that to fully comply with the law a written plan is prepared going forwards and suggests this is prepared by the Environment working group.

Action – Council to approve the proposed report (in appendix) and agree how best to prepare a plan going forwards

Cyngor Cymuned Pontyclun Community Council

A Report of Actions relevant to Section 6 of Environment (Wales) Act 2016

Prepared Autumn 2022 being 3-year update

Section 6 of this Act requires that Pontyclun Community Council seeks to maintain and enhance biodiversity so far as consistent with the proper exercise of its functions and in so doing promote the resilience of ecosystems.

This is a report on actions of the Community Council and its partners which are relevant to this requirement.

In fulfilling this requirement Pontyclun Community Council recognises that its role is to facilitate and harness the contribution of many others including:

- Pontyclun residents,
- The volunteers of Pontyclun Environment Group,
- The volunteers of Pontyclun Community Garden
- Rhondda Cynon Taf County Borough Council
- Pontyclun businesses.

Pontyclun Environment Group

The Community Council supports and work closely with the Environment Group.

This is a group of residents whose activities include:

- Coordinating the input of volunteer residents in undertaking litter picks throughout the Pontyclun Community recognising that litter free areas host biodiversity and foster community appreciation of local eco-systems
- Organising local walks with the county ecologist and other experts so that residents can better understand and appreciate the diversity of the local eco-systems
- Arranging various environmental events across Pontyclun
- Promoting environment issues and actions in the area.

Pontyclun Community Garden

The Community Council supports and work closely with the Community Garden

Pontyclun Community Garden is a group of volunteer residents who have established and maintained a community garden within the Pontyclun Park which is provided by Pontyclun Community Council.

The Community Garden includes

- Insect friendly flowers and vegetables
- Bug hotel
- Bees nest
- Composting

Working with Local Schools

The Community Councils seeks to support and work closely with local schools. For example

Refill Pontyclun

Pontyclun school children made agreements with local retailers that tap water will be provided to children bringing their own bottles. The effect is to reduce the use of plastic and reduce the littering of plastic bottles.

The Community Council formalised these arrangements through the launch of a “Refill Pontyclun” scheme. This scheme currently has 21 local businesses as members.

Pontyclun Christmas Tree

In 2019 to encourage discussion on and the reuse and recycling of plastic waste the Council decided to decorate the Community Christmas Tree with waste plastic.

Local schools were asked to create garlands or paint empty plastic bottles which were then used to decorate our community tree.

This generated significant comments locally bringing recycling issues to the fore

Working with Rhondda Cynon Taf County Borough Council

The Community Council seeks to support and work closely with Rhondda Cynon Taf County Borough Council.

RCT Council has innovated in the development of a grass cutting and collecting machine which allows vegetation a long growing season before it is cut and collected so as to foster local eco-systems and encourage greater biodiversity.

Pontyclun Community Council worked with RCT Council to identify and reserve sites for this ‘hay cut’ regime. The sites include:

- A half-acre of land along the perimeter of Pontyclun Park which is owned by the Community Council
- 5 acres of land on the top end of the cycle path which runs from Pontyclun Railway Station to the A473
- 20 acres of land enclosed by Ffordd Cefn yr Hendy
- Land in on Cowbridge Road, Talygarn and by the motorway Talygarn Drive

Pontyclun Community Council

Pontyclun Community Council owns and maintains 5 acres of woodland at Ivor Woods. Its woodland management is intended to increase biodiversity and local eco-systems. Where safe, fallen branches and trees are left 'in-situ' or cut branches are placed in piles to encourage wildlife. Where possible, the canopy is managed to control light and encourage biodiversity.

The Community Council, as an agent of RCT Council, maintains over 20 miles of public right of ways. In managing overgrowth and clearing litter, avoiding chemical interventions, the Council fosters biodiversity and local eco-systems.

Our floral displays mainly use "Pollinator friendly" flowers in our hanging baskets. In 2023 we will be trialling using the mix of flowers we use in our hanging baskets in one of our smaller planters. We have 13 of these planters which are currently planted up with begonias, which are not Bee friendly. If the trial is successful, the new flower mix will be rolled out in future years.

The Community Council has a 'bee friendly' designation.

To encourage recycling the Council runs a Crisp packet recycling scheme in the Community with drop off locations at Café 50 and the Pontyclun Library.

With regards to its administration, paper purchased for use in the Office is PEFC certified from sustainably managed forests and controlled sources. It is also Chlorine free

The Council replaces light bulbs with LED ones when then need changing and in 2018 replaced the bulk of the lighting in Café 50 with LED lights, and also reducing the number of light bulbs by nearly 60 during the process.

The Council seeks to promote and encourage biodiversity and habitats for pollinators and insects. To do this we

1. Since 2017 we have operated a Hay cut regime in a section of our park
2. In 2019 we were asked by residents to look at installing additional fencing/gates at the park and as a result we planted new sections of hedging at the park boundary (rather than metal or wooden fencing)
3. In 2020 we started to leave the area of ground to the side of Café 50 in Pontyclun uncut (approx. 3m by 10m)
4. In 2020 we started to leave an area of ground at the Hollies uncut. (This area is approx. 10m by 20m)
5. In 2020 we signed up to the Hedgehog Heroes scheme
6. In 2022 the Council agreed to change our large flower bed in Brynsadler from using begonias to a mix of perennial pollinator friendly plants.
7. In 2023 we will be trialling using the mix of flowers we use in our hanging baskets in one of our smaller planters. We have 13 of these planters which are currently

planted up with begonias, which are not Bee friendly. If the trial is successful, the new flower mix will be rolled out in future years.

Groesfaen Gwyrdd

We supported this new volunteer led organisation in Groesfaen to set up and start activities in 2020.

Their purpose is to make Groesfaen a better place to live by taking action to improve the environment and encourage local participation.

We supported them to acquire a “Pollinator Garden” under the Local Places for Nature scheme and also to plant a number of Pollinator friendly bushes on local waste land which has now been transformed into a valuable “Community Garden”

The aim is to extend this work into another area where fruit bushes will be planted for the Community and to help wildlife.

Cyngor Cymuned Pontyclun Community Council

Parish of Pontyclun Community Shop

The Community Shop was the brainchild of Rev Martin Reynolds and opened in 1985. This is the same year as our Community Council was founded.

It has provided a service in the community and grant aid for local groups and charities. In today's world it can also be seen as a way for the community to reuse/recycle things

The Community shop is planning to close in the new year.

This is driven by

- Increased costs reducing potential profits for donation
- Inability to find new directors to run the business. With age profile of existing directors this is a key consideration

Should the shop close, the aim will most likely be to sell the premises, but in the meantime the shop would sit empty and unused in the middle of the shopping area.

The Clerk also understands that Ian Williams & Co plan to leave their premises shortly, though they are in discussions with other parties regarding the premises.

Members may also recall that planning permission is being sought to build 2 shop units opposite the Pipeworks

If these things all happen at the same time, we may end up with 5 empty shop units in one go.

Action – Members to consider options regarding actions relating to Community shop closure

Cyngor Cymuned Pontyclun Community Council

Pontyclun Refugee Support Group

Members will recall that we have a Councillor support the refugee group by attending their meetings etc

Our nominee was Helena Sands who has resigned so a replacement is now required

Action – members to select a nominee for the Refugee Support Group