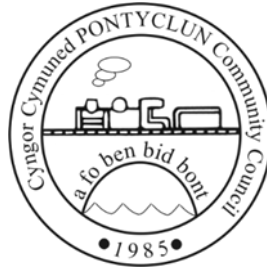


Cyngor Cymuned Pontyclun Community Council

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi gormodol. Rhwch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
CF72 9EE
Ffôn: 01443 238500
E-bost: clerk@pontyclun-cc.gov.wales
Gwefan: www.pontyclun.net



Community Council Office
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE
Telephone: 01443 238500
E mail: clerk@pontyclun-cc.gov.wales
Website: www.pontyclun.net

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

Draft minutes

Draft minutes of the June monthly meeting of Pontyclun Community Council held at 7.00 p.m. on Thursday 13th July 2023.

In the absence of the Chair of the Council, Councillor Jamie Daniel, Vice Chair chaired this meeting.

PCC Member attendance at public Council meetings											
	2022				2023						
Member name	Jul	Sep	Oct	Nov	Jan	Feb	Mar	Apr	May	Jun	Jul
Wayne Owen											
Jordan Thorne											
Kelly Sherratt											
Rhys Williams											
Susan Owen											
Jamie Daniel											
Amanda Sparks											
Paul Binning											
Carole Willis											
Sian Assiratti											
Gareth Summers											
Present											
Gave Apologies											
Absent											

Minutes

1. To receive apologies for absence
 - a. Councillors Wayne Owen, Paul Binning and Amanda Sparks gave apologies; Councillors Jordan Thorne, Kelly Sherratt and Rhys Williams 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. A number of residents attended with queries regarding progress with forest Wood quarry planning application. This is on hold pending a report from Highways.
 - b. Councillor Sara Howells from Penllyn CC asked to bring to the Council's attention a speeding incident in Pontyclun on 12th June. This involved a Breedon lorry travelling too fast.
 - c. Residents from Brynsadler asked if the Council knew anything about possible road improvements there are Cowbridge Road was being measured up and marked for something. The clerk to endeavour to establish what is happening.
4. To confirm minutes of the Council's monthly meeting of 8 June are a true record and discuss minor matters arising from them.
 - a. Minutes approved.
 - b. Councillor Daniel advised that the Consultation on town status would launch on Friday 14th July.
5. To consider report on Council Payments and finances
 - a. The Council confirmed May payments.
 - b. The Council agreed payment of the bills for
 - i. Café 50 2021 Electricity – from Café 50 reserve £1142.80
 - ii. Floral arrangements £1829.40
 - iii. Office rent – pay in Sept - £4550.
 - iv. Orange forestry tree works £600.
 - v. Cleaning at café 50/Public toilets £546.17
 - vi. Bill for £600 for Tree inspection when received from RCT.
6. To consider report on Ivor Woods trees
 - a. The Council considered the issues and decided to take the following action.
 - i. ARBCymru have been appointed to undertake the work in Ivor Woods
 - ii. The Council wishes to keep the footpath open, and officers should arrange suitable fencing and signage to do so.
 - iii. This will mean that about ¾ of the woods will be closed to the public.
 - iv. Plans will need to be made to deal with the trees once felled and Clerk will update members later on this.
 - v. To fund the tree, work this year the Council agreed to use £2k from Café 50 reserve; £3k from ward budgets and up to £5100 from Pontyclun park reserve (any used will need to be replaced in future years)
 - vi. Councillor Assiratti asked that Clerk to investigate the Woodland Investment grant to see if this can be leveraged to fund some or all of this work.
7. To receive update on Community Events in 2023
 - a. Members noted update on Picnic in the Park
 - b. The Council wish Councillor Wayne Owen to speak with Community Garden neighbours regarding issues with volunteers/users.
 - c. Council agreed that the Local RCT Eisteddfod fundraising committee could hold a bucket collection at the Food festival and the local Food bank have a collection point at the Christmas fayre.
 - d. The Council confirmed that the Sunday 3rd December evening slot in the marquee would be a fundraising night for the local RCT Eisteddfod fundraisers.
 - e. The Council approved Urban Markets to run a fun day in Pontyclun park on Saturday 12th August.
8. To receive update on progress with Council plan for year
 - a. The Council noted progress with plan.
 - b. The Council agreed that Officers would collate news and write future Buddy articles.
9. To receive an update on "Friends of "groups for Pontyclun
 - a. This was deferred till September.

10. To receive update on Council training plan for members
 - a. Members noted the position and Council agreed to the recommended actions to complete outstanding training in next 12m and fully review position in 12m.
11. Request to donate funds for benches.
 - a. The Council noted with gratitude the proposed donations and agreed.
 - i. To accept funds for a bench by Pontyclun FC, install it and maintain it going forwards.
 - ii. To accept donation of £500 towards a bench for the Cycle path and fund balance, install it and maintain going forwards.
 - iii. Accept other donations for benches if received. Ideally to replace existing benches in need of replacing but also as needed in new locations. If requests are received to put new benches by Rugby Club, we should ideally offer a plaque to be added to existing benches there are fund a new bench elsewhere.
12. Report on proposed litter campaign
 - a. The Council agreed to run a litter campaign over the summer focussing on dog mess, litter and volunteering to litter pick.
 - b. The Council agreed to purchase 3 dog bins to place one in each ward based on resident suggestion sin the campaign. To be funded from ward budgets
13. Report on parking issues at Maesyfelin fields
 - a. Members noted the issues.
 - b. Clerk is to write to Rugby club, Football club and RCT parks to ask them to try and ensure users park considerately.
 - c. Clerk to arrange temporary signage for the fencing asking drivers to park considerately.
14. Report on Community Groups asking for support with grant applications.
 - a. Members noted the issue and agreed to look at requests on a 1 on 1 basis.
 - b. As grant requests are time sensitive, to allow for faster response the Council agreed that approval could be by way of majority decision using email correspondence if needed.

Cyngor Cymuned PONTYCLUN Community Council

Payments for authorisation

The following large payments are due for authorisation.

Tree works in Ivor Woods

Following acceptance of quotations at the last meeting the tree surgeons have now completed the work in Ivor Woods

We have their invoice for £12017.50 (plus vat) which needs authorisation for payment.

In addition, whilst work was being done 3 additional trees were identified as being in very dangerous condition and near boundary. Cost was £600 (plus VAT) and due to high danger, we arranged to have them done too.

We have also got the invoice for fencing which was £2050 plus vat.

Café 50 Cleaning

The cleaning cost for July are due for payment being £496.52 plus VAT.

These will be reclaimed from RCT CBC in due course.

Riverside walk fencing work.

Cardiff Conservation volunteers have now replaced about 2/3 of the fencing at Riverside walk and have provided an invoice for £600 for the work.

New Generator

At budget the Council had agreed to use up to £1k of equipment reserve to purchase a new generator (so that we had two for events)

Caretakers have identified a Hyundai 7.5kw generator which will be fine for the fairs and any work they may wish to do.

Cheapest cost we have found so far is £670 (plus VAT) including delivery.

Action members to confirm payments above.

Confirmation of July payments

July payments are provided in Appendix 2a for confirmation by members.

Action members to confirm payments.

Date: 04/09/2023

Pontyclun Community Council

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Time: 08:48

User: KJ

Bank Reconciliation up to 31/07/2023 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
25/07/2023	FPILSHACK		-20.00	-20.00		R <input type="checkbox"/>	Receipt(s) Banked
26/07/2023	DD	15.64		15.64		R <input type="checkbox"/>	EE Ltd
26/07/2023	FPIABITOFA		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
27/07/2023	FPIKBILLIN		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
27/07/2023	FPIHJONES		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
28/07/2023	PAY	7.85		7.85		R <input type="checkbox"/>	Lloyds Bank plc
		<u>14,278.53</u>	<u>3,017.72</u>				

Signatory 1:

Name Karen James Signed K James Date 04/09/23

Signatory 2:

Name J Ross Signed [Signature] Date 6/9/23

Date: 04/09/2023

Pontyclun Community Council

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Time: 08:48

User: KJ

Bank Reconciliation up to 31/07/2023 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/07/2023	BCARD	103.15		103.15		R <input checked="" type="checkbox"/>	Tesco
05/07/2023	BCARD	97.91		97.91		R <input checked="" type="checkbox"/>	Tesco
05/07/2023	BCARD	21.00		21.00		R <input checked="" type="checkbox"/>	Rhondda Cynon Taf C.B.C.
05/07/2023	BCARD	8.69		8.69		R <input checked="" type="checkbox"/>	Amazon Marketplace
05/07/2023	BCARD	194.22		194.22		R <input checked="" type="checkbox"/>	Mole Farm Direct
05/07/2023	BCARD	164.95		164.95		R <input checked="" type="checkbox"/>	True Traders Ltd
05/07/2023	BCARD	-164.95		-164.95		R <input checked="" type="checkbox"/>	True Traders Ltd
05/07/2023	BCARD	164.95		164.95		R <input checked="" type="checkbox"/>	True Traders Ltd
05/07/2023	FPIATWIGG		21.00	21.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/07/2023	DD	60.24		60.24		R <input checked="" type="checkbox"/>	British Telecom
10/07/2023	FPIKGILL		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/07/2023	FPIPCARR		25.00	25.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/07/2023	FPIKGILL		-20.00	-20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/07/2023	FPIKGILL		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/07/2023	FPI		-20.00	-20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/07/2023	FPIKGILL		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/07/2023	FPIKMCCART		25.00	25.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/07/2023	FPIINDIA		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/07/2023	FPIDSPOOR		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/07/2023	FPIKGILL		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/07/2023	DD	7.12		7.12		R <input checked="" type="checkbox"/>	British Telecom
14/07/2023	FPO	4.79		4.79		R <input checked="" type="checkbox"/>	Leekes Ltd
14/07/2023	FPO	76.00		76.00		R <input checked="" type="checkbox"/>	One Voice Wales
14/07/2023	FPO	-76.00		-76.00		R <input checked="" type="checkbox"/>	One Voice Wales
14/07/2023	BGCHMRC		2,621.72	2,621.72		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/07/2023	FPO	50.00		50.00		R <input checked="" type="checkbox"/>	C Carmichael
17/07/2023	FPO	655.42		655.42		R <input checked="" type="checkbox"/>	Cleanmate Ltd
17/07/2023	FPO	2,195.28		2,195.28		R <input checked="" type="checkbox"/>	Boverton Nurseries Ltd
17/07/2023	FPO	52.76		52.76		R <input checked="" type="checkbox"/>	Forest Park & Gardens
17/07/2023	FPO	600.00		600.00		R <input checked="" type="checkbox"/>	Orange Forestry Ltd
17/07/2023	FPO	720.00		720.00		R <input checked="" type="checkbox"/>	Rhondda Cynon Taf C.B.C.
17/07/2023	FPO	1,371.36		1,371.36		R <input checked="" type="checkbox"/>	Rhondda Cynon Taf C.B.C.
17/07/2023	VISA	21.00		21.00		R <input checked="" type="checkbox"/>	Rhondda Cynon Taf C.B.C.
17/07/2023	FPO	76.00		76.00		R <input checked="" type="checkbox"/>	One Voice Wales
17/07/2023	FPIFOGDEN		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/07/2023	FPIMWILSON		25.00	25.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/07/2023	FPIJPESTIC		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/07/2023	SO	659.88		659.88		R <input checked="" type="checkbox"/>	K James
21/07/2023	SO	1,140.38		1,140.38		R <input checked="" type="checkbox"/>	D Norfolk
21/07/2023	SO	1,288.88		1,288.88		R <input checked="" type="checkbox"/>	R Blank
21/07/2023	SO	1,811.10		1,811.10		R <input checked="" type="checkbox"/>	T Davies
21/07/2023	SO	1,116.84		1,116.84		R <input checked="" type="checkbox"/>	J Roszkowski
21/07/2023	BP	1,517.78		1,517.78		R <input checked="" type="checkbox"/>	HMRC
21/07/2023	DD	24.79		24.79		R <input checked="" type="checkbox"/>	Swalec
24/07/2023	FPITMSUTER		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/07/2023	FPILSHACK		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/07/2023	FPIEHOLE		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/07/2023	FPILSHACK		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Cyngor Cymuned Pontyclun Community Council

Community Infrastructure levy (CIL)

CIL can be used to provide or improve infrastructure and then maintain it going forward. The Planning Act 2008 provides a broad definition of infrastructure and states that it can include the following:

1. roads and other transport facilities
2. flood defences
3. schools and other educational facilities
4. medical facilities
5. open spaces
6. sporting and recreational facilities

CIL funds should be spent within 5 years of receipt on additional infrastructure projects over and above what normal budgets allow.

The Council advises RCT CBC what any CIL monies are planned to be spent on and RCT publishes a master list.

Our current CIL expenditure list advises that CIL funds will be used for the following items.

- a. **Improvements to Parks and open spaces**
- b. **Improvements to Community facilities**
- c. **Improvement of Parking, Bike racks and Traffic management**

The list has purposefully been left at a high level in the past to allow maximum flexibility with the small sums we have received so far.

The development at Cefn y Hendy has now received planning approval and should start shortly. As this progresses CIL payments will be released with the Community Council's share being about £900k over the whole development.

In addition, we are aware a further application for about 250 houses is planned for Miskin Quarry.

For us to spend such large sums in a planned way within the anticipated spending timescales we will need to prepare in some detail.

The Clerk has prepared a list of projects which is provided in Appendix 3a. These should be confirmed by the Council for advice to RCT.

The Council and ward committees will need to prioritise these in due course, though what can be done will be driven by amount of funds received.

Action – Council to confirm CIL funding projects.

Cyngor Cymuned PONTYCLUN Community Council

The following are a list of infrastructure improvements to which CIL received by Pontyclun Community Council will be applied.

Prior to allocation of funds, consideration will be given to

1. Impact suggestions have on ongoing running costs of the Council – some of this could be funded by CIL.
2. For some of these actions, permissions will be required from RCT, local residents and businesses as appropriate.

The Council wishes to focus on projects that support these three main areas.

- a. **Improvements to Parks and open spaces**
- b. **Improvements to Community facilities**
- c. **Improvement of Parking, Bike racks and Traffic management**

In particular the following will be considered . These are provided in no particular order of priority, which will be decided when funds are received.

Large scale projects

These projects will probably need to be undertaken in conjunction with RCT CBC

- “Community centre” for Groesfaen
- “Community Centre” for Cefn y Hendy
- Purchase land for additional car parking in Pontyclun
- Street lighting along path from YGGG to Bryn Amlwg
- Street lighting along cycle path by River Ely
- Improve safe routes for Children going to/from Pontyclun primary (potentially moving zebra crossing nearer to Brynsadler)

Community wide projects

There are few projects which are relevant to the whole community. These include.

- History trails for the area – there are possibly up to 6 with a cost of about £2500 for each to design leaflets and produce an information board.
- History board to commemorate 175 years of Pontyclun Railway station (approx. £2500)
- History boards to commemorate war dead on Pontyclun’s war memorial (approx. £10K-15k to complete) – the war dead in Groesfaen have history boards and the Miskin war dead are also listed on Pontyclun’s war memorial so would be covered.
- Set of cycling routes for the area
- Set of running routes for the area
- Install additional dog poo bins across many locations across Pontyclun.
- Programme to convert stiles to gates on footpaths across the area.
- Additional Car parking spaces at Heol yr Orsaf (potentially 4-5 could be added)

Christmas lighting

Potentially suitable locations for Electric Christmas Trees/Lighting are:-

1. Bottom of Brynsadler Hill by bus stop
2. By War Memorial in Pontyclun
3. Grass space by Ynysddu bridge
4. Grass space in front of YGGG School

Floral planters

Additional floral planters to be considered for the following locations:-

Groesfaen

1. Planter at start of village at Cardiff end on grass verge (smallish)
2. Planter at start of green – opposite end to bus stop – large.
3. Medium planter at corner of Pen y Groes
4. Planter on pavement after bus stop on left as leaving village towards Pontyclun (large)

Cefn y Hendy

1. Large planters by YGGG school

Talgarn

1. Small planter at Talgarn sign
2. Small planter at Brynsadler sign
3. Small planters either side of history sign and bench (3 in total small)

Brynsadler

1. Large planter by Bus stop at Castell Mwnwys
2. Large planter by Bus stop at Bryn terrace
3. Extra planter by bus stop on bottom of hill
4. Extra planter by existing planter at Hollies
5. Small planter at Pontyclun/Brynsadler sign

Pontyclun Library

1. Planter at entrance

Central Pontyclun

1. New large planter at Junction Cowbridge Rd and Heol y Felin
2. New medium planters by Clinikind, Giles gallery and Kudos
3. Medium planter at entrance to car park in Heol yr Orsaf

Ynysddu

1. Large floral planters on green space at entrance to Ynysddu
2. Planter and/or bench at first green space as you enter in Ynysddu – near to Post box.

Brand new benches

Not all these will be fitted as if permission for all is received some might duplicate.

Ffordd Cefn-yr-Hendy loop

1. Bench at Sycamore Close entrance to Cefn y Hendy fields
2. Bench by Football pitch (near YGGG)
3. Bench near entrance to path from YGGG to Bryn Amlwg
4. Bench by dog poo bin where footpath crosses road at north side of Cefn y Hendy Rd loop
5. Bench where path come out near to Dol y Llan

Brynsadler hill to Pontyclun

1. Bench on the grass at Hollies

Riverside walk

1. A bench or 2 along this path

Pontyclun centre

1. New Bench on Station terrace approx. opposite Brunch Stop

Ynysddu

1. Additional benches along cycle path and footpath along river Ely

Pantaquesta

1. New bench on grass verge by entrance to Caergwanuchaf – opposite Nyddfa

Ivor Woods

1. New bench on path from Football club to Ivor Woods
2. Improve path at bottom of Ivor woods to allow Disabled access/ Pram access including to seating areas
3. Murals on sides of 2 buildings on path from Pontyclun FC to Ivor Woods
4. Replace “gate” at Hollies entrance.

Pontyclun park

1. Bin at Community Garden end of park
2. Bin by entrance to park from War memorial
3. Relay the path in park with tarmac, with aim to try and create active travel route to primary school.
4. Replace MUGA broken panels.
5. Additional seating in park
6. Install some shelter at the park.
7. Create some toilet facilities at park.

Cyngor Cymuned Pontyclun Community Council

Update on Community Events

The Council has committed to organising 3 large Community events in 2023.

The following are relevant updates on the current position for each.

Picnic in the Park – Event held July 23; now starting to plan for 2024.

Food and Drink festival

- This was held on the Saturday of August bank holiday in the car park at Heol yr Orsaf – 12 noon till 5pm
- The event was very well attended indeed with many traders reporting good sales even in comparison with other larger events – e.g., one of the food traders had a second truck at the Treorchy Food festival on same day but sold much more with us.
- Feedback
 - Things that went well
 - Good, chilled atmosphere to event with no real queues or issues on the day
 - Music was good.
 - Chairs/Tables well used.
 - Great stalls
 - Had the event been planned for the park it would have needed to be postponed due to weather.
 - Improvements
 - Marketing
 - Waste management
 - More marshals needed.
- Recommendations for 2024
 - Repeat event – keeping date same
 - Extend opening hours by starting slightly earlier.
 - Additional food vendor and a stall or two – will look at siting of music which may free up more space for stalls.
 - Try to get more “cover” for showers.
 - Activities for kids, perhaps run by community groups to give them fund raising opportunities.
 - Additional parking

Action members to confirm event for 2024.

Christmas Fayre

- 2nd December 1.30-6pm
- In Car park, Café 50 and Community Centre
- Subject to stallholders paying fees we have 74 stalls booked in total-
 - Café 50 – 7 stalls – including the Learning curve doing tea/coffee/cakes.
 - Community Centre – 11 stalls

- Marquee – 18 stalls
- Outside in car park – 23 stalls
- Outside café 50 – 6 stalls inc Santa grotto and variety of kids games
- Catering – 7 traders selling food/drink to eat on day.
- One fairground ride and fairground ride
- If any drop out, we believe that subject to notice backfilling from reserves should not be an issue.
- Music will be background music from CDs with local Choirs/bands to feature. Neil Holley is providing the music support.
- **Action - Options to do improvements include.**
 - **Would members wish to have banners up promoting Pontyclun and businesses for visitors to see as they arrive?**
 - **One additional stall in Parking space by Community centre is an option subject to owner permission and approx. 5 stalls in main shopping street subject to shop permissions.**
- **Councillors to confirm who can support stewarding at the Christmas event**

Marquee events at Christmas

Councillors agreed to look at running events in the marquee on evenings of Friday 1st December and Sunday 3rd.

There will be wreath making on the Sunday afternoon run by Hope rescue.

Councillor Willis will be organising a Welsh music night on our behalf for Sunday 3rd in aid of the RCT Eisteddfod – Officers will deal directly with her on arrangements.

Action - Councillors to agree details of event for 1st Dec.

Christmas tree lights switch on.

This will take place on Saturday 25th November following similar plan to previous years.

- Small display from panto by St Paul's players
- Switch on lights
- We will try and see if some vendors/food is possible.

One option would be to move to the Sunday where it would be safer and certainly be options for vendors as shops mainly closed.

Action - Do Councillors wish to purchase a selection of light up wands etc to sell (plus at the Marquee event and fayre)?

Christmas street lighting

Members requested looking at options to have additional Christmas lighting as follows.

- By War Memorial in Pontyclun
- By traffic lights in Brynsadler

In both cases we wanted to use the fact that there were trees close to lamp posts (for access to power) to have lights strung up in the trees.

RCT have given permission, should we wish to go ahead, and quotes have been received from our festive light's provider. These are.

- By war memorial £3986 + vat
- Brynsadler £2345 + vat

In both cases the lights would be left on the trees permanently once fitted.

In addition, RCT have recently reissued guidelines on street light safety. We need to comply to retain permission to have the lights over the highway.

We meet all the requirements, except that the installations will require a full inspection and retesting. The quote for this is £1240 + vat. The checks may identify some work to do, and this will also have to be funded. The Clerk will arrange to include this and a suitable contingency in next year's budget.

Immediately however RCT identified an issue with one of the lighting columns which will cost £165 plus VAT to repair.

Action – Members to consider lighting options and agree the assessment of lighting arrangements.

Other Community events

Urban markets – family fun day 12th August

The Council agreed that Urban Markets could have a family fun day in the park on 12th August.

Due to poor weather this was put back to the 17th and was a very successful day with good feedback and no issues from our point. The organisers have made a donation to the Council for the use of the park.

Organisers would like to do another event next year – in July so it spreads our events out.

They would also be happy to arrange an Easter Fare in our Car park on Saturday 23rd March (Sat before Easter) We could organise other Community Easter activities around that.

Action does Council wish to confirm these two activities.

Remembrance Day

There will be 3 parades in Pontyclun again this year.

- 11am – Pontyclun, though actual march to War Memorial will start about 10.30 from St Paul's Church
- 11am – Miskin – at War Memorial
- 1pm – Groesfaen

Each parade will follow the same pattern as in 2022 and we shall need to have Councillors at each parade to lay a wreath on behalf of the Council.

- Pontyclun is usually the Chair.
- Groesfaen has been Councillor Carole Willis, who lives in the village.
- Miskin – should ideally be one of the Councillors who lives in Miskin.

We will need to purchase 3 wreaths and allocate funds to pay towards costs of buglers (by way of charity donation)

Action – members to confirm wreath layers and approve purchase of 3 wreaths and funds for bugler time.

2024 events

We normally promote our events on Eventbrite, and this generates significant interest in them.

Eventbrite are changing their pricing structure, and this will mean we would have to pay going forward. For our 3 large events this will be £120 a year.

All events which were set up prior to change date remain free so to maximise our opportunities we have fixed the dates for 2024 events as

Picnic in the Park – Saturday 8th June

Food Festival – Saturday 24th August

Christmas Festival – Light switch on Saturday 30th Nov

Fayre Saturday 7th December

Clerk will look at other options for 2024 and beyond.

Action – Councillors to note dates so they are able to support the events on the day.

Cyngor Cymuned Pontyclun Community Council

'Town Status' Working Group

Minutes for meeting: 29/08/2023

Meeting was held in person (with virtual option) in the office at Pontyclun Community Centre at 13:30.

Present:

Cllrs Jamie Daniel, Wayne Owen, Sian Assiratti.

Apologies:

Cllrs Susan Owen, Amanda Sparks, Rhys Williams.

Working group convener: Cllr Jamie Daniel

JD opened by thanking WO and SA for their presence and continued support for this proposal.

Public consultation

The Council carried out its consultation in the summer

This included:-

1. Letter to all shops in central Pontyclun - and talked about to many owners at that time.
2. 4-week open consultation on website - landing page on which consultation is has been visited by about 1600 people with over 3200 views in the timescale.
3. Discussions on 1-2-1 basis by Councillors with residents/businesses in area - approx. 750 discussions.
4. Discussed with residents at Council stall in Picnic in Park & at Food and Drink Festival.

In addition the proposals have been discussed at a number of Council meetings and one Councillor also included these proposals in their election manifesto

JD informed WO and SA that no negative comments had been received, with all responses received expressing a preference being in favour.

One resident responded with a detailed correspondence which raised a number of issues. JD addressed a series of questions with WO and SA and collectively resolved to answer/ amend the proposal as appropriate.

1. He asked why a poll was not commissioned?

- a. This was because we estimated that this could cost around £10,000 to conduct; and due to the nature of the proposed boundary it would be difficult to execute in practice.
2. If the main aim of the proposal was to help businesses, then why did the boundary not including the Ivor arms in Brynsadler. The proposed boundary excludes this owing to the conterminous nature of the border of the boundary with the river. However, the working group agrees that this is a special circumstance and is willing to recommend remedying this boundary specifically around the Ivor Arms but for the proposed boundary to be otherwise unchanged.
3. There were three questions regarding grants
 - a. 'Who will apply for the grants?'- this is for the businesses to do on a case-by-case basis, unless stated otherwise.
 - b. 'Who will draw up the specifications for the grant applications?'- this will be done by whichever grant provider is in question. Generally, this will be either RCTCBC, the Welsh Government, or the U.K. Government.
 - c. 'Who will administer the grants'- this is like the previous question, and this will also be done by whoever is the grant provider.

Overall the results of the consultation can be summarised as:-

- 100% of email respondents indicated a positive view of the proposal.
- When the council's Chairman and Vice Chairman spoke to high street businesses about this proposal, all who expressed a view were broadly in favour of the proposal.
- Anecdotally, conversations between councillors and residents have been almost entirely in favour of this proposal.
- It is also noted that this was a manifesto commitment for an elected councillor on this council, and their election in and of itself is highly indicative of broad support for this proposal.
- It is also noted that elected representatives of Pontyclun Labour, Plaid Cymru, Conservatives and independents have championed this proposal to date.

Process to change status

If the Council wishes to progress then they will need to pass a resolution to affect the change and notify relevant stakeholders.

It should be noted that if this does happen and at any time in the future if Pontyclun Community was to be extinguished then the Town status would also lapse. If the Community Council was to be disbanded then the local electors could hold a meeting to remove Town status if they wished.

Post change actions

If Council was to progress change of status it would be opportune to raise awareness and maximise any benefits accruing from this

- Councillors will need to lobby relevant RCT CBC departments to ensure that Pontyclun was included in projects/activities for towns – current and future new ones
- Council should consider promotional activities around town status – eg Issuing honorary freedoms to residents who have made significant contributions to the community.

Recommendation

Based on this consultation, combined with broad political support from all elected parties within Pontyclun, the recommendation of this working group is that the council proceed as follows:-

1. The consultation to remain open until the Council meeting and is also promoted on the Council Facebook account. This will allow more people opportunity to comment before the Council meeting. Additional comments to be advised at Council meeting prior to final decision.
2. That the area defined within the proposal document, subject to the previously stated boundary amendment, be recognised as a town by Pontyclun Community Council and to notify RCTCBC and other relevant stakeholders.
3. That Pontyclun Community Council is renamed as Pontyclun Town Council with immediate effect.
4. As noted in the Consultation document, whilst the Council will call itself a Town Council changes to signage, logos etc to be done within existing budgets or as and when a change is required due to damage, aging etc rather than being changed just because of the name change.
5. Town status working group to remain in place for the rest of the year to commence activities to maximise opportunities to benefit from the Town status

Action – Council to consider recommendations and agree actions

Cyngor Cymuned Pontyclun Community Council

Friends of.... Community groups

Several Council members expressed a desire to create one or more local groups to act help support improvements to the local area.

The aims are broadly to raise funds for local services and activities; do activities that benefit the area and to support other residents in doing such activities.

We hope that this would engage local residents in their area and also allow the Community of Pontyclun to tap into additional funding streams and grant sources.

Councillors Paul Binning and Wayne Owen were to investigate possible options and revert for a Council action.

Planning for a group

The Council will need to decide on

1. Objectives/Aims and coverage.
2. Membership
3. How the group will be run (e.g., Committee)?
4. What future Council support may be required (if any)
5. Trustees
6. Will the groups seek charitable status?

Prior to launch a constitution will need preparing

[More information can be found at the Gov.uk website](#)

[or at this website here](#)

Cyngor Cymuned PONTYCLUN Community Council

Grant requests

Members should note.

- Budget for 2023-24 is £5000. The sum is effectively £1250 per quarter. We also set aside a further £3k to support the Fireworks display at Pontyclun RFC, should they have requested it.
- We have 3 new requests to consider.
- Our Policy favours requests for specific purposes rather than general running costs and we normally only fund National Charities where we have had evidence of local work/benefits. Our policy is to consider them in March after local causes have been funded unless there is a pressing immediate need.
- Council can decide.
 - Grant in full or part
 - Decline or hold over to another meeting (possibly pending further data)

Requests

New requests

Our legal power for each request is S145 Local government act 1972 unless marked otherwise.

1. Merched y Wawr
 - a. This local group part of a national organisation is looking for £200 towards the cost of arranging a large local Christmas service.
 - b. The costs include room hire, programmes etc.
 - c. We gave them a grant of £100 towards a similar service in 2018.
 - d. The grant meets our grant criteria.
2. Pontyclun Bosom pals (s137 Local Government Act 1972)
 - a. This local Cancer support charity are asking for £500 largely towards the cost of storage.
 - b. They are very active locally and the Council has supported them regularly over the years.
 - c. This would meet our grant criteria.
3. Pontyclun RFC
 - a. In our budget we allocated £3k towards a potential request from the Rugby club to help support a Fireworks night event.
 - b. The club have now made arrangements and are asking for us to support with a £3k grant.
 - c. Details are provided in appendix 7c.
 - d. The financial position for the event will depend on tickets sold. If there are any profits made these will be used towards supporting other club activities for their 500+ members many who are under 18.

Action - members-

1. Consider and approve/decline grant requests.

Ffurflen Gais

Eich Sefydliad

Enw'r sefydliad	MERCHED Y WAWR, CANGEN TONYSGUBORIAU A'R CMLCH.
Diben y sefydliad	Mudiad Cymraeg i Ferched yw MYW. Amcanion y mudiad yw i hybu achosion er budd merched yn Nghymuned ac i hyrwyddo diwylliant Cymraeg, addysg a' celfyddydau yng Nghymuned hwy yf' eidd Cymraeg.
Nifer y cyfranogwyr / aelodau	Mae 22 o aelodau yn perthyn i Cangren Tonysguboriau eleni (Medi 2022 - Medi 2023)
Nifer y cyfranogwyr / aelodau sy'n byw mewn ward Cyngor Cymuned Pontyclun: Pontyclun, Brynsadler, Talygarn, Meisgyn, Cefn yr Hendy, Groesfaen, Mwyndy	Ar hyn o bryd mae 8 o'r aelodau yn byw yn y ward ac mae gwaith i unthyn un o'r ardal i ymuno â'r gangen. Fel mudiad, rydym yn amysgu i gael sawl dysgwyr a brofwrwr newydd i ymuno â ni.
Grŵp oedran o gyfranogwyr / aelodau	Mae'r mudiad yn croeswili menywod o unrhyw oedran. Mae tua 80% o aelodau'n cangen ni o oed penamw.

Eich Cais

Pam mae angen grant arnoch chi?	Mae costau ychwanegol yn cwmpasu ar y gangen yn mis Rhagfyr gan fod y gangen wedi gwaith aelodau o holl genghennau Rhanbarth y De-ddwyrain i Wasanaeth Naddolig blynyddol y Rhanbarth.
Beth yw cyfanswm cost eich gofynion?	Amcangyfrif o gostau printio taflenni gen Gwynni Trustmark £80. Costau llosgi lleoliad a gyferbydd gwasanaeth £60 Rymu lletiau ar gyfer y lleoliad gwynni a'r ol y gwasanaeth £50.
A fydd y grant yn cynhyrchu referiw? Os felly, faint yw'r referiw arfaethedig?	Bydd dim referiw.
Faint o arian yr ydych yn gofyn i'r Cyngor Cymuned am?	Bydd cael grant o £200 yn hyspysio'r ffaith o baratoi ar gyfer y gwasanaeth (bydd ein aelodau yn cyflwyno befyd hwy hyspysio i baratoi'r lleoliad ar gyfer y gwasanaeth).
A fydd unrhyw un y tu allan i'ch grŵp yn elwa o'r grant hwn? Sut?	Mae aelodau'r gangen wedi cytuno i wahoddi Gwasanaeth Naddolig y Rhanbarth yma er mwyn codi arian ar gyfer Eisteddfod Genedlaethol 2024 sy'n cael ei chynnal yn RhCT. Nid aelodau.
Sut bydd y grant yn cefnogi cyflawni amcanion y Cyngor Cymuned?	Hanbriant y Phontyclun yn codi £30K ar gyfer cynnal yf' eisteddfod. Da yw gwella fod y Cyngor yn cefnogi'r iaith. Rydym ni, fel mudiad, yn unigryw yf' yf' ardal hwy gynnydd cyflawni i fennydd ddeffnyddio'r Cymraeg mewn sefyllfa gymdeithasol ac i fod yn allan o'r diwylliant Cymraeg hwy gynnydd hwy o gyfarbydd a digwyddiadau hwy gyflwyno yf' Cymraeg.

Gwybodaeth ychwanegol: Atodwch (os yn bosibl)

1. eich cyfrifon incwm a gwariant diwethaf
2. * eich cyfansoddiad neu nodau ac amcanion

hwy gynnydd cyflawni i fennydd ddeffnyddio'r Cymraeg mewn sefyllfa gymdeithasol ac i fod yn allan o'r diwylliant Cymraeg hwy gynnydd hwy o gyfarbydd a digwyddiadau hwy gyflwyno yf' Cymraeg.

* * Gweler gwefan y Mudiad am gyfansoddiad y mudiad.

Ffurflen Gais

Eich Sefydliad

Enw'r sefydliad	MERCHED Y WAWR, CANGEN TONYSGUBORIAU A'R CMLCH.
Diben y sefydliad	Mudiad Cymraeg i Ferched yw MYW. Amcanion y mudiad yw i hybu achosion er budd merched yn Nghymuni ac i hymnyddo dwylybant Cymreig, addysg a'.
Nifer y cyfranogwyr / aelodau	Cilffyrddau yng Nghymuni hwy yf' lenth Cymreig. * Mae 22 o aelodau yn perthyn i Gangen Tonysguboriau llenifmedi 2022 Medi 2023)
Nifer y cyfranogwyr / aelodau sy'n byw mewn ward Cyngor Cymuned Pontyclun: Pontyclun, Brynsadler, Talygarn, Meisgyn, Cefn yr Hendy, Groesfaen, Mwyndy	Ar hyn o bryd mae 8 o'r aelodau yn byw yn y ward ac mae gwaithdard i unthyn un o'r ardal i ymuno a'r gangen. Fel mudiad, rydym yn amysgu i gwaithdard dysgwyr a daradwyr neuysa i ymuno a m.
Grŵp oedran o gyfranogwyr / aelodau	Mae'r mudiad yn croeswri menywod o unrhyw oedran. Mae tua 80% o aelodau'n cangen ni o oed penawr.

Eich Cais

Pam mae angen grant arnoch chi?	Mae costau ychwanegol yn cwmpso ar y gangen yn mis Rhagfyr gan fod y gangen wedi gwaithdard aelodau o holl genghennau Rhanbarth y De-ddwyrain i Wasanaeth Naddolig blynyddol y Rhanbarth.
Beth yw cyfanswm cost eich gofynion?	Amcangyfrif o gestau printio taflenni genghennau Trustmark £80. Costau llosgi lleoliad a gyferby gwasanaeth £60 hynny llosgi ar gyfer y lleoliad gyngor a ol y gwasanaeth £50.
A fydd y grant yn cynhyrchu referiw? Os felly, faint yw'r referiw arfaethedig?	Bydd dim referiw.
Faint o arian yr ydych yn gofyn i'r Cyngor Cymuned am?	Bydd cael grant o £200 yn hysguo'r ffaith o baratoi ar gyfer y gwasanaeth (bydd ein aelodau yn cyfrannu befyd hwy hysguo'r i baratoi'r lleoliad ar gyfer y gwasanaeth).
A fydd unrhyw un y tu allan i'ch grŵp yn elwa o'r grant hwn? Sut?	Mae aelodau'r gangen wedi cytuno i wahodd Gwasanaeth Naddolig y Rhanbarth yma er mwyn codi arian ar gyfer Eisteddfod Genedlaethol 2024 sy'n cael ei chynnal yn RhCT. Nod arall oedd.
Sut bydd y grant yn cefnogi cyflawni amcanion y Cyngor Cymuned?	Hanbriant i'r Phontyclun yn codi £30K ar gyfer cynnal yf' eisteddfod. Da yw gwella fod y Cyngor yn cefnogi'r caith. Rydym ni, fel mudiad, yn unigryw yf' yr ardal hwy gynnydd cyflwrdd i fenywod ddeffnyddio'r Cymraeg mewn sefyllfa gymdeithasol ac i fod yn allan o'r dwylybant Cymreig hwy gynnydd rhaffer o gyfarbwydd a digwyddiadau hwy gyfrowng yf' Cymraeg.

Gwybodaeth ychwanegol: Atodwch (os yn bosibl)

1. eich cyfrifon incwm a gwariant diwethaf
2. * eich cyfansoddiad neu nodau ac amcanion

* * Gweler gwefan y Mudiad am gyfansoddiad y mudiad.

Application form

Your organisation

Name of Organisation	PONTYCLUN BOSON PALS
Purpose of organisation	Breast Cancer Support Group for LADIES AND their families.
Number of Participants / members	24. Plus. Supporters + Patrons
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	We have members in. Pontyclun - Talygarn, Miskin, Talbot Green. Llanharry Llanharan. Blynna. FROM PONTYRDD TO PENCOED
Age group of participants / members	50+. ELDEST. Member. 90. This Year

Your application

Why do you need a grant?	We urgently need storage. Would like Steel Cabinet Cupboard with 3 shelves. £299. Trushmark Steel Shelves UNIT. with 3 shelves 69.00 Trushmark
What is the total cost of your requirements?	Breast Cancer Care Boxes £29 x 2 Sushma Boxes £20 x 3 INVITATIONS for sitou case event £50.00 £536.
Will the grant generate revenue? If so, how much is the projected revenue?	NEW MEMBERS. GIVE US MEMBERSHIP WE DONT RECEIVE ANY thing other than Grants or fundraising.
How much are you asking the Community Council for?	£500.
Who will benefit from this grant?	All our ladies who are cancer patients Some who are going through treatment at Velindre, and or going specialist visits.
How will the grant support the achievement of the Community Council	Care Boxes AND SUSHMA Boxes will help. We hope to be able to carry on our support for many years to come. with the help from the Community Council

Additional Information: Please attach (if possible)

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

Application form

Your organisation

Name of Organisation	PONTYCLUN BOSON PALS
Purpose of organisation	Breast Cancer Support Group for LADIES AND their families.
Number of Participants / members	24. Plus. Supporters + Patrons
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talyarn, Miskin, Cefn yr Hendy, Groesfaen	We have members in. Pontyclun - Talyarn, Miskin, Talbot Green. Llanharry Llanharan. Blynna. from PONTYRDD TO. PENCOED
Age group of participants / members	50+. ELDEST. Member. 90. This Year

Your application

Why do you need a grant?	We urgently need storage. would like steel cabinet cupboard with 3 shelves. £299. Trushmark Steel shelves unit with 3 shelves 69.00 Trushmark
What is the total cost of your requirements?	Breast Cancer Care Boxes £29 x 2 Sushma Boxes £20 x 3 INVITATIONS for sitou case event £50.00 £536.
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Who will benefit from this grant?	All our ladies who are cancer patients Some who are going through treatment at Velindre, and or going specialist visits.
How will the grant support the achievement of the Community Council	Care boxes and Sushma Boxes will help. We hope to be able to carry on our support for many years to come. with the help from the Community Council

Additional Information: Please attach (if possible)

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

Pontyclun Rugby and football club fireworks proposal 2023

Introduction

Pontyclun Rugby and sports club are requesting financial assistance from the community council to restart our annual fireworks display.

Background

Pontyclun RFC last held a fireworks night in 2019. This night was a struggle for the club financially. The displays were stopped not long after during COVID, due to lockdown rules.

At the end of 2022 we started looking into restarting the displays. Initial enquiries with suppliers hit upon an immediate problem. Due to changes in the import rules on Fireworks, the costs had gone up dramatically.

Our last display cost around £4992 for the fireworks, the same display will now cost £7987. In addition to this our increased safety and security costs have made staging the display a high financial risk for the club.

The committee discussed this on a number of occasions and decided that this was a risk we could not take. If we get inclement weather, the lack of ticket sales could result in a large financial loss for the club, having a knock-on effect for the facilities we can supply for the clubs players.

Proposal

Following discussions with Julius Roszkowski and Wayne Owen it was proposed the council could be approached to help financially so the display can restart in 2023.

The club has held discussions with the county council licensing group to help with the arrangements, and we are now in a position to finalise the plans.

We are approaching the community council to ask for grant for the sum of £3000 as financial assistance for purchasing the fireworks.

The club will do all the arrangements and will finance the remaining £5000.

We accept the club could make a profit on the evening and this may raise some questions within the community. However, Pontyclun Rugby and Sports club is a not for profit organisation. Therefore, we aim every year to make a small loss. Any profits the club makes are ploughed back into facilities for the over 500 members we have, many of which are under 18.

Conclusion

Pontyclun Rugby and Sports club see themselves as a large part of the local community. We run rugby teams for all ages both male and female, as well other sports including bowls and darts. Every member of our club is encouraged to become a positive member and role model, which has a positive effect on the overall community.

An integral part of this work is to lay on facilities for the non-sports playing community. Our fireworks display has been a part of this work for many years. With the community councils help, we can hopefully restart it in 2023.

Cyngor Cymuned Pontyclun Community Council

External audits 2020-21 and 2021-22

Audit Wales have now completed the external audits for 2020-21 and 2021-22 which are provided in appendices 8a and 8b.

Both reports have unqualified audits with no recommendations or suggestions, and these have now been published on our website.

Members of the public can view these there or by visiting the Council Office

The 2022-23 papers have been submitted to Wales Audit and that report is awaited.

Action – Members to accept external audit reports for 2020-21 and 2021-22

Accounting statements 2020-21 for:

Name of body: Pontyclun Community Council

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	

Please round all figures to nearest £.
Do not leave any boxes blank and report £0 or nil balances.
All figures must agree to the underlying financial records for the relevant year.

Statement of income and expenditure/receipts and payments

1. Balances brought forward	97299	100858	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	118480	122100	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	25358	18942	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	95162	95422	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	45117	42748	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	100858	103730	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

Statement of balances

8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	100858	103730	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	100858	103730	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	312499	316019	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

	Agreed?		'YES, means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none">effective financial management during the year; andthe preparation and approval of the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none">discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector.

In 2020-21, the Council made payments totalling £100 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

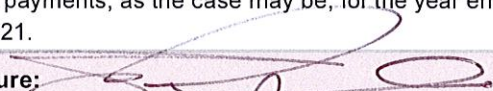

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: 	Minute ref: 9a
Name: Juvon Reszovec	Chair of meeting signature: 
Date: 9/6/21	Name: Neil HOLLER
	Date: 10/6/21

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

Pontyclun Community Council

Auditor General's report


Audit opinion – Unqualified

On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

There are no further matters that I wish to draw to the Council's attention



Deryck Evans, Audit Manager, Audit Wales
For and on behalf of the Auditor General for Wales

Date: 07/08/2023

Annual internal audit report to:

Name of body: **Pontyclun Community Council**

The Council/~~Board/Committee~~'s internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

The internal audit has been carried out in accordance with the Council/~~Board/Committee~~'s needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/~~Board/Committee~~.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Internal Audit Report dated 26 th April 2021
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Internal Audit Report dated 26 th April 2021
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Internal Audit Report dated 26 th April 2021
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Internal Audit Report dated 26 th April 2021
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Internal Audit Report dated 26 th April 2021
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Pontyclun Community Council does not operate a Petty Cash system.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Internal Audit Report dated 26 th April 2021
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Internal Audit Report dated 26 th April 2021

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Internal Audit Report dated 26 th April 2021
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See Internal Audit Report dated 26 th April 2021
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Pontyclun Community Council does not manage any charitable trusts or trust funds.

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	See Internal Audit Report dated 26 th April 2021
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	See Internal Audit Report dated 26 th April 2021
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	See Internal Audit Report dated 26 th April 2021

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 26 APRIL 2021.] * ~~Delete if no report prepared.~~

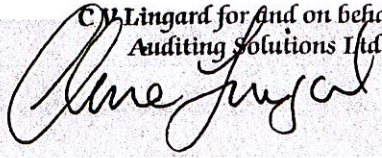
Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date: 26 APRIL 2021

C. Lingard for and on behalf of
Auditing Solutions Ltd


Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2022

Appendix 8b

Accounting statements 2021-22 for:

Name of body: Pontyclun Community Council

	Year ending		Notes and guidance for compilers												
	31 March 2021 (£)	31 March 2022 (£)													
Statement of income and expenditure/receipts and payments															
1. Balances brought forward	100858	103730	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.												
2. (+) Income from local taxation/levy	122100	128105	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.												
3. (+) Total other receipts	18942	38411	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.												
4. (-) Staff costs	95422	97639	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.												
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).												
6. (-) Total other payments	42748	65868	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).												
7. (=) Balances carried forward	103730	106742	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).												
Statement of balances															
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.												
9. (+) Total cash and investments	103730	106742	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.												
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.												
11. (=) Balances carried forward	103730	106742	Total balances should equal line 7 above: Enter the total of (8+9-10).												
12. Total fixed assets and long-term assets	316019	322711	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.												
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).												
14. Trust funds disclosure note	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr style="background-color: #c00000; color: white;"> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> </tr> </table>	Yes	No	N/A	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr style="background-color: #c00000; color: white;"> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> </tr> </table>	Yes	No	N/A	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
Yes	No	N/A													
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>													
Yes	No	N/A													
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>													

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2022, that:

	Agreed?		'YES, means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none">effective financial management during the year; andthe preparation and approval of the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none">discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2021-22 was £8.41 per elector.

In 2021-22, the Council made payments totalling £800 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

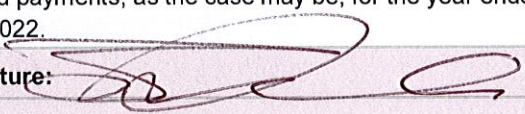
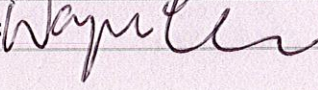
2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO	Approval by the Council/Board/Committee
I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2022.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: 	Minute ref: <i>June 22 meeting Item 8b</i>
Name: Julius Roszkowski	Chair of meeting signature: 
Date: <i>9/6/22</i>	Name: Wayne Owen
	Date: <i>9/6/22</i>

Annual internal audit report to:

Name of body: Pontyclun Community Council

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2022.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered*	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our detailed Internal Audit report dated 23 rd May 2022.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our detailed Internal Audit report dated 23 rd May 2022.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our detailed Internal Audit report dated 23 rd May 2022.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our detailed Internal Audit report dated 23 rd May 2022.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our detailed Internal Audit report dated 23 rd May 2022.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Pontyclun Community Council does not operate a Petty Cash system.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our detailed Internal Audit report dated 23 rd May 2022.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our detailed Internal Audit report dated 23 rd May 2022.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our detailed Internal Audit report dated 23 rd May 2022.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Please see our detailed Internal Audit report dated 23 rd May 2022.
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Pontyclun Community Council is not a trustee of any charity or trust fund.

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
Pontyclun Community Council has a robust and detailed Risk Management regime. No additional areas of risk have been identified.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see our detailed Internal Audit report dated 23 rd May 2022.
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see our detailed Internal Audit report dated 23 rd May 2022.
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Please see our detailed Internal Audit report dated 23 rd May 2022.

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 23rd May 2022.

Internal audit confirmation

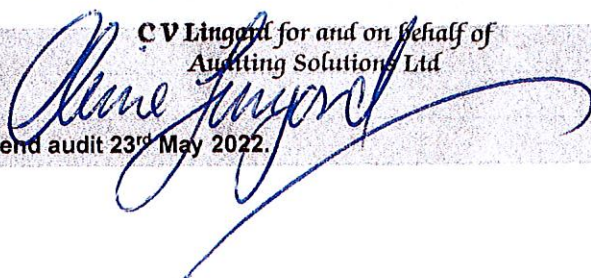
I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2020-21 and 2021-22. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date: Interim audit 1st November 2021, supplemented by the year-end audit 23rd May 2022.

CV Lingard for and on behalf of
Auditing Solutions Ltd



Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2022 of:

Pontyclun Community Council

Auditor General's report

Audit opinion – Unqualified

On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

There are no further matters that I wish to draw to the Council's attention



Deryck Evans, Audit Manager, Audit Wales
For and on behalf of the Auditor General for Wales

Date: 07/08/2023

Cyngor Cymuned Pontyclun Community Council

Update on Ivor Woods and Riverside walk

The Clerk instructed the tree surgeons to do the work at the woods, most of the work has been done (and the rest will be finished shortly). We have also advised Orange forestry if they wish to run wood processing courses here, they are free to do so as this will use up some of the timber.

The fence panels have been installed and the bulk of Ivor Woods is closed off. The woods at the far end of the Riverside walk will be closed off shortly.

We have noted that there are a few properties on the Hollies whose gardens back onto the woods. Several of these have created openings through their fences into the woods. This is into that section of woods which is currently fenced off.

This could create a danger if they accessed the woods. For example, whilst the tree surgeons were working one of the property owners allowed their children to run into the woods to play – right where the tree work was happening. In future a danger of falling branches will still be there.

We have the following options.

1. Write to the houses asking them not to access the woods or
2. Write to the houses and close off their access using fencing.

We need to remember that large parts of the woods will be closed for some time so if fencing was not used then we would need to remind the homeowners regularly not to use the woods.

Action – members to decide how best to protect the occupiers of the properties at the Hollies.

Woodland regeneration

Councillor Assiratti suggested looking at The Woodland Investment grant as an option towards funding the tree works. Looking in detail at the scheme, Ash Dieback work can be included but only as a small part of a larger project. As the Ash Dieback work is the large component here it is not eligible.

However, we should have in mind a plan for regeneration of the woods, which we could look to see if grant funding could be sought for.

The Clerk has identified the actions which could be done, and these are identified in appendix 9a. Appendix 9b list actions relevant for Riverside walk.

If the Council agreed to the works, then this would form the basis of a future grant application (or could possibly be funded from Community Infrastructure levies received)

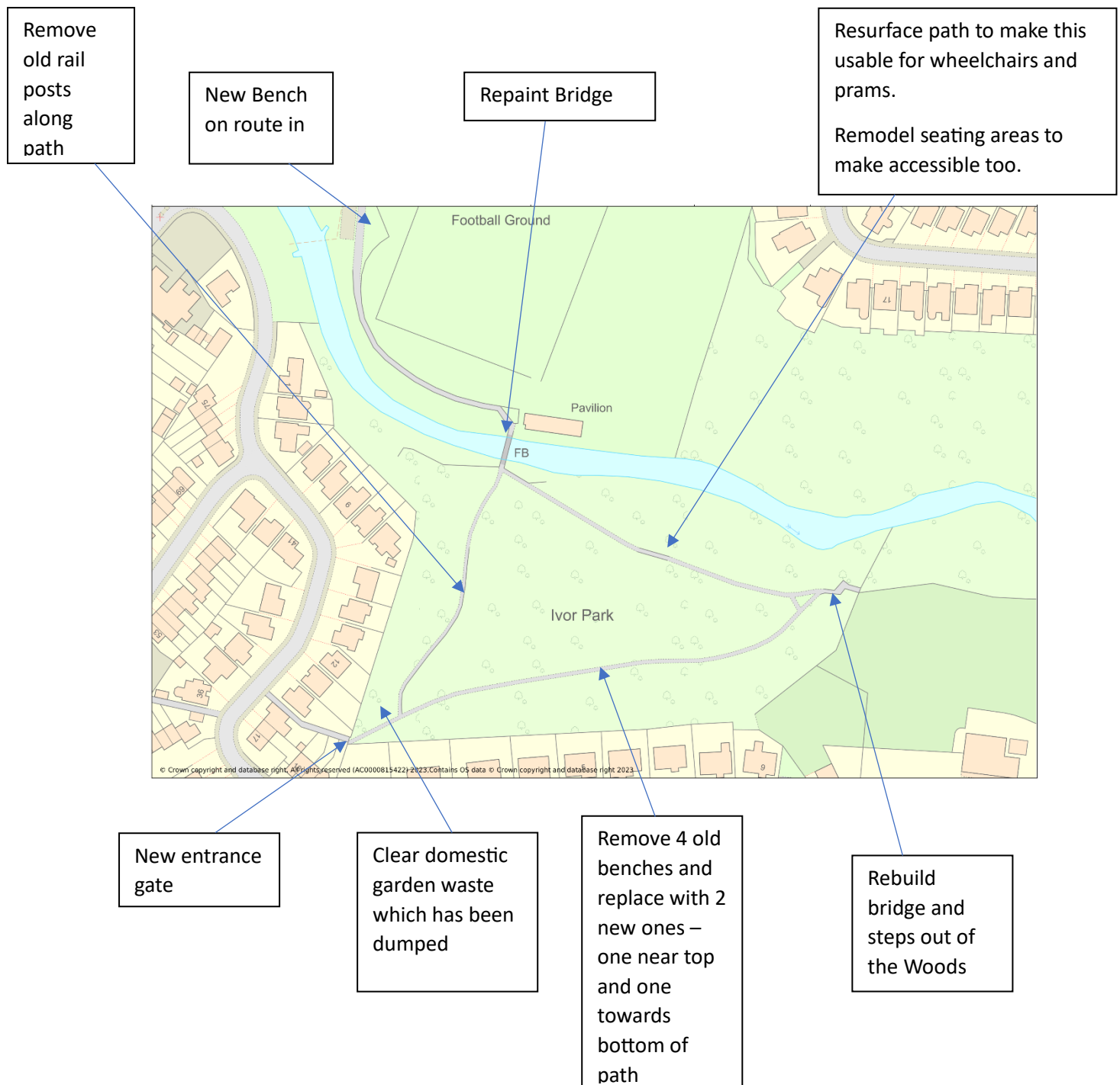
Action – members to consider adoption of woodland regeneration plans.

Ivor Woods regeneration plan

General works

1. Remove Ash trees affected by Ash Dieback
2. Clear Himalayan Balsam patches and bramble/overgrowth
3. New information boards – one at entrances from Hollies and Football club
4. Replant new tree saplings using appropriate native stock

Specific actions

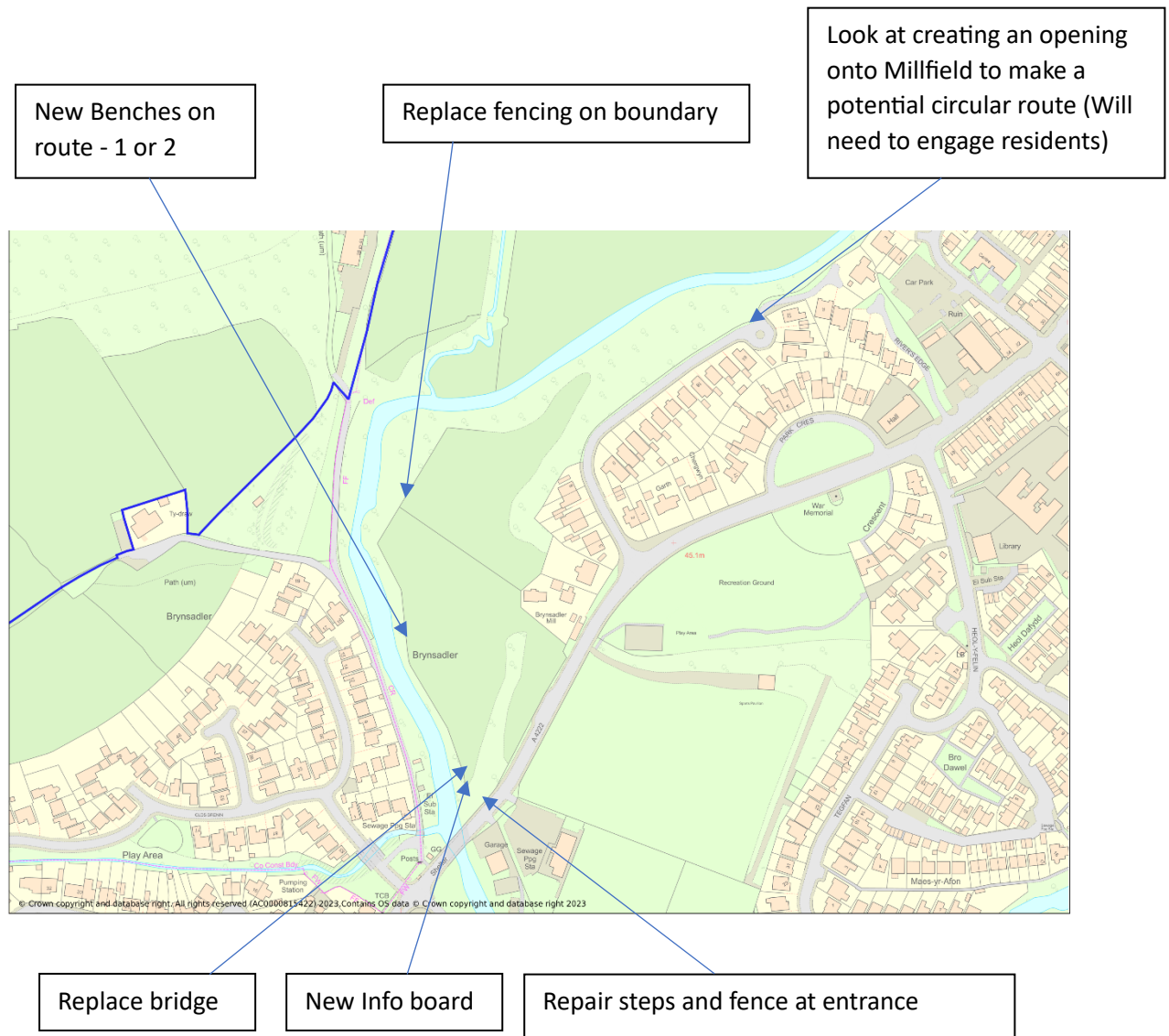


Riverside Walk regeneration plan

General works

1. Remove Ash trees affected by Ash Dieback
2. Clear Himalayan Balsam patches and bramble/overgrowth
3. Replant new tree saplings in wooded area at far end of walk using appropriate native stock.

Specific actions



Cyngor Cymuned Pontyclun Community Council

Council Printer/copier/scanner

The Council has a combined printer/copier/scanner which we use for our appropriate needs.

We had this on a 5-year lease which ended in early 2021 at which time we purchased the copier.

The lease cost us just over £720 a year

In addition, we also pay for cost of copies. Copies cost us about £200 a year and we continue to pay for these. The cost of copiers covers replacement toner cartridges and maintenance.

Toshiba have now given us notice that we from mid-November they will cease to support our machine. This is due to age and including the fact that many parts are no longer made. For the next 6m- year this should not be a major issue as we have spares and could be able to buy on the internet, however over time this will become a problem.

More urgently due to a security upgrade by Microsoft, whilst the machine will scan, we cannot access the scans. This will increasingly be an issue going forward. It may be possible to find an engineer who can resolve this.

Our needs are fairly simple.

- A3 and A4 printing ideally double sided. We print about 1000 pages a month.
- Scanning – with option for multi papers to be done at once but virtually only a4.
- Copying A4 and a3
- Ability to resize copies.

We have a number of options available to us –

1. Purchase a scanner and continue to use existing copier whilst toner can be obtained (We have at least 6m stock in hand).
2. Buy/lease a new machine with a service contract as we did previously.
3. Buy a cheaper machine and just replace if it breaks down – we would then have to purchase toners separately at often higher prices than within a contract and we would also need to do the relevant set up of the machine.
4. Try to find an alternative provider of ongoing service.

Clerk has contacted a number of providers to look at cost of the options.

1. Scanner can be bought for about £100.
2. Purchase/Lease costs would be approx. £50-£80 per month. As we have relatively low usage this is quite a high cost per copy.
3. We could buy a machine which would work for us from about £400-600. We would then have cost of toner etc to pay and any repairs.
4. One of the Companies we approached regarding buying/Leasing have offered to take over the service contract. They would reconfigure the machine so that the scan facility would work again and have offered a price similar to our existing terms.

As our machine is now 7+ years old it does have a limited life span – even if we extend on a new service contract.

The Clerk recommends the following –

1. We switch the service contract to new firm.
2. From next year's budget we start provisioning to fund cost of replacement machine so that funds will be available when a new machine is required

Action – Members to confirm how they wish to progress.

Cyngor Cymuned Pontyclun Community Council

RCT Flood management plan review

RCT CBC wishes to seek the views of the public, employees of Rhondda Cynon Taf County Borough Council (RCTCBC), risk partners and neighbouring authorities on RCTCBC's draft Local Flood Risk Management Strategy and Action Plan.

This consultation will run for 6 weeks from 21st August 2023 to 2nd October 2023.

Under the Flood and Water Management Act 2010, RCTCBC is the Lead Local Flood Authority for its administrative area. Under this legislation, RCTCBC is required to "develop, maintain, apply and monitor" a Local Flood Risk Management Strategy.

The Local Flood Risk Management Strategy and Action Plan presents RCTCBC's Objectives, Measures and Actions for managing the risk of flooding from local sources in RCT over the next 6 years.

Following this public consultation period, the Council will consider the responses and use this to update the Local Flood Risk Management Strategy and Action Plan where necessary. The final Strategy, and accompanying environmental assessments, will be presented to Cabinet for approval before submitting the final documents to Welsh Government for Ministerial approval.

The relevant documents under consultation can be seen at the attached link

[Consultation of the Draft Local Flood Risk Management Strategy and Action Plan](#)

Action – Members to consider if they wish to comment

Cyngor Cymuned Pontyclun Community Council

Dog waste bins

The Council agreed to do some activity on social media regarding dog waste and seeking views as to where additional bins could be sited.

The following were the only locations suggested.

- Green space in Ynysddu – near to existing general bin
- Top of Palalwf avenue - near to the entrance to the field
- At Fairview Close/Llwynfen Rd

In addition, the bin we have at Glan yr Afon requires replacing

Action – Members to consider bin requests subject to RCT agreeing to empty any new ones.