

Cyngor Tref Pontyclun Town Council

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

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

Draft Minutes

Draft minutes of the September monthly meeting of Pontyclun Town Council held at 7.00 p.m. on Thursday 14th September 2023.

PCC Member attendance at public Council meetings											
	2022			2023							
Member name	Sep	Oct	Nov	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep
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											

Draft Minutes

1. To receive apologies for absence
 - a. **Councillor Paul Binning and Kelly Sherratt gave apologies.**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. **Councillors Wayne and Susan Owen advised they were patrons of Bosom Pals – item 10b.**
3. Public presentations to Council
 - a. **Denise Ellis asked the Council to ask RCT CBC to install additional dropped kerbs in Pontyclun, particularly near to Fire station. Council agreed to contact them.**
 - b. **John David wanted to make his objections to improvements to an existing bus stop in front of his house. Councillor Wayne Owen agreed to arrange a site visit with highways to discuss.**
4. To confirm minutes of the Council's monthly meeting of 13 July are a true record and discuss minor matters arising from them.
 - a. **The Council confirmed the minutes, there were no matters arising.**
5. To consider report on Council Payments and finances
 - a. **The Council confirmed the July payments.**
 - b. **The Council agreed purchase of a new generator from earmarked reserves for equipment. Expected cost approx. £670.**
 - c. **Council agreed payments to (amounts quoted plus VAT)**
 - i. **ARB Cymru for tree works, £12017.50; £600 and £175.**
 - ii. **Cleanmate Ltd for cleaning £496.52 (will be recovered from RCT)**
 - iii. **Cardiff Conservation volunteers £600**
 - iv. **Action hire for purchase of fencing for Ivor Woods £2050**
6. To receive update on Schedule of works proposed to utilise Community Infrastructure levy.
 - a. **The Council agreed the proposed works to form its list of items for which Community Infrastructure levy would be used when received.**
7. To receive update on Community Events in 2023
 - a. **Members noted the various updates on events and agreed the following.**
 - i. **Purchase banners promoting Pontyclun and its businesses to be used at events generally.**
 - ii. **Food and drink festival 2024**
 1. **To be held Saturday August 24th 11-5pm**
 2. **Additional vendors**
 3. **Extend cover for rain.**
 4. **Add kids activities.**
 5. **Improve parking options.**
 - iii. **Christmas 2023**
 1. **Marquee events**
 - a. **Friday 1st Dec Twmpath in aid of Eisteddfod fund raising. Organised by Councillor Willis with support from Officers.**
 - b. **Sunday 3rd Dec afternoon – Hope rescue Wreath making sessions.**
 - c. **Sunday 3rd December – evening – Town status launch event**
 - i. **Councillors Sue and Wayne Owen leading organisation**
 - ii. **Hot Dogs/ bar/ Singer**
 2. **Christmas lighting**
 - a. **The Council agreed to proposals for lighting a tree by War memorial and in Brynsadler. Cost to be paid from ward budgets.**

3. **Christmas trees**
 - a. In event that existing supplier is unable to provide this year Clerk has authority to purchase 2 18ft trees from alternative suppliers using Events budget accordingly. Councillors Rhys Williams and Wayne Owen have contacts locally.
4. **Christmas Tree lighting ceremony**
 - a. Will be held on Saturday 25th November.
 - b. Moved to by War Memorial to take advantage of new lights there.
 - c. Aim to get a few vendors there, the Panto group and a Choir.
5. **Other events**
 - a. Council noted success of the Urban markets family fun day and agreed to allow another next July.
 - b. Council agreed that Urban Markets could run an Easter fair in Pontyclun on 23rd March 2024
 - c. Councillors Wayne Owen, Carole Willis and Amanda Sparks will lay wreaths on behalf of the Council at Remembrance Day parades in Pontyclun, Groesfaen and Miskin respectively
 - d. The Council confirmed purchase of 3 wreaths and that a suitable donation could be made to cover cost of buglers if needed.
6. **2024 events**
 - a. The council confirmed the dates for its events in 2024.
 - i. Picnic in the Park – 8th June
 - ii. Food Festival – 24th August
 - iii. Tree lighting 30th November
 - iv. Christmas fayre 7th December
8. To receive update from Town Status working group
 - a. Council members discussed the proposals and results of the consultation.
 - b. The following resolutions were agreed.
 - i. In accordance with S245 part 6 of the Local government Act 1972, that the Community of Pontyclun shall be designated a Town.
 - ii. That the Council shall henceforth be known as Pontyclun Town Council
 - iii. No additional budget was agreed to fund any changes to signage, logos etc and these would be updated as required. Staff to commence making changes as they arise and advise relevant stakeholders accordingly.
 - iv. The Town Status working group would continue till end of the financial year to progress actions to maximise opportunities this change could bring.
9. To receive an update on “Friends of “groups for Pontyclun
 - a. This item was deferred to October.
10. To consider grant requests (unanimous except where indicated)
 - a. Merched y Wawr – a grant of £200 was agreed (S145 Local gov act 1972)
 - b. Pontyclun Bosom pals – deferred, Councillor Wayne Owen will talk to the group regarding their needs.
 - c. Pontyclun RFC – a grant of £3k was agreed (S145 local Gov. Act 1972) subject to at least one banner at the event confirming we have supported. Councillor Carole Willis did not support this grant. This to be funded from the monies specifically budgeted for this.
 - d. The Council also agreed to donate the piano from Café 50 to Cantorion Pontyclun on basis that they continue to support community events and a suitable replacement can be found second hand for no more than £50.

11. To consider and accept external audits for 2022-21 and 2021-22
 - a. **The Council accepted the two audits and praised the staff for the work resulting in these unqualified audits.**
12. To receive update on Ivor Woods
 - a. **The Council noted the current position.**
 - b. **The Council agreed to write to occupiers of properties in the Hollies who have access into the woods from their back gardens to advise them not to do so for their safety. Members reserved right to fence off these entrances if this was abused.**
 - c. **The Council agreed the regeneration plans for Ivor Woods and Riverside walk.**
13. To receive update on Council photocopier
 - a. **The Council discussed the various quotations received and options available.**
 - b. **They decided to accept the lease offer from a local supplier (based in Pontyclun West) as this was most advantageous to us when compared with other lease options.**
14. To consider RCT CBC Flood management plan consultation
 - a. **The Council agreed that each Councillor would make their own comments directly.**
15. To consider report on Community dog waste bins
 - a. **The Council agreed to purchase up to 6 new big waste bins.**
 - b. **One to replace an existing bin at Glan yr Afon.**
 - c. **5 new bins in locations requested by the public subject to suitable place to site and RCT CBC street cleansing team agreeing to empty the bins.**
 - d. **Locations to be.**
 - i. **Central Miskin TBC**
 - ii. **Groesfaen TBC**
 - iii. **Grassed area in Ynysddu**
 - iv. **Top of Palalwyf Avenue**
 - v. **At Fairview Close/Llwynfen road**
 - e. **Funding to be from Ward budgets.**
16. Confidential staff matters.
 - a. **Members noted position regarding Caretaker.**
 - b. **Members discussed the position of the cleaner and agreed.**
 - i. **Subject to confirmation that cleaner is being treated for mental health issues a sabbatical would be agreed until end March 2024**
 - ii. **Cleaner to contact us by end January to confirm arrangements from 1st April.**

This is a copy of the minutes of the September 2023 Council meeting. A signed copy can be viewed at the Council offices.

Cyngor Cymuned PONTYCLUN Community Council

Budget update

The updated budget position is provided for members.

Most budget lines are anticipated to be around plan. The areas where material differences to plan expected by year end are –

Income

Other income – just under £1100 was received late from RCT CBC for last year's cleaning costs. This was not expected in 2023/24.

Other grants received – this will be over plan as RCT are paying for the cleaning costs at Café 50. As our cleaner has been away ill, they are covering the sick pay and cover. This excess will cover the additional costs in "Café 50 Cleaning resource" in expenses.

Café 50 hire – likely to be lower than expected as some groups moved due to growing too large for space. This is effectively passed to RCT to reduce grant they pay us so neutral for our budget.

Events income – projecting £1700 v plan of £1k due to success of Food festival, more stalls at Christmas, and donation made for use of park for family fun day.

Expenses

Staff salaries – we budgeted for a 5% pay rise. Negotiations continue at national level with no resolution. Current offer is £1925 per FTE, and this has not been accepted by Unions. This equates to around 7% for our staff.

Community van expenses – Service MOT cost £555 so likely to reach £4200-4500 v budget of £4100 but will depend on fuel usage over the winter.

Tree costs – total spend this year expected to be about £20k v budget of £1k. Excess funded by using earmarked reserves and transferring from ward budgets. Net overall overspend funded from general reserve to be around £2k.

Utility costs - £1143 electricity bill received for past years at Café 50. This was funded from earmarked reserve set aside in case there were any such bills received.

Capital spend from budget

Caretaker Storage – we are struggling to get permission to site storage. We have been declined to place something to side of Community centre and also the Car Park in Heol yr Orsaf.

RCT have indicated they might agree space for a container at the Maesyfelin rugby pitches but have not provided any paperwork yet for this.

£3500 was budgeted for and many now not be possible to achieve this financial year

Fencing at Riverside walk – approx. 75% has been completed. The conservation group will return in spring to complete and also repair steps.

£3000 was budgeted. Spend will be around £2-2.3k with next years budget making up the rest.

Pontyclun Community Council
Annual Budget - By Combined Account Code
Note: Transfers to EMRs included in total YTD

		<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Budget Income</u>										
115	VAT Reclaims	5,000	9,646	6,000	4,348	0	0	0	0	0
1076	Precept	132,584	132,584	205,255	136,837	0	0	0	0	0
1090	Footpath Grant	480	0	480	480	0	0	0	0	0
1091	Other Income	600	5,566	800	1,864	0	0	0	0	0
1200	Donations Received	3,000	2,450	0	300	0	0	0	0	0
1220	Other Grants received	9,720	23,383	16,150	0	0	0	0	0	0
1230	Fundraising Events	500	0	500	0	0	0	0	0	0
1240	Caterer Rent Current Year	3,380	602	0	0	0	0	0	0	0
1250	Cafe 50 Hire	3,800	3,033	2,000	562	0	0	0	0	0
1251	Events income	0	0	1,000	1,675	0	0	0	0	0
Total Income		159,064	177,264	232,185	146,066	0	0	0	0	0
<u>Overhead Expenditure</u>										
515	VAT on Payments	5,000	8,569	6,000	1,045	0	0	0	0	0
4001	Staff Salaries	104,600	74,970	126,500	38,535	0	0	0	0	0
4040	Pension Conts Er and EE	0	21,573	0	9,498	0	0	0	0	0
4050	NI Contributions and Tax	0	15,553	0	9,160	0	0	0	0	0
4060	Community Office Rent	3,990	4,133	4,600	4,550	0	0	0	0	0
4070	Stationery	200	198	200	23	0	0	0	0	0
4080	Printing/Photocopying	380	238	380	91	0	0	0	0	0
4090	Postage	20	0	20	0	0	0	0	0	0
4100	Telephone/Internet	960	779	920	416	0	0	0	0	0
4110	Insurance	1,500	1,357	1,500	1,405	0	0	0	0	0

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Pontyclun Community Council
Annual Budget - By Combined Account Code
Note: Transfers to EMRs included in total YTD

		<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4120	Website	300	300	300	300	0	0	0	0	0
4130	Software/Hardware	700	984	1,200	540	0	0	0	0	0
4150	Subscriptions	1,420	1,406	1,500	1,318	0	0	0	0	0
4160	Audit Costs	750	470	1,700	240	0	0	0	0	0
4170	PCC Staff Conf/Travel Expense	50	32	50	45	0	0	0	0	0
4180	Training/Conferences Staff	500	120	500	223	0	0	0	0	0
4210	Miscellaneous Admin Costs	0	114	0	3	0	0	0	0	0
4220	H&S/Protective Equipment	840	390	900	509	0	0	0	0	0
4300	Maintenance/Minor works/Repair	5,010	1,646	1,500	529	0	0	0	0	0
4310	Repairs	0	108	0	0	0	0	0	0	0
4315	Bus Shelter Repair	700	0	3,350	0	0	0	0	0	0
4320	Machinery/Tools Purchase	600	821	900	0	0	0	0	0	0
4340	Vehicle Running costs	3,700	2,869	4,100	2,023	0	0	0	0	0
4380	Footpath Lighting	130	196	600	139	0	0	0	0	0
4400	Refuse Collection	1,144	1,048	1,170	541	0	0	0	0	0
4410	Pontyclun Park Maintenance	5,500	11,125	16,235	223	0	0	0	0	0
4415	Tree Maintenance	3,000	320	8,000	19,032	0	0	0	0	0
4450	Community events	5,000	5,142	10,600	1,306	0	0	0	0	0
4470	Plants & Baskets	1,870	1,942	2,600	1,833	0	0	0	0	0
4500	Grants to Other Bodies	2,500	3,833	8,000	897	0	0	0	0	0
4510	Remembrance Sunday	160	120	160	0	0	0	0	0	0
4520	Cleaning Materials	400	295	400	110	0	0	0	0	0
4530	Non Domestic Rates	2,100	2,016	2,120	2,005	0	0	0	0	0
4540	Utility Costs/Maintenance	0	40	500	0	0	0	0	0	0

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Pontyclun Community Council
Annual Budget - By Combined Account Code
Note: Transfers to EMRs included in total YTD

		<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4600	Gas	1,400	882	0	7	0	0	0	0	0
4605	Water	600	0	0	0	0	0	0	0	0
4610	Electricity	3,000	0	0	1,143	0	0	0	0	0
4611	Shed Grant	0	205	0	0	0	0	0	0	0
4612	Dementia Support Grant	0	880	0	0	0	0	0	0	0
4630	Cafe 50 Cleaning Resource	500	759	950	3,176	0	0	0	0	0
4650	Administration Cost	280	0	270	0	0	0	0	0	0
4660	Bank Charges	100	109	110	44	0	0	0	0	0
4680	Licences	400	870	0	36	0	0	0	0	0
4695	Elections	1,600	3,267	1,350	0	0	0	0	0	0
4750	IWoods Tree Maintenance	0	0	0	0	0	0	0	0	0
4771	One off items from Gen reserve	0	9,385	7,000	6,680	0	0	0	0	0
4773	Small Grants in year	3,340	12,298	0	200	0	0	0	0	0
4776	Action for elderly grant	270	266	0	0	0	0	0	0	0
4777	Councillor Allow. & Training	1,000	600	1,000	1,009	0	0	0	0	0
4778	Pontyclun east Ward budget	0	0	4,000	0	0	0	0	0	0
4779	Pontyclun Central ward budget	0	0	4,000	0	0	0	0	0	0
4780	Pontyclun West ward budget	0	0	4,000	0	0	0	0	0	0
Overhead Expenditure		165,514	192,229	229,185	108,836	0	0	0	0	0
Total Budget Income		159,064	177,264	232,185	146,066	0	0	0	0	0
Expenditure		165,514	192,229	229,185	108,836	0	0	0	0	0
Net Income over Expenditure		-6,450	-14,966	3,000	37,230	0	0	0	0	0
plus Transfer from EMR		0	19,517	0	5,140	0	0	0	0	0

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Pontyclun Community Council

Annual Budget - By Combined Account Code

Note: Transfers to EMRs included in total YTD

	<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
less Transfer to EMR	0	3,325	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(6,450)</u>	<u>1,226</u>	<u>3,000</u>	<u>42,369</u>	<u>0</u>		<u>0</u>		

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 – held Aug 2023; now starting to plan for 2024

Christmas Fayre 2023

- 2nd December 1.30-6pm
- In Car park, Café 50 and Community Centre
- Stall spaces at Heol yr Orsaf are all allocated and stallholders have all paid their due fees
- Music will be background music from CDs with local Choirs/bands to feature.
 - Neil Holley is providing the music support.
 - Y Pant School will provide a choir/musician
 - The Rock Choir, Cor Tadau and RCT Community wind band are expected to be attending.
 - We have invites out with a few more local Choirs/bands
- There will be some stalls in and around shops on the main street – we have a couple of spaces available.

Marquee events at Christmas

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

Friday 1st Dec – Twmpath in aid of local Eisteddfod fund raising. Being organised by Councillor Willis

Sunday 3rd December – “German” themed night being organised by Councillors Sue and Wayne Owen. Monies raised to go to Council funds to improve facilities/events

Christmas tree lights switch on.

This will take place on Saturday 25th November following similar plan to previous years though at the War memorial. Will include :-

- Small display from panto by St Paul’s players and Carol singalong with Sally’s angels choir.
- Switch on lights on tree
- Vendors
 - Council selling lights wands etc
 - Red Sugar Rush – sweets
 - A n other – BBQ
 - Guides/Brownies – hot drinks

The usual Christmas tree will also be put up at Giles Gallery. This year we are “selling” the decoration boards via the Library in aid of the RCT Santa appeal. The Library is 50 years old on 10th December so appropriate to give them an opportunity to showcase as part of this.

Café 50 Christmas dinners

This year the Learning curve are arranging 3 Christmas dinners in Café 50 for the public and one for all their individuals and staff

The public dinners are on 12th; 14th and 20th December and have all sold out, Indeed they could probably have sold them out twice over

Christmas in Pontyclun

We are now aware of a number of festive events in Pontyclun over Christmas and will try to market this as a Festival of Christmas.

1. Christmas tree lighting - 25th Nov
2. Panto - 27/29 Nov 1st Dec – St Paul’s players
3. Twmpath/Barn dance - 1st Dec - fundraiser for Eisteddfod
4. Christmas fayre - 2nd Dec
5. Wreath making workshops for Hope rescue - 3rd Dec afternoon
6. German Christmas night - 3rd Dec evening
7. Christmas nativity trail at Bethel 9-10 Dec
8. Christmas quiz night 9th Dec-Community centre (run by Pipeworks)
9. Santa Run - 17th Dec
10. Christmas singalong – Pontyclun RFC with Cor Tadau (open to all) 19th Dec
11. Christmas Carols – Groesfaen (around Christmas tree) 19th Dec

Assuming it is approved by Council, the community group Christmas tree competition will also run throughout these 4 weeks.

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 - Council Chair.
- Groesfaen - Councillor Carole Willis.
- Miskin – Councillor Amanda Sparks

2024 events

A reminder for 2024 Council organised event dates

Picnic in the Park – Saturday 8th June

Food Festival – Saturday 24th August

Christmas Festival – Light switch on Saturday 30th Nov

Fayre Saturday 7th December

In addition, we will arrange some activities for Easter

There will also be the following events, where we will be supporting -

- Easter market – 23rd March
- Annual walking Rugby festival – Sunday 23rd June
- Urban markets fun day – in July
- Fireworks display Pontyclun RFC – 1st or 8th November
- Remembrance Day – 10th November

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 to create a “Friends of the Community of Pontyclun” group.

Planning for a group

The group 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](#)

As this group will be applying for grants a track record to show achievement of activities would help in making this possible so the Clerk is suggesting that we proactively give a grant for an initial project to start the group off.

Action –

- **At least 3 members will need to volunteer to initially run the group.**
- **Council to agree that Officers can support preparation of constitution for the group.**
- **Council to agree a grant of £500 towards completion of an initial project (or projects)**

Cyngor Tref Pontyclun Town Council

Community volunteering

There are many opportunities to volunteer around Pontyclun.

We have many community groups and clubs who need help and people do offer support to those groups.

A number of people approach us wanting to help out with the Council's work as this usually benefits the wider Community.

In the last year we have seen a number of groups approach us to do some community work. This is in addition to individuals.

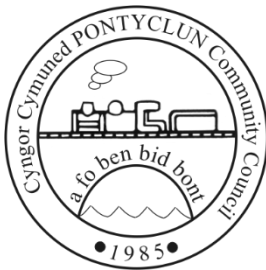
With the creation of a Friends of Pontyclun group we may see more volunteers coming forwards.

As such, the Officers have drawn up a volunteering policy to cover the situations and have also prepared a list of potential projects which we will publish.

Action – members to agree policy and project list.

Cyngor Cymuned Pontyclun Community Council

**Council Volunteering policy
Oct 2023**



Introduction

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

Our commitments

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

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

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

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

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

Who is a volunteer?

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

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

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

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

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

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

Volunteers are valued for:

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

Roles and responsibilities

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

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

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

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

The organisation expects volunteers:

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

Volunteers can expect:

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

Recruitment and selection

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

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

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

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

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

Induction and training

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

Support and supervision

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

Recognition

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

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

Dealing with problems

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

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

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

Expenses

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

Moving on

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

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

Cyngor Tref Pontyclun Town Council

Volunteering options from Pontyclun Town Council

The following are the current volunteering opportunities available from the Council. In addition we are happy to accommodate people wanting to do other activities and can make reasonable adjustments to suit people with varying abilities.

Most of these opportunities can be done at the volunteers leisure and at a time suitable for them. We can provide equipment and training if needed.

Litter picking

The council is a litter picking hub and we regularly get asked how people can get involved. We have opportunities for -

- Groups
- Individuals
- One off litter picks or regular looking after an area long term are possible

Countryside rangers

We own and or manage a number of public outdoor spaces. Ivor woods and/or Riverside walk and/or Pontyclun Park could have support from residents to manage. This could include:-

- Litter pick
- Manage balsam
- Help with cutting back overgrowth
- Report issues for Council action

We also look after all the footpaths in our area and people could volunteers to look after one or more paths, litter picking, clearing vegetation, signage and reporting issues

Floral planters

We have small planters at a number of locations , which over the years we have stopped looking after due to resource constraints.

Volunteers could adopt one or more of these and help bring them back to “life”

These are at –

Talygarn (2)

Miskin (2) near to All Hallows Church

In addition people could volunteer to help expand our floral offering by helping build new planters and look after them or our existing ones.

Maintaining land as a wildlife garden

The Council owns a small piece of land in Miskin behind the church.

Whilst this is used by the public as a cut through from the estate into the church grounds there is still plenty of space here to have a wildlife garden which a volunteer or group of volunteers could look after

Online museum curator

Our website has an online museum with the history of the area, local groups and notable individuals.

We would welcome the support of a volunteer (or volunteers) to act as a curator to update the materials and improve the site

Celebrating the 175th Anniversary of Pontyclun

Over the next few years the Council will be looking to arrange a number of activities to celebrate the 175th anniversary of Pontyclun and will need people to help with that. This will include

- Admin support
- Marketing support
- Organising events

Adopt an asset

The Council owns a number of street furniture items such as benches, bus shelters bins etc.

If people wanted to adopt one or more and help look after them by cleaning and reporting issues then this can be arranged.

Community events

The Council arranges a number of Community events each year. For each we need stewards on or around the day to help with

- Setting up
- Managing public safety on the day
- Waste management
- Putting everything away afterwards

One off activities

There are a number of one-off activities which can be arranged. These may be finished quickly or potentially take a few days.

These are some examples :-

- Repainting bridge over river at Ivor woods
- Installing benches
- Clearing vegetation
- Repainting street furniture
- Preparation of leaflets and information boards

Cyngor Tref Pontyclun Town Council

Potential service improvements in Pontyclun

The Staff are suggesting some improvements to Pontyclun which can be undertaken using existing budgets/funds.

Repainting MUGA lines

The lines in the MUGA in Pontyclun park have faded significantly and are in need of repainting.

At budget time the Council agreed to repaint from CIL reserve up to £700 cost.

We have had 2 quotes one for £650 and one for £600. The lower quote assumes that we have cleaned and prepared the surface ready for painting, the other quote is all in including preparation.

The Clerk recommends accepting the £650 quotation using the CIL reserve.

Action – members to confirm line painting.

Street art

The clerk has engaged with the Art department of Y Pant school to see if they can do some street art for us.

In particular

- Plastic planter on Heol yr Orsaf – paint a design to make this look nicer.
- Stone bus shelter in Groesfaen – paint a poppy field at the base on the inside.
- Bin by War Memorial in Pontyclun – paint a poppy pattern on it.

If these are successful, then we can look at other opportunities with them such as our other 3 stone bus shelters.

We are also in discussions with a local artist regarding 2 or 3 murals on the themes of Pontyclun Pats/Present/Future. We have permission to use two walls and received a grant to do this as a community project. Y Pant will engage with this also.

Clerk has also approached BT for permission to paint a number of the BT boxes in the centre of Pontyclun. If we receive permission, then we will aim to engage local schools and groups for them to adopt a box (or two) and paint it up.

Funding for the paint from the existing Maintenance and Minor projects budget or Mural's reserve

Christmas decorations

We wish to try and engage local businesses and Community groups in improving the Christmas decorations on the high street and increase footfall in businesses.

We have 2 suggestions to help with this.

Community group Christmas trees

Our project would utilise the grants budget to deliver.

1. improved decorations in shops,
2. engage local groups and give them some funding.
3. increase footfall into shops.
4. Publicise local groups.
5. Improve people's perception of Pontyclun.

The project would run as follows -

- We purchase 10 x 4ft artificial trees.
- We engage 10 local businesses to agree to host a tree and 10 local groups to decorate the trees.
- Then we run a competition whereby the public vote for their favourite tree
- Each group participating would get £25 and then the top 3 trees get £75: £50 and £25 extra.

Cost will be about £600 in total including the cost of buying the trees which will be reused in future years.

Action – members to agree Christmas tree project.

Shop front Christmas decorations.

The owners of the Flowerpot shop will be trying to sell large garlands to businesses this year. These would go around shop doors as part of Christmas decorations and would be used annually afterwards.

Cost is likely to be around £200.

Would the Council wish to support local businesses to purchase these by offering say the first 10 shops on our main street buying £40 each (or 8 shops £50 each) – i.e., a total of £400

Action – Members to consider offering these grants.

Floral arrangements

In 2023 we improved our floral arrangements as follows

1. 1 small and 1 medium planter by Café 50
2. Planter by car park in Heol yr Orsaf
3. Large planter in Brynsadler

For 2024 our aims are to make some further incremental improvements as follows –

- Working with The Friends of Pontyclun to deliver arrangements by YGGG school and Pontyclun library.
- Extend the flower season by watering for an additional 3 weeks in September.
- Investigating options with The Drive to work together to improve what is at The Hollies
- Switching the small planter by Rugby club to a Bee friendly one.
- New Hanging baskets on wall by Giles Gallery (will require permission from owners)

We could also suggest using our grants budget to proactively approach businesses regarding having small planters. Subject to budget after next round of grants or from 2024-25 budget.

For example, we buy say 10 half barrel planters and fill with compost and perennial flowers/bushes granting them to the businesses. The business will put outside shop and look after going forward. Alternatively, if they wanted to have the same flowers as we use in our planters, we could do that but then they would need to contribute say £10 a year towards costs.

Over next year we would look at how best to deliver some impactful displays by Ynysddu bridge with a view to installing in Autumn 2024 ready for 2025 and the 175th anniversary of Pontyclun.

Action – members to agree floral improvements for 2024.

Cyngor Cymuned Pontyclun Community Council

The Finance and Governance toolkit for Community Councils in Wales

In 2022, the Welsh Government in conjunction with Audit Wales and One Voice Wales launched a toolkit to help Community Councils across Wales with their Governance.

It is voluntary to use and can be used flexibly as decided by each Council.

The focus is on internal processes and procedures and aiming to ensure our Governance meets legal requirements and aspires to best practices.

The toolkit is built around a number of themes and is split into 2 sections.

1. A checklist of mandatory and best practices
2. A thematic deep dive section for discussion and agreement of actions

The Checklist

This is 102 questions split between matters required by law and best practices. The idea is that you review each question and draw up an action plan to improve those area which do not meet the law/best practice

The Clerk has reviewed these in 2022 and identified that of these –

- For 86 of the questions, we appear to be fully meeting requirements (Green)
- For 6 questions we may not fully meet requirements, but the Office staff had already identified these areas and plans in hand to resolve (amber)
 - For 9 questions we do not have any thing in place (red). There are no legal requirements in red.

An action plan was put in place to commence review and improvement.

Following actions taken –

- 2 of the areas where we had nothing in place are now green and another amber. One amber area is now green.
- For the next 12m the Clerk aims to focus on improving our processes around contingency planning and recording processes so that when staff change there will be documented procedures on what to do.

The deep dive

The deep dive section is designed for Councillors (and the Staff) to undertake a thematic deep dive into each area.

- There is no obligation to do so.
- Councils can do one theme at a time, all at once and or to any depth they wish
- Each theme has some questions to start off the debate in each area.

The Admin WG were to look at how best to use this part of the toolkit and report back at a future date.

The Finance & Governance Toolkit for Community and Town Councils

Oct 2023

Mae'r ddogfen yma hefyd ar gael yn Gymraeg. / This document is also available in Welsh.

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WG45219

Theme A – Vision, purpose and community planning

A community and town council provides community leadership. In exercising this role it will benefit from having a clear vision for its community, developed in partnership / consultation with all sections of the community. This will inform council plans, budgets and activities to ensure the council best works with and in the interests of the community.

Statutory obligation

Theme A – Vision, purpose and community planning			
Statement	In place? (Yes/No)	Further information	Comments and actions
The council has a clear vision and plan for its community			
A.1 A vision and purpose statement has been agreed by the council	Y	Having a clear vision and purpose agreed by all members will help your council in achieving for its community.	Council has an agreed Mission statement. A new town improvement plan is being prepared which will review it
A.2 The council has prepared and published a biodiversity plan	N	<p>Environment (Wales) Act 2016, Section 6 Councils have a duty to maintain and enhance biodiversity in the exercise of its functions, and must prepare and publish a plan setting out what it proposes to do and report on the actions taken to improve biodiversity and promote ecosystem resilience every three years.</p> <p>See Environment (Wales) Act 2016 Part 1: Guidance for Section 6 – the Biodiversity and Resilience of Ecosystems Duty Frequently Asked Questions</p>	A list of actions being taken has been prepared and could be considered the plan but no specific plan prepared

Theme A – Vision, purpose and community planning			
Statement	In place? (Yes/No)	Further information	Comments and actions
A.3 The council has completed an annual report on progress in meeting objectives contained in the local well-being plan	N/A	Well-being of Future Generations (Wales) Act 2015 – Section 40 places a duty on certain community and town councils to take all reasonable steps towards meeting the objectives included in the local well-being plan that has effect in their areas. A community or town council is subject to that duty only if its gross income or expenditure was at least £200,000 for each of the three financial years preceding the year in which the local well-being plan is published.	
A.4 The council has prepared an annual report	Y	Local Government and Elections (Wales) Act 2021 – Section 52 From April 2022 community and town councils have a duty to prepare and publish a report about the council's priorities, activities and achievements. Statutory guidance has been issued on the duty to prepare and publish an annual report.	

Theme B – Leadership and people

The council should respect the values of openness and transparency and adhere to, and model, the behaviours and standards set for all councillors as contained in the code of conduct. In leading its community, the council should be committed to enhancing its capability and capacity as is commensurate with its range and scale of operations.

Employees are the principal asset of any council and it is important that they are given the trust and respect to perform their roles to their maximum ability within a safe working environment. Training and development of employees is vitally important as well as having appropriate systems in place to provide adequate reward, recognition and accountability within a framework of effective employment policies.

	Statutory obligation
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Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
The council provides leadership to its members and staff			
B.1 The council has adopted a code of conduct	Y	The Code of Conduct for members of local authorities in Wales: Guidance from the Public Services Ombudsman for Wales The council should formally record in minutes that they have adopted a code of conduct based on the model code of conduct.	
B.2 All councillors have signed a formal declaration of acceptance of office	Y	A formal declaration of acceptance of office must be signed before an individual is able to act as a member of a community and town council.	

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
B.3 All councillors have been provided with a copy of the council's adopted code of conduct	Y		
B.4 All councillors have a council email address or a separate email address for council business	Y		
B.5 All councillors have received training on their role and training needs are regularly reviewed	Y	One Voice Wales, Planning Aid Wales and principal councils provide a range of opportunities for training of members in relation to their roles. The council should develop a training plan and maintain a record of training received.	
B.6 All payments to councillors are made in line with the levels set out by the Independent Remuneration Panel for Wales	Y	The Independent Remuneration Panel for Wales Annual report and guidance on payments to elected members is available on its website.	
B.7 A statement of payments to councillors is published by 30 September each year detailing payments made to elected	Y	Community and town councils must publish a statement of payments detailing all payments made to elected members in the previous municipal year. Nil returns must also be reported. See Independent Remuneration Panel for Wales guidance .	

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
members in the previous municipal year			
The council carries out its employment duties			
B.8 All employees have a written employment contract setting out the terms of their employment	Y	See ACAS – What an employment contract is One Voice Wales and SLCC have model contracts of employment for clerks which are available to members.	
B.9 All employees have an up-to-date job description	Y	One Voice Wales and SLCC can provide guidance to member councils in relation to the preparation of a job description and person specification.	
B.10 Any changes to terms and conditions, including salary increments, are recorded and approved by the council	See comments	Councils must ensure that all changes to terms and conditions are properly approved and recorded.	Any non salary changes to terms are signed off prior to agreement Council has a policy to implement any nationally agreed pay rises automatically and these are done so. Wales Audit reviewed Clerks pay in recent Audit and did not raise any issues
B.11 All staff have been given a copy of the employee code of conduct	Y	The Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001	
B.12 The council has core employment policies in place, for example:-	Broadly yes across policies and staff handbook	One Voice Wales and SLCC can provide member councils with a suite of policies and procedures.	Those in green or blue are covered in Policies (green) or staff handbook or similar (blue)

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
<ul style="list-style-type: none"> • Adoption and Paternity Policy • Alcohol, Drugs and Substance Misuse Policy • Annual Leave Policy • Bullying and Harassment • Capability Policy • Code of Conduct for Employees • Dignity at Work Policy • Discipline and Grievance Policy and Procedure • Equality and Diversity Policy • Health and Safety at Work Policy • Maternity Leave Policy • Member / Officer Relations Protocol • Recruitment Procedure • Shared Parental Leave Policy 		The ACAS website also contains a range of model policies and procedures	

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
<ul style="list-style-type: none"> Attendance Management Policy Stress Management Policy Time off in Lieu Policy Training Policy Whistleblowing Policy 			
B.13 The council is registered as an employer with HMRC	Y	<p>All councils must operate PAYE unless no staff:-</p> <ul style="list-style-type: none"> earn above the lower national insurance threshold; and have any other source of income. <p>In practice, this means that very few clerks, even of small councils, will fail to be exempt from PAYE. Other sources of income include income from pensions as well as other employments.</p> <p>See GOV.UK PAYE and payroll for employers</p>	
B.14 All overtime payments are paid through the normal	Y	All additions to salary must be subject to PAYE	

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
payroll process and subject to PAYE			
B.15 Any additional allowances paid to staff are subject to tax where appropriate	Y	Fixed sum allowances for home working are limited by HMRC . Payments above this amount are taxable and should be taxed through PAYE or entered onto a P11D return. Mileage payments are also subject to tax when they exceed mileage allowances specified by HMRC – currently 45p per mile.	
B.16 The council complies with pensions legislation	Y	See The Pensions Regulator website	
The council gives its staff the resources and support to carry out their role			
B.17 All staff have received appropriate training for their role	Y	The council must develop a training plan and maintain a record of training received.	
B.18 All staff have council email addresses and access to council IT systems	Y – see notes	Council staff should not use personal email addresses for council communications, or save council documents to personal computers, for reasons of information security.	Clerk and assistant share a Council email. Caretakers have a gmail set up for their use rather than a Council e-mail

Theme C – Community engagement and partnerships

Community and town councils play an active role in engaging, involving and consulting with their communities. An effective council understands its community's (people and places) needs and desires, and knows the positive difference it is making. Councils should aim to ensure that no one feels disadvantaged, and that all groups within the community are engaged.

A partnership is an agreement to do something together that will benefit all involved, bringing results that could not be achieved by a single partner operating alone and reducing duplication of efforts. Partnership working allows services to be delivered in a joined-up way, such as through shared goals and/or sharing resources.

	Statutory obligation
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Theme C – Community engagement and partnerships			
Statement	In place (Yes/No)	Further information	Comments and actions
The council engages with its community			
C.1 The council has an agreed community engagement strategy	N	A community engagement strategy sets out how the council will understand its community, involve the community in their work and communicate with their electors.	
C.2 The community engagement strategy is reviewed periodically	N		
C.3 The council complies with the requirements of the	Y	The council is expected to treat the Welsh language reasonably and proportionately in its dealing with the public.	

Theme C – Community engagement and partnerships			
Statement	In place (Yes/No)	Further information	Comments and actions
Welsh Language (Wales) Measure 2011		A scheme endorsed by the Welsh Language Commissioner sets out the principle, context and use of the Welsh Language and how it is applied to council activities and in the workplace. Welsh Language (Wales) Measure 2011, Part 4 Chapter 1: Duty to comply with standards – Welsh Language Commissioner – The Welsh Language Measure :	
C.4 The council makes provision to translate documents when required	Y		
The council communicates with its partners and community			
C.5 The council has an electronic presence / website	Y	A community or town council must make certain information available electronically as set out in the Local Government (Democracy) Wales Act 2013 section 55 and associated guidance.	
C.6 The council publishes electronically a) Information on how to contact it and, if different, its clerk including— • a telephone number	Y	See Welsh Government Statutory Guidance: Access to Information on Community and Town Councils Schedule 4 of the Local Government and Elections (Wales) Act 2021 includes changes to the Local Government Act 1972 relating to community council notices e.g. giving notice	

Theme C – Community engagement and partnerships			
Statement	In place (Yes/No)	Further information	Comments and actions
<ul style="list-style-type: none"> • a postal address • an email address <p>b) information about each of its members, including—</p> <ul style="list-style-type: none"> • the member's name • how the member may be contacted • the member's party affiliation (if any) • the ward which the member represents (where relevant) • any office of the council held by the member • any committee of the council to which the member belongs <p>c) the minutes of the proceedings of the council's meetings and (in so far as is reasonably practicable) any documents which</p>		<p>of meetings and their arrangements and the issuing of a short note within 7 days of council meetings. These should be read in conjunction with section 55 of the Local Government (Democracy) (Wales) Act 2013, which requires community councils to make available electronically certain information and documents (including minutes of meetings).</p>	

Theme C – Community engagement and partnerships			
Statement	In place (Yes/No)	Further information	Comments and actions
are referred to in the minutes d) any audited statement of the council's accounts			
C.7 The council has a social media policy published on its website	Y		
C.8 The council has an agreed process for handling complaints which is published on its website	Y	See model complaints handling process available from the Complaints Standards Authority Public Services Ombudsman Wales has legal powers to look into complaints about public services	

Theme D – Business processes

A process is a series of actions or steps taken to achieve a particular end. A well-run and well-managed council will have clearly defined processes in place for key areas of business. These processes give an overall structure for decision-making designed to:

- ensure compliance with legislative requirements;
- deliver consistent outcomes or results; and
- mitigate against risk by ensuring tasks are performed correctly.

Business processes are likely to be key indicators of the strength of financial management and governance arrangements of a community or town council. The following will support your council to reflect on areas where typically a council has established processes in place, and help you determine if you need to introduce new or different processes.

	Statutory obligation
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Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
The council operates high standards of accountability and governance in an open and transparent way			
D.1 The council has a set of standing orders to help govern the conduct of meetings, which is published on its website	Y	Councils are subject to arrangements relating to the conduct of meetings and making decisions as set out in the Local Government Act 1972 , in particular Schedule 12 . The Local Government and Elections (Wales) Act 2021 made amendments to Schedule 12 of the 1972 Act which councils will also need to be aware of, see in particular Schedule 4 to the 2021 Act . In addition, it is strongly recommended that a council has its own	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
		standing orders. One Voice Wales and SLCC can provide model standing orders to member councils. Councils must have standing orders with respect to contracts for the supply of goods and materials or the execution of works (see Local Government Act 1972, s135).	
D.2 Councillors' declarations of personal and prejudicial interests are recorded in the minutes and published on a separate rolling register on its website	Y	See The Code of Conduct for members of local authorities in Wales: Guidance from the Public Services Ombudsman for Wales	
D.3 The council has published a schedule of meetings on its website	Y	Having an annual cycle of council and committee meetings in place to expedite business arrangements supports local democracy and demonstrates transparency and public accountability.	We state our meetings are 2 nd Thursday of the month and give date/time/location of next meeting. No meetings in August and possibly December
D.4 The council holds an annual meeting in May	Y	See Local Government Act 1972, Schedule 12, Part IV, section 23 Note also the duty to hold an annual meeting within 14 days of an ordinary election of community councillors.	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
		The chairman should sign a declaration of acceptance of office.	
D.5 The council has clearly defined terms of reference (as appropriate) in place where it discharges functions to standing committees. The terms of reference should be published on the council's website	Y	See Local Government Act 1972 section 101	
D.6 The council publishes all agendas and supporting background papers on its website at least three clear days before the meeting.	Y	See Local Government Act 1972, Schedule 12, Part IV, section 26	
D.7 Councillors are served with a summons and receive copies of agenda papers and draft minutes at least three clear days before the meeting	Y	See Local Government Act 1972, Schedule 12, Part IV, section 26	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
D.8 Members of the press and public are permitted access to council meetings and are supplied with copies of the agenda papers	Y	See Public Bodies (Admission to Meetings) Act 1960 , and amendments to that Act provided for in Schedule 4 of the Local Government and Elections (Wales) Act 2021	
D.9 The council publishes all council / committee / subcommittee minutes on its website	Y	See Welsh Government Statutory Guidance: Access to Information on Community and Town Councils Schedule 4 of the Local Government and Elections (Wales) Act 2021 includes changes to the Local Government Act 1972 relating to community council notices e.g. giving notice of meetings and their arrangements and the issuing of a short note within 7 days of council meetings. These should be read in conjunction with section 55 of the Local Government (Democracy) (Wales) Act 2013, which requires community councils to make available electronically certain information and documents (including minutes of meetings).	
D.10 The council makes and publishes arrangements for multi-location attendance at	Y	See Local Government and Elections (Wales) Act 2021 section 47 and chapter 2 of The Local Government and Elections (Wales) Act	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
community and town council meetings		2021: Statutory Guidance for Community and Town Councils	
D.11 The council has approved scheme of delegations to committees and the clerk and these are published on its website	Y	These must provide clear terms of reference for areas of responsibilities for committees and to facilitate the clerk taking urgent decisions between the cycles of meetings.	
D.12 The council has a documented constitution describing its general governance arrangements	N	<p>A council constitution sets out the rules governing the council's business and how it operates and enhances local accountability and transparency.</p> <p>An example of a council constitution can be found on Llanelli Rural Council's website.</p>	
D.13 The council produces and approves an annual business plan	Y		
D.14 The council has a freedom of information publication scheme	Y	<p>The council must have documentation in place in order to comply with the Freedom of Information Act 2000 – Duty to have a publication scheme</p> <p>The Information Commissioner's Office has produced a Freedom of Information self-assessment toolkit</p>	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
D.15 The council has a current information and data protection policy, which is published on its website.	Y	<p>The council must comply with the Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR). The Information Commissioner's Office has published a guide to Data Protection and a guide to GDPR on its website.</p> <p>The Information Commissioner's Office has a checklist to help comply with data protection responsibilities</p> <p>The Information Commissioner has produced a checklist 'How secure is your personal data?'</p>	
D.16 The council has completed and met the requirements of the Information Commissioner's data protection self-assessment checklist for organisations	Y	A Data protection self-assessment is available on the Information Commissioner's Office website.	
D.17 The council has a current IT Information Security Policy, which has been issued to councillors and staff	Y		

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
D.18 The council has a suite of privacy notices published on its website, email communications and other forms of client correspondence	Y	Model policies and privacy notices available to members from One Voice Wales and the SLCC.	
D.19 The council has performed a data audit to assess what information it holds	Y		
D.20 The council has a document retention policy published on its website	Y		
D.21 The council periodically purges information which it no longer needs to keep	Y		
D.22 The council keeps information disposal records	Y		
D.23 The council has published an accessibility statement on its website and undertakes periodic reviews to ensure that	Y	See The Public Sector (Websites and Mobile Applications) Accessibility Regulations 2018 See Understanding accessibility requirements for public sector bodies	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
the website remains compliant			
D.24 The council has a business continuity plan to help it continue to function should it encounter loss or damage to property	N	One Voice Wales can supply a selection of model policies to member councils on a consultancy basis.	Currently in preparation using lessons from Covid pandemic. Expect to be complete within 2023-24
D.25 The council has an emergency plan to help support community resilience and which has been shared with the Emergency Planning Authority	N		
The council fulfils its duties and responsibilities in regard to health, safety and welfare			
D.26 The council has an extant Health and Safety Policy Statement and associated procedures	Y	Employers must: Provide a safe working environment for employees and all other persons affected by its actions, including contractors and members of the public.	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
		<p>Employees must: Act in accordance with the council's Health and Safety policy and supporting procedures and comply with all statutory regulations and Health and Safety legal requirements.</p> <p>See Health and Safety Executive website</p>	
D.27 There is an annual budget in place to meet health and safety requirements	Y		
D.28 The council has documented risk assessments in place and performs regular reviews (at least annually) of all its risk assessments to identify hazards and the adequacy of existing control measures across all activities and service areas	Y		
D.29 The council has developed internal systems to manage the control measures set	Y		

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
out in the risk assessments relating to council property and activities, and produces an annual action plan which is reviewed and reported to council			
D.30 The council has an accident report book and related investigation procedures	Y		
D.31 The council has a stress management policy	N		
D.32 The council has a stress risk assessment	N		
D.33 The council facilitates and controls community events and has an events management plan to consistently regulate event activities safely	Y		
The council understands how to manage its assets and facilities			

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
D.34 The council maintains a register of its assets	Y	The Accounts and Audit (Wales) Regulations 2014, regulation 6 , requires the council to keep a record of all assets and liabilities held by the council.	
D.35 The council periodically examines and risk assesses its assets and prepares maintenance / repair plans	Y	Councils need to ensure that their community based assets are safe for use by councillors, officers and the public.	
D.36 The council prepares a business case before entering into the acquisition of large value assets	Y	Councils should ensure that they fully understand the implications and effects of acquiring assets. These may incur ongoing maintenance and running costs and may require the council to borrow money to finance the projects. Welsh Government guidance - Borrowing approvals: guidance for community and town councils	
D.37 The council has adequate insurance cover to protect employees, buildings, other property, cash and members of the public.	Y	Insurance must be in place to cover employees, members of the public, all buildings, contents and events. Insurance documents should be circulated and approved by full council.	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
		Certificates of insurance must be displayed in a prominent position at all council premises.	

Theme E – Resources and financial management

Community and town councils are entrusted with management of public funds and assets. All councils should have appropriate financial governance arrangements in place to ensure the security of these resources and to ensure that they achieve economy, efficiency and effectiveness in the use of those resources.

This theme considers the arrangements the council has put in place to manage its resources and covers both assets held and the council's finances. The questions here will provide confidence that the statutory and non-statutory procedures for good financial management are in place, or highlight areas where the council needs to make improvements.

Statutory obligation

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
The council has suitable accounting and audit systems			
E.1 The council has a formally appointed responsible financial officer	Y	Local Government Act 1972 section 151 requires the council to make arrangements for the proper administration of its financial affairs and to secure that one of its officers, the responsible finance officer, has	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
		responsibility for administration of those affairs. See chapter 4 of Governance and Accountability for Local Councils in Wales – A Practitioners Guide for further guidance.	
E.2 The council has a complete and up to date ledger/cashbook	Y	Accounts and Audit (Wales) Regulations 2014 - regulation 6 requires the Council's accounting records to: (a) be sufficient to show and explain a relevant body's transactions and to enable the responsible financial officer to prepare the accounting statements; and (b) contain— (i) entries from day to day of all sums of money received and expended by the body and the matters to which the income and expenditure or receipts and payments accounts relate; (ii) a record of the assets and liabilities of the body; and (iii) a record of income and expenditure of the body in relation to claims made, or to be made, by it for contribution, grant or subsidy.	
E.3 The council has clearly documented accounting procedures	Maybe	The Accounts and Audit (Wales) Regulations 2014 require the responsible financial officer to determine the council's	Yes we have procedures in place. Clerk with review records to ensure that they are to this level of detail by next review

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
including any segregation of duties and a schedule of key records		<p>accounting control systems and ensure that the accounting control systems are observed.</p> <p>The accounting control systems must include—</p> <p>(a) measures to ensure that financial transactions are recorded as soon as reasonably practicable and as accurately as reasonably possible, measures to enable the prevention and detection of inaccuracies and fraud, and the ability to reconstitute any lost records;</p> <p>(b) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;</p> <p>(c) procedures to ensure that uncollectable amounts, including bad debts, are not written off except with the approval of the responsible financial officer, or such member of that person's staff as is nominated for this purpose, and that the approval is shown in the accounting record; and</p> <p>(d) measures to ensure that risk is appropriately managed</p>	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.4 The council has a schedule of its key accounting records	Maybe	Councils should ensure that they are fully aware of all key accounting records including for example, burial register, cheque books, invoices, payroll records, contracts (including employment contracts)	As above
E.5 There are documented arrangements for transfer of documents on change of responsible financial officer	Maybe	Councils must ensure that all accounting records including contracts, payroll records, invoices etc are held securely and proper arrangements are in place for the transfer of records on changes in the clerk/responsible financial officer. This is particularly important where the council does not have its own office. The council's copy of the clerk's employment contract should not be retained by the clerk where the council does not have its own office.	As above
E.6 The council has and monitors a record of its earmarked reserves and balances and ensures that precept is not raised unnecessarily	Y	See Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition) chapter 22 for guidance	
E.7 There is an agreed timetable for the preparation and approval of the Annual	Y	Preparing and agreeing a timetable for the preparation and approval of the annual return will enable the council to meet the statutory approval date of 30 June each year. Documenting these arrangements	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
Return/statement of accounts		also assists in handover of responsibilities between outgoing and incoming responsible financial officers.	
E.8 The approval of the Annual Return is a set agenda item on the council meeting schedule to be approved by 30 June	Y	<p>See The Accounts and Audit (Wales) Regulations 2014, regulation 15</p> <p>Members will need to be mindful of the statutory timetable for approving the accounts and where the statutory dates are not met, establish why there is a delay and make arrangements to approve the accounts as soon as possible thereafter.</p> <p>Members must receive the full annual return 3 days before the meeting.</p> <p>The Accounts and Audit (Wales) Regulations 2014 requires that the council as a whole approve the accounting statements (contained in the Annual Return)</p>	
E.9 Councillors receive appropriate evidence to support the governance assertions made in the annual governance statement as included in the annual return	Y	Councils should not approve the annual return until they are satisfied that the assertions made in the annual governance statement are supported by sufficient evidence to justify the answers given.	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.10 The council has a risk register which is reviewed at least annually	Y	<p>See Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition) chapter 9 for guidance</p> <p>The council should have a risk management scheme which highlights every significant risk in terms of the council's activities and makes clear how such risks will be managed. This includes investing in adequate insurance to protect employees, buildings, cash and members of the public.</p>	
E.11 Appointment of the internal auditor and internal audit terms of reference are approved by the council	Y	See Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition) – chapter 11 and appendix 2	
E.12 The effectiveness of internal audit is reviewed at least once in each year	Y	Accounts and Audit (Wales) Regulations 2014 - regulation 7 requires that the council maintain an adequate and effective system of internal audit.	
E.13 Councillors examine the audit pack to be sent to the Auditor General for Wales to confirm the accuracy of the information provided	Y		

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.14 The rights of the public in relation to the accounts are advertised at the appropriate times	Y	See Accounts and Audit (Wales) Regulations 2014 – regulation 17	
E.15 The council allows inspection of the annual return or statement of accounts and the supporting accounting records and other documents once the statement of accounts has been approved by the council	Y	See Accounts and Audit (Wales) Regulations 2014 – regulation 17	
E.16 Councillors receive a copy of the Auditor General's final audit report and a copy of the Auditor General for Wales' certified annual return	Y	The council should ensure they are aware of the outcome of the statutory audit and any issues identified so that its arrangements can be improved or errors corrected for future years	
E.17 The statement of accounts is published after the annual external audit, together with the auditor's report	Y	See Accounts and Audit (Wales) Regulations 2014 – regulation 18	
The council has suitable financial management and financial assistance processes			

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.18 The council prepares a detailed budget each year prior to setting the precept	Y	<p>The Local Government Finance Act 1992 section 50 requires the council to calculate its budget requirement for the year and specifies how the budget requirement is to be calculated</p> <p>See Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition) – chapter 6</p>	
E.19 The budget and the precept requirement are approved by the council	Y		
E.20 The council receives periodic (monthly/quarterly) reports comparing income and expenditure against the approved budget, and where there are differences between actual and budget figures, the council ensures it receives detailed explanations of the differences	Y	Regular monitoring of income and expenditure can help councils to identify financial issues before they become problems.	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.21 The council receives and reviews periodic (monthly/quarterly) bank reconciliations	Y	The bank reconciliation is an important internal control as it provides evidence of the completeness and accuracy of the amounts recorded in the council's accounting records. Reconciliations should be prepared whenever a bank statement is received and should be reviewed to confirm they have been properly prepared. Reviewers should seek evidence and explanations for reconciling items.	Done by Councillors who are not on the bank mandate
E.22 Welsh Government consent is obtained before entering into long term borrowing to finance capital expenditure	Y	Councils must obtain Welsh Government consent before entering into long term borrowing arrangements. Welsh Government publishes guidance on applying for borrowing approvals and an application form on its website.	
E.23 Arrangements are in place for internal audit of the council's accounting records and of its system of internal control, and for receipt of the internal audit report prior to the council's approval of the annual return	Y	Accounts and Audit (Wales) Regulations 2014 - regulation 7 requires that the council maintain an adequate and effective system of internal audit.	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.24 Standing orders are in place specifically for the procurement of the supply of goods, materials, works and services	Y	<p>Local Government Act 1972 section 135 requires all councils to make standing orders covering contracts for the supply of goods, materials and the execution of works.</p> <p>The standing orders must make provision to secure competition and to regulate the way in which tenders are invited. Section 135 of the Local Government Act 1972 allows for small contracts to be exempt and to make an exemption in a particular case.</p> <p>One Voice Wales and SLCC can provide model standing orders to members.</p>	
E.25 The council reviews procurement thresholds in its standing orders and financial regulations to ensure they remain relevant	Y	Model standing orders and financial regulations need to be tailored to fit the needs of the council.	
E.26 Significant items of expenditure and all contracts are reviewed to ensure compliance with the standing orders / financial regulations	Y		

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.27 Exemptions to the standing orders / financial regulations are only applied in exceptional circumstances	Y	Standing orders / financial regulations must be followed as a matter of course, any exceptions are expected to be rare and the reasons for departure should be documented / recorded in the minutes of the council.	
E.28 Documented procedures are in place for making payments to third parties and employees	Y	<p>The council should have clearly documented procedures for authorising and making payments. This is required to ensure:</p> <ul style="list-style-type: none"> • Bank accounts are only opened with consent of the council • Direct debits and standing orders are properly authorised • Appropriate authorisation limits and procedures are in place to ensure that only approved payments are made • Access to council funds is safeguarded in case of departure of members/officers 	In Fin Regs
E.29 Payments are periodically reviewed to ensure that the appropriate procedures have been followed	Y	Independent review of payments processes is an important control to limit the risk of fraud or other error arising.	Councillors not on bank mandate do this
E.30 The establishment and ongoing payments made by bank standing order/direct debit are monitored	Y	Bank standing orders and direct debits result in an ongoing series of payments and the council should ensure that it understands what the payments are for and the current level of payments made.	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.31 There is a documented policy and procedure for the award of grants	Y	Adoption of a policy and specified procedure for the award of grants will help councils to decide between competing requests for support. Councils can set key criteria for eligibility, limits on the assistance that may be awarded and specify evidence required to support applications for funds. It also provides a clear trail from the application to the award of grant.	
E.32 The council calculates annually the maximum sum it is allowed to spend under the section 137 power	Y	<p>The amount councils are permitted to spend is limited to a multiple of registered electors as at January immediately before the start of the financial year. Councils need to ensure that they do not spend more than the allowed sum. The allowable amount is published annually by Welsh Government.</p> <p>Note - Once a council resolves itself an eligible community council, section 137 of the Local Government Act 1972 no longer applies to the council. Unlike section 137 there is no financial limitation on what an eligible community council can spend if they are exercising the general power of competence.</p>	Technically we do not calculate this annually as our spend is about 10% of allowed total, however Responsible Finance Officer monitors S137 spending and ensures within limit

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.33 Before making a decision to award a grant for financial assistance, the council considers if the grant awarded is commensurate with the benefit that will be accrued to the community	Y	<p>Section 137 of the Local Government Act 1972 requires that the financial assistance awarded is commensurate with the benefit accrued to the community.</p> <p>Where the General Power of Competence is intended to be exercised, eligible community council must approve a business case in support of the proposal. See chapter 1 of The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils</p>	
E.34 Before making a decision to award a grant, the council considers if it has a specific power to incur the expenditure rather than applying the section 137 power, or if there is a statutory prohibition on making such a payment	Y	The miscellaneous power cannot be applied to incur expenditure where there is an existing statutory provision that would allow the expenditure to be incurred. In addition these powers cannot be applied to circumvent a statutory prohibition on the expenditure being incurred.	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.35 The council keeps a separate account of all section 137 payments	Y	See section 137 of the Local Government Act 1972	

Summary of all actions to be taken as a result of the health check

Summary of key actions	By who	By when
•	•	•

Cyngor Tref Pontyclun Town Council

RCT Youth Drop in a Café 50

RCT CBC Youth services have been running a Youth Drop in at Café 50 on Monday evenings in terms time. This was started following many requests by this Council for RCT to run a “youth club” in the area.

Well attended with up to 30 attending on some days. No specific service offered just a place for young people to hang around and chat.

Option was always there to play games or do “stuff”, but main need seemed to be for a warm, dry space to hang around.

Due to cuts in service RCT have not offered this since March and whilst they were hoping to return this autumn, they have advised that there are no funds to provide this going forward.

Would the Council wish to consider trying to find volunteers to run the service and then provide it going forwards.

We would probably need 4 volunteers who we would need to fund DBS checks for and perhaps a small budget for incidentals/games etc.

Action do Members wish to try and progress this service?