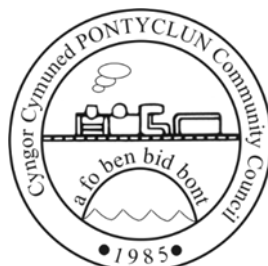


Cyngor Cymuned Pontyclun Community Council

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
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Pontyclun Community Centre
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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

Minutes

Minutes of the Annual Meeting of Pontyclun Community Council held at 7.00 p.m. on Wednesday 11th May 2022 and the May monthly meeting of the Pontyclun Community Council held directly afterwards

PCC Member attendance at public Council meetings				
	2022			
Member name	May			
Wayne Owen				
Jordan Thorne				
Kelly Sherratt				
Rhys Williams				
Susan Owen				
Jamie Daniel				
Helena Sands				
Amanda Sparks				
Paul Binning				
Carole Willis				
Vacancy				
Present				
Gave Apologies				
Absent				

1. To receive apologies for absence
 - a. None received all members present
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. None disclosed

Annual Meeting agenda

3. Election of Chairperson 2022-23
 - a. Councillor Wayne Owen was elected Chair of the Council
4. Election of Vice Chairperson 2022-23
 - a. Councillor Jordan Thorne was elected Vice Chair of the Council
5. To confirm the minutes of the Council's Annual meeting of 12 May 2021 as a true record of the last Annual Meeting

- a. Minutes confirmed
- 6. Appointment or Reappointment of any standing Committees, Sub Committees or Working Groups and review terms of reference.
 - a. The following were elected to convene working groups
 - i. Administration working group – Councillor Wayne Owen
 - ii. Economy Working Group – Councillor Paul Binning
 - iii. Environment Working Group – Councillor Kelly Sherratt
 - iv. Social and Cultural Working Group – Councillor Susan Owen
 - b. Councillor Rhys Williams will convene the Remembrance Day organising committee
 - c. Councillors Susan Owen, Amanda Sparks and Jordan Thorne will attend the Cafe50 Steering group
- 7. To confirm Council governance documents and review policies
 - a. The Council reviewed our governance documents and policies for review. They confirmed the following changes
 - i. Add the following to section 15 of the Standing Orders
 - 1. *“In the event of a major incident requiring a quick response from the Council, the proper Officer may convene an emergency meeting of the Council with only 24 hours’ notice. This relates to arranging responses to events such as flooding, fires, terrorist attacks and the like.”*
 - ii. Add the following to Section 4 (delegated authorities) of the financial regulations
 - 1. *“Where the Council receives a grant for specific expenditure the delegated authorities above may be used spend the money for the purposes of the grant up to the amount of the grant and may also be used to buy capital items from relevant Earmarked reserves”*
- 8. To review arrangement for standing matters
 - a. The Council confirmed the following members would represent the Council on the relevant bodies
 - i. One Voice Wales – Councillor Wayne Owen
 - ii. RCT CBC/Community Council Liaison committee – Councillors Wayne Owen and Carole Willis
 - iii. Northwest Cardiff Group – Councillors Carole Willis and Paul Binning
 - iv. Local RCT Neighbourhood network – Tara Davies (Cafe50 Welcome Officer)
 - v. Pontyclun Refugees Support Group – Councillor Helena Sands
 - vi. Friends of Cefn y Hendy group – Councillors Susan Owen and Paul Binning
 - vii. Local Over 50 forum – Councillors Wayne Owen and Paul Binning
 - b. Council’s dates and times for Ordinary meetings for the ensuing year
 - i. Council agreed meetings would be held on the second Thursday of the month
 - c. Agree new signatories for Bank Mandate
 - i. The following Councillors will be appointed as bank signatories for the Council. Councillors Wayne Owen, Carole Willis; Paul Binning; Jordan Thorne, Jamie Daniel and Helena Sands. They will also be approvers of electronic payments.

Monthly Meeting agenda

- 9. Public presentations to Council
 - a. None received
- 10. To confirm minutes of the Council’s meeting of 13th April are a true record and discuss matters arising from them
 - a. Minutes Confirmed
 - b. Clerk confirmed that the Youth Café agreed last month started on May 9th
- 11. Council Payments
 - a. Payments for April confirmed
 - b. Council approved new Mobile phone for caretaker
 - c. Council approved repair of fence at Riverside walk, with a review in due course regarding replacement
- 12. To consider report of the Independent Remuneration panel for Wales
 - a. The Council confirmed the arrangements agreed by previous Council for discretionary payments would continue
 - i. No payments to members for senior roles such as Chair and attendance allowance would not be paid.
 - ii. Travel, subsistence and actual losses incurred could be claimed subject to limits described in the report of the panel

13. To consider plan for the Community Council
 - a. **Councillors agreed to prove Clerk with a list of suggestions for actions by the Council so that a draft plan could be progressed. Items to be provided by Friday 20th May. Action MM732 Councillors**
14. Report on Community Events 2022
 - a. Members noted arrangements for the Council's community events in 2022
 - b. The council agreed to support Pontyclun RFC's firework event with a grant of up to £500
 - c. The Council agreed that a Drive in Cinema event could be held in the Car park on a Sunday in the summer
 - d. The Council agreed that relevant appropriate stalls could be invited to fill spaces at the Picnic in the park not taken up by Community groups
 - e. **Members who were able to volunteer to support the Picnic in the Park should advise the Clerk. Action MM733 Councillors**
15. To discuss training needs of Members
 - a. **Council agreed that Members should provide the Clerk with a list of existing skills/experiences and training needs so these could be matched with our training plan. Action MM734 Councillors**
16. To agree emergency Contacts for Council
 - a. Councillors Wayne Owen, Jordan Thorne, Helena Sands and Paul Binning agreed to be Emergency contacts for the Council.
17. To consider report on promoting Pontyclun
 - a. The Council agreed the following
 - i. **Councillor Paul Binning will prepare a monthly "What's on in Pontyclun" article for the Buddy magazine. Action 735 Paul Binning**
 - ii. **The Clerk to prepare a schedule for Blog articles. Chair to write 4 a year and each working group head up to 2 a year. Action 736 Clerk**
 - iii. **Clerk to timetable an item on the next agenda to discuss how the Council engages with residents including Noticeboards, publishing of minutes and use of social media and WhatsApp. Action 737 Clerk**
18. To review current general staff terms
 - a. The Council confirmed continuance of the current staff employment terms
19. To discuss Co-option of a member for the vacancy in Pontyclun East
 - a. **The Council agreed to co-opt a new member for Pontyclun East instructing the Clerk to make the arrangements. Action 738 Clerk**

This is a copy of the minutes of the Council's May 2022 meeting. A signed copy of the minutes can be viewed at the Council's offices