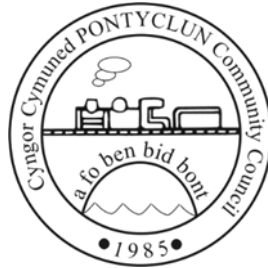


Cyngor Tref Pontyclun Town Council

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

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



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 October monthly meeting of Pontyclun Town Council held at 7.00 p.m. on Thursday 12th October 2023.

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

1. To receive apologies for absence
 - a. **Apologies received from Councillors Wayne Owen, Paul Binning, Rhys Williams and Amanda Sparks**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. **No declarations made.**
3. Zoom presentation from Welsh water regarding Cartref programme.
 - a. **Councillors listened to presentation and agreed the following.**
 - i. **To arrange a date for Welsh Water to hold a drop-in advice day in Pontyclun.**
 - ii. **To support Welsh water to drop in at local shops to see what help could be given to them by Welsh Water**
4. Public presentations to Council
 - a. **No presentations made.**

5. To confirm minutes of the Council's monthly meeting of 14th Sept. are a true record and discuss minor matters arising from them.
 - a. **Minutes agreed as a true record.**
 - b. **Clerk confirmed that the new photocopier contract had been agreed at a discount of £5 pm on tender agreed.**
6. To consider report on Council Payments and finances
 - a. **Council noted the position on this year's budget.**
 - b. **Members agreed that we should prepare for a variety of outcomes in relation to RCT CBC budget and how that could affect our budget for 2024-25 and beyond.**
 - c. **Members confirmed payment of £1319.94 for 6 new dog poo bins.**
7. To receive update on Community Events in 2023/4
 - a. **The Council noted the current position with Community events.**
8. To receive an update on "Friends of "groups for Pontyclun
 - a. **The Council confirmed creation of a Friends of Pontyclun community group.**
 - b. **The Council confirmed that the Council staff should support creation of a constitution for the group.**
 - c. **Councillors Wayne Owen, Paul Binning and Jamie Daniel would set up the group.**
 - d. **The Council agreed to support the setup of the group by providing finance for an initial project involving floral planters near to Library in Pontyclun and by YGGG school in Miskin.**
9. To receive update on volunteering opportunities in Pontyclun
 - a. **The Council confirmed a policy on volunteering and the initial list of opportunities.**
10. To receive an update on potential service improvements in Pontyclun
 - a. **The Council agreed the following improvements.**
 - i. **To repaint lines at the MUGA in Pontyclun park using the overall best value quotation of £650.**
 - ii. **To run a community group Christmas tree competition. Cost of up to £600 from grants budget**
 - iii. **The Council noted and agreed the proposed improvements to Council's floral arrangements.**
 - iv. **The Council agreed to fund 3 additional raised beds at the Hollies and the siting of a bench there.**
 1. **Ongoing maintenance of the beds in that area to be undertaken by The Drive and we will provide a sign which will recognise this.**
 - v. **Subject to sufficient grant budget the Council agreed to offer local shops small planters to decorate their frontages.**
11. Review of Local Government governance toolkit
 - a. **The Council noted the current position and agreed the proposed action plan.**
12. Update on Youth Drop in at Café 50
 - a. **The Council agreed to seek volunteers to run a Youth Drop in at Café 50 to replace the service previously offered by RCT and run the service should these be found.**

This is a true copy of the Council minutes for October 2023. The original signed copy can be viewed at the Council Offices

Cyngor Tref PONTYCLUN Town Council

Payments for confirmation

The Council's payments for August and September are provided for confirmation by members.

Action – members to confirm payments for August and September

Payments for authorisation

We provide floral arrangements across Pontyclun Community.

Our suppliers plant ahead and need confirmation of order now to allow for overwintering and preparation.

We have received a quotation of £1977.80 plus vat for next year's summer flowers.

This is for the same arrangements we had this year plus.

- 2 additional hanging baskets for town centre in Pontyclun
- Switch the small planter by Windsor to be pollinator friendly.
- Roughly 5-7% increase on the prices last year

Winter flowers are provided via daffodils which we have.

Whilst we need to confirm order now, delivery will not be till May 24 and payment is due at that time.

The planters for YGGG school and by library will be funded separately.

Action members to confirm order for 2024 summer flowers.

Pontyclun Community Council
Bank Reconciliation up to 31/08/2023 for Cashbook No 1 - Current Bank A/c General

Date: 18/09/2023
Time: 13:29

Signatory 2:
Name: [Signature] Signed: [Signature] Date: 24/09/23

Pontyclun Community Council
Bank Reconciliation up to 31/08/2023 for Cashbook No 1 - Current Bank A/c General

Date: 18/09/2023
Time: 13:29

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/08/2023	FPO	60.00		60.00		R	Helen Parsons
02/08/2023	FPO	35.00		35.00		R	Karen James
02/08/2023	FPO	1,863.49		1,863.49		R	Rhonda Cynon Taf C.B.C.
02/08/2023	FPO	62.64		62.64		R	Country Timbers
02/08/2023	FPO	314.42		314.42		R	Country Timbers
04/08/2023	BCARD	73.20		73.20		R	SG Tyres Ltd
04/08/2023	BCARD	129.48		129.48		R	Mole Farm Direct
04/08/2023	BCARD	9.90		9.90		R	Mend A Shu
04/08/2023	BCARD	91.74		91.74		R	Tesco
04/08/2023	BCARD	24.43		24.43		R	Amazon Marketplace
04/08/2023	BCARD	192.00		192.00		R	HelloPrint
04/08/2023	BCARD	108.24		108.24		R	HelloPrint
07/08/2023	DD	59.94		59.94		R	British Telecom
11/08/2023	BGCTFW		410.00	410.00		R	Receipt(s) Banked
14/08/2023	DD	7.12		7.12		R	British Telecom
21/08/2023	SO					R	
21/08/2023	SO					R	
21/08/2023	SO					R	
21/08/2023	SO					R	
21/08/2023	SO					R	
21/08/2023	BP	1,517.98		1,517.98		R	HMRC
21/08/2023	DD	23.01		23.01		R	Swalec
21/08/2023	FPITRUFFLE		20.00	20.00		R	Receipt(s) Banked
23/08/2023	FPIKKARA		20.00	20.00		R	Receipt(s) Banked
23/08/2023	FPICYBEREA		40.00	40.00		R	Receipt(s) Banked
24/08/2023	FPO	50.00		50.00		R	C Carmichael
24/08/2023	FPO	60.96		60.96		R	Evolve Corporate Ltd
24/08/2023	FPO	75.91		75.91		R	Forest Park & Garden
24/08/2023	VISA	320.00		320.00		R	DVLA
24/08/2023	FPO	1,863.49		1,863.49		R	Rhonda Cynon Taf C.B.C.
26/08/2023	FPIABIT		20.00	20.00		R	Receipt(s) Banked
26/08/2023	FPIABIT		-20.00	-20.00		R	Receipt(s) Banked
29/08/2023	DD	15.64		15.64		R	EE Ltd
29/08/2023	PAY	7.00		7.00		R	Lloyds Bank plc
29/08/2023	FPIRSMITH		10.00	10.00		R	Receipt(s) Banked
29/08/2023	FPINCOLLIN		25.00	25.00		R	Receipt(s) Banked
29/08/2023	FPIAHOLMES		10.00	10.00		R	Receipt(s) Banked
30/08/2023	FPIAJWALKE		25.00	25.00		R	Receipt(s) Banked
30/08/2023	TFRCT		68,418.33	68,418.33		R	Receipt(s) Banked
31/08/2023	DD	63.68		63.68		R	Toshba Tec UK Imaging Systems
31/08/2023	FPIVEYPAS		25.00	25.00		R	Receipt(s) Banked
31/08/2023	FPIATWIGG		35.00	35.00		R	Receipt(s) Banked
			13,337.65				
				69,038.33			

Signatory 1:

Name: Kean Jones Signed: [Signature] Date: 20/09/23

Date: 04/10/2023 Page 2
Time: 14:12 User: KJ

Pontyclun Community Council

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
21/09/2023	FPIMERCADO		20.00	20.00		R	Receipt(s) Banked
22/09/2023	FPJARTISAN		20.00	20.00		R	Receipt(s) Banked
25/09/2023	VISA	143.88		143.88		R	Zoom
28/09/2023	DD	15.64		15.64		R	EE Ltd
29/09/2023	PAY	7.00		7.00		R	Lloyds Bank plc
		33,543.80		960.00			

Signatory 1:

Name J. Jones Signed [Signature] Date 18/10/23

Signatory 2:

Name Karen Jones Signed [Signature] Date 18/10/23

Date: 04/10/2023 Page 1
Time: 14:12 User: KJ

Pontyclun Community Council

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/09/2023	FPKEVANS		30.00	30.00		R	Receipt(s) Banked
01/09/2023	FPITTERRAN		25.00	25.00		R	Receipt(s) Banked
04/09/2023	BCARD	100.20		100.20		R	HelloPrint
04/09/2023	BCARD	558.00		558.00		R	D G Weaver Ltd
04/09/2023	BCARD	31.44		31.44		R	HelloPrint
04/09/2023	BCARD	89.40		89.40		R	Tesco
04/09/2023	BCARD	21.41		21.41		R	Tesco
04/09/2023	FPISQUIRKE		25.00	25.00		R	Receipt(s) Banked
06/09/2023	FPO	60.24		60.24		R	British Telecom
06/09/2023	FPO	13.44		13.44		R	Action Hire Ltd
06/09/2023	FPO	297.92		297.92		R	Cleanmate Ltd
06/09/2023	FPO	446.88		446.88		R	Cleanmate Ltd
06/09/2023	FPO	4,550.00		4,550.00		R	Pontyclun Community Centre
06/09/2023	FPIMWNCILT		20.00	20.00		R	Receipt(s) Banked
06/09/2023	FPURBAN		100.00	100.00		R	Receipt(s) Banked
07/09/2023	FPHAYLEYW		20.00	20.00		R	Receipt(s) Banked
11/09/2023	FPHEARTHME		30.00	30.00		R	Receipt(s) Banked
11/09/2023	FPKAMILAK		20.00	20.00		R	Receipt(s) Banked
12/09/2023	FPIU3A		300.00	300.00		R	Receipt(s) Banked
13/09/2023	FPLOUISEW		30.00	30.00		R	Receipt(s) Banked
14/09/2023	DD	7.12		7.12		R	British Telecom
14/09/2023	FPWILDTAI		20.00	20.00		R	Receipt(s) Banked
14/09/2023	FPIMORGANE		25.00	25.00		R	Receipt(s) Banked
14/09/2023	FPI		20.00	20.00		R	Receipt(s) Banked
14/09/2023	FPI		-20.00	-20.00		R	Receipt(s) Banked
14/09/2023	FPIDISTILL		20.00	20.00		R	Receipt(s) Banked
14/09/2023	FPITGAMPLI		20.00	20.00		R	Receipt(s) Banked
15/09/2023	FPHEHOLE		60.00	60.00		R	Receipt(s) Banked
15/09/2023	FPISILVEST		20.00	20.00		R	Receipt(s) Banked
15/09/2023	DEPMERCHED		60.00	60.00		R	Receipt(s) Banked
18/09/2023	FPO	720.00		720.00		R	ArbCymru Ltd
18/09/2023	FPO	210.00		210.00		R	ArbCymru
18/09/2023	FPO	600.00		600.00		R	Cardiff Conservation Volunteer
18/09/2023	FPO	595.84		595.84		R	Cleanmate Ltd
18/09/2023	FPO	2,460.00		2,460.00		R	Action Hire Ltd
18/09/2023	FPO	63.49		63.49		R	QDOS
18/09/2023	FPO	14,421.00		14,421.00		R	ArbCymru
18/09/2023	FPO	180.00		180.00		R	SLCC Enterprises Ltd
18/09/2023	FPIMPEARCE		30.00	30.00		R	Receipt(s) Banked
19/09/2023	FPPOBIBAC		25.00	25.00		R	Receipt(s) Banked
21/09/2023	SO					R	K
21/09/2023	SO					R	
21/09/2023	SO					R	
21/09/2023	SO					R	
21/09/2023	BP	1,517.58		1,517.58		R	HMRC
21/09/2023	DD	24.34		24.34		R	Swalec
21/09/2023	FPICYBEREA		40.00	40.00		R	Receipt(s) Banked

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 angel’s choir.
- Switch on lights on tree
- Vendors
 - Council selling lights wands etc.
 - Red Sugar Rush – sweets
 - Gills amusements – hot drinks, donuts and candy floss etc

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.

Action - Councillors to confirm who will support this event.

Christmas shop fronts competition

In past years the Council has run a shop front competition in various guises.

Would Councillors wish to run a further event this year and if so in which format?

Action - members to decide.

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

The community group Christmas tree competition will also run throughout these 4 weeks.

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 Tref Pontyclun Town Council

Update on Town status actions

Administrative actions

The staff are identifying the various parties which need advising of our Town Status and making changes to notices and materials.

We have already identified around 150 matters to action.

Some key actions which have been progressed are :-

- Bank account
- Google profile
- Twitter/Facebook profiles
- Work on Website has started, and “main” pages updated.

We are leaving the email address and social media handle changes to a later date as they will involve additional expense with regards domain names/email names.

The key decision to help progress this work is regarding the logo and how that should be updated going forward.

A simple update of our current logo to reference town/tref rather than community/Cymuned will only cost 15 pounds plus vat and can be accommodated within this year’s admin budget. This is all that is required to replicate what we currently have.

The council did discuss changing the logo and if this was agreed now would be a good time to do so. Local firm could do this fairly cheaply for us if we had a design in mind.

Action – members to confirm logo change requirements.

Report from Town Status working group.

The Town Centre working group met on 30th October. Their report is provided in Appendix 4a.

Celebrations to commemorate the 175th Anniversary of creation of Pontyclun.

The railway station opening in 1850 provided the catalyst for houses to start being built around it and effectively created Pontyclun.

This means that Pontyclun (and the railway station) are 175 years old in 2025.

It would be appropriate to commemorate this in some way and the Clerk is suggesting 2 ideas which will need planning ahead for in next year’s budget.

1. To put information signs at the entrances to the Railway station outlining the history of railways in Pontyclun
 - a. Clerk has spoken to Network rail and Transport for Wales regarding permission.
 - b. Clerk will apply for a lottery grant with the aim of funding this, and TFW may contribute a small part.

- c. Cost of 2 bilingual notices could be as much as £4k depending on design/style.
- 2. To create information boards at the War Memorial providing the histories of the war dead commemorated there.
 - a. 2025 is also the 80th anniversary of the end of WW2 creating another reason to put up.
 - b. RCT CBC have started a project to document the histories of all their war dead (across all of RCT). This will result in a small plaque being added near to war memorials with a QR code to take you to the information.
 - c. Members may decide this is enough, however you may decide that it would be better to have the actual information on view via boards.
 - d. There are a total of 78 people commemorated plus another recently identified person who is not on the memorial. Providing this information in a bilingual manner could require 5-7 boards so possibly up to £14k.
 - e. If Council wishes to go ahead Clerk will start by aiming to apply for grant funding, if possible, though the translation and design work will probably have to be funded from budget as until this is complete, we will not know how many boards are needed.

Action – members to consider these suggestions and agree what they wish to progress.

Pontyclun Town Council
'Town Status' Working Group

Minutes for meeting: 30/10/2023

Meeting was scheduled to be held in person in the office at Pontyclun Community Centre at 15:30 but was decided by all present to move meeting to The Boars Head. Members waited to ensure that there were no late arrivals before moving location.

Present:

Cllrs Jamie Daniel, Paul Binning, Carole Willis, Gareth Summers, Susan Owen, Sian Assiratti, and Wayne Owen.

Apologies:

Cllrs Amanda Sparks, Rhys Williams, Kelly Sherratt.

Working group convener: Cllr Jamie Daniel

JD opened by thanking everyone present for their support in getting town status for Pontyclun and stating that he was grateful to have led this project from beginning to end. JD explained this committee will continue to exist to reap the benefits of this status for the Town for the indefinite future.

Purpose of meeting was for articulating the benefits of this new status and for implementing any relevant priorities into the budget for FY24/25.

Discussion of town improvement plan: Cllrs agreed to read the draft plan and to email Clerk with thoughts by the end of the week.

Cllrs want to investigate giving freedom of town to mark the launch of the new council, and to twin with somewhere else.

Recommendations are :-

1. Ribbon cutting ceremony and plaque unveiling to Commemorate Town status
 - a. should be placed on community centre to mark the occasion of the launch on the 3rd of December, but also to say Town was created on 14th of September and by whom.
 - b. Bilingual slate plaque to be designed by PB, JD and CW.
 - c. Media and politicians to be invited
2. Schools should be involved in launch with competitions.
3. Expand Tara's role to town centre manager for community groups and firms.
4. Leaflet from all Cllrs to be circulated to all houses next year with in-depth update on activities and plan for the rest of the term.
5. Appropriate signage at entrances of Pontyclun community to be implemented.
6. Town function dinner to be held as a summer ball in 2024 to mark the launch of the town.

Meeting closed at 16:15.

Cyngor Tref PONTYCLUN Town Council

Grant requests

We normally would look at grants in December, however, as there will be no meeting in December this year the Clerk has brought forward the requests received to date for consideration at the November meeting. Other requests received by end November will be considered in January.

Members should note.

- Budget for 2023-24 is £5000. The sum is effectively £1250 per quarter.
- 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 S19 Local government (Misc. provisions) act 1976 unless marked otherwise.

1. Llantrisant Young farmers group
 - a. They are looking for a grant of up to £500 to support new members and encourage new ones.
 - b. This group has never asked for funds before. 20 of their members live in our Council area.
 - c. The grant would meet our criteria; however, we have a preference for spending on specific items.
2. Young at Heart (Tuesday Group)
 - a. They are looking for £150 to help with room hire and trip costs.
 - b. This group has about 10 members who live in our area.
 - c. In previous years we have granted £100 (they apply annually)
3. Miskin and Mwyndy WI (S145 Local government act 1972)
 - a. This group has 54 members all of whom live within our community area.
 - b. They are looking for up to £500 towards the cost of a celebratory event to Commemorate 75 years of their existence.
 - c. This group has not asked for a grant in the last 10 years.
4. Llantrisant Netball Club
 - a. This group with 260 members and 75 in our Community area are asking for a grant to help fund development and training of their volunteers
 - b. They are asking for up to £500 towards the total cost of about £1240
 - c. The grant meets our criteria
 - d. We gave then £200 last year for costs of attending a tournament

Action - members-

1. Consider and approve/decline grant requests.

Application form

Your organisation

Name of Organisation	Llantrisant Young farmers.
Purpose of organisation	Youth organisation.
Number of Participants / members	30
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	20.
Age group of participants / members	10 - 28.

Your application

Why do you need a grant?	To continue supporting the current members and encourage more members.
What is the total cost of your requirements?	£500
Will the grant generate revenue? If so, how much is the projected revenue?	NO.
How much are you asking the Community Council for?	£500
Who will benefit from this grant?	The members; to encourage new members
How will the grant support the achievement of the Community Council	To encourage more new members into YFC and to continue to support local churches through fundraising

Additional Information: Please attach (if possible)

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

Conditions of Grant:

If Pontyclun Community Council agree to give you a grant there are three conditions.

Grants will be given subject to the following standard conditions

- Beneficiaries agree that at the Council's discretion they will participate in a community consultation event. The event will allow the organisation to showcase themselves and how the council has supported them and/ or to provide a news article outlining the organization and how the Council has supported them.
- Beneficiaries agree that they will refer to Council support in their records / promotional materials.
- Pontyclun Community Council will put the details of the organisation on the Community Council website so that going forward members of the public can make contact.

Depending on the nature of the request the Council reserves the right to impose other conditions

Your details for the Pontyclun Community Council web-site

Name of organization	Llantrisant Young farmers.
Brief description of organisation, meeting date, times and place	We are a charity based youth organisation, we meet every Monday September to June at Castellau Chapel.
Contact name and position	Tracey Huntley vice-president.
Contact e-mail address	traceyhtly@hotmail.com
Contact telephone number	07792038285.
Web site address – if applicable	glamorganyfc.com/ nfyfc.org.uk.

Your contact details for the purposes of the application

Cheque payable to	Llantrisant Young farmers.
Name of applicant	Tracey Huntley.
Contact address	Garth-fair farm. Cilfynydd Pontypnudd CF37 4HP.
Email address	traceyhtly@hotmail.com.
Signature	T.A. Huntley
Date	11/7/23

Application form

Your organisation

Name of Organisation	YOUNG AT HEART TUESDAY CLUB
Purpose of organisation	WEEKLY MEETING FOR EXERCISE CLASS
Number of Participants / members	38 +
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	10
Age group of participants / members	RANGE FROM 69 - 86.

Your application

Why do you need a grant?	To help with rent for the rooms and taking members out for trips & meals.
What is the total cost of your requirements?	Rent. £30.20 per week. plus cost of coaches. £800 plus.
Will the grant generate revenue? If so, how much is the projected revenue?	NO.
How much are you asking the Community Council for?	£150.
Who will benefit from this grant?	ALL MEMBERS OF TUESDAY / Young at Heart.
How will the grant support the achievement of the Community Council	BY HELPING PEOPLE IN THE COMMUNITY TO PARTICIPATE AND CHAT.

Additional Information: Please attach (if possible)

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

Application form

Appendix 5c

Your organisation

Name of Organisation	MISKIN & MWYNDY WOMENS INSTITUTE
Purpose of organisation	TO CHAMPION THE EDUCATION & RIGHTS OF WOMEN & TO COME TOGETHER TO SHARE EXPERIENCES & LEARN FROM EACH OTHER
Number of Participants / members	WE HAVE 54 MEMBERS CURRENTLY
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	ALL OUR MEMBERS LIVE WITHIN THE PONTYCLUN COMMUNITY COUNCIL WARD
Age group of participants / members	50yr - 88yr

Your application

Why do you need a grant?	IN 2024 WE CELEBRATE 75 YEARS OF MISKIN & MWYNDY W.I. AS SUCH WE WISH TO HOLD A CELEBRATION EVENT/DINNER WITH ENTERTAINMENT & A SMALL COMMEMORATIVE GIFT FOR EACH MEMBER.
What is the total cost of your requirements?	WE ARE REQUESTING £500 TOWARDS VENUE/ ENTERTAINMENT ETC COSTS, BUT WOULD BE GRATEFUL FOR ANY CONTRIBUTION
Will the grant generate revenue? If so, how much is the projected revenue?	NO - THE GRANT WILL NOT GENERATE INCOME. ANY SHORTFALL WILL BE PAID FOR BY FUNDRAISING & MEMBERS.
How much are you asking the Community Council for?	£500 - BUT WE WOULD BE GRATEFUL FOR ANY CONTRIBUTION
Who will benefit from this grant?	MEMBERS OF MISKIN & MWYNDY W.I (i.e. INDIVIDUALS FROM THE PONTYCLUN COMMUNITY COUNCIL WARD).
How will the grant support the achievement of the Community Council	WILL ENABLE US TO SHOWCASE THE W.I. THE EVENT PLEASE SEE ATTACHED.

Additional Information: Please attach (if possible)

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

Conditions of Grant:

If Pontyclun Community Council agree to give you a grant there are three conditions.

Grants will be given subject to the following standard conditions

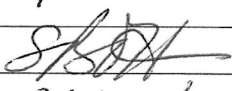
- Beneficiaries agree that at the Council's discretion they will participate in a community consultation event. The event will allow the organisation to showcase themselves and how the council has supported them and/ or to provide a news article outlining the organization and how the Council has supported them.
- Beneficiaries agree that they will refer to Council support in their records / promotional materials.
- Pontyclun Community Council will put the details of the organisation on the Community Council website so that going forward members of the public can make contact.

Depending on the nature of the request the Council reserves the right to impose other conditions

Your details for the Pontyclun Community Council web-site

Name of organization	MISKIN & MWYNDY WOMENS INSTITUTE
Brief description of organisation, meeting date, times and place	WOMEN AGED 18yrt+ WHO MEET ONCE A MONTH FORMALLY TO CHAMPION THE EDUCATION & RIGHTS OF WOMEN & WHO COME TOGETHER TO SHARE EXPERIENCES & RETURN FROM EACH OTHER
Contact name and position	DENISE ELLIS (PRESIDENT)
Contact e-mail address	deniseellis53@hotmail.com
Contact telephone number	01443- 228844
Web site address – if applicable	glamorgan.thewi.org.uk/find-wi/miskin-and-mwyndy

Your contact details for the purposes of the application

Cheque payable to	MISKIN & MWYNDY WI
Name of applicant	SIÂN BOLTON
Contact address	TY - BRYN CONBRIDGE ROAD TALYBARN PONTYCLUN CF72 9JU
Email address	cpandsmbolton@yahoo.co.uk
Signature	
Date	26/09/23

Application to Pontyclun community Council from Miskin & Mwyndy Women's Institute (attachment)

How will the grant support the achievements of the Community Council?

We have listed below how Miskin & Mwyndy WI's application supports the objectives of Pontyclun Community Council.

1. **To encourage the participation of residents in community activities:** Miskin & Mwyndy WI is open to all those who identify as women aged 18 years + who live within the Pontyclun Community Council Ward. The purpose of the WI is to champion the education and rights of women and to come together to share experiences and learn from each other. As such the WI invites local (and wider) organisations/ groups to talk to the WI at its meetings to share their work and knowledge. Our meetings are held in Pontyclun Athletic Club and we participate in local events such as Pontyclun Remembrance Parade and local Christmas Tree Festival.
2. **To improve the local economy:** Miskin & Mwyndy WI pay to hold their monthly meetings, committee meetings and additional activities in the Athletic Club, Pontyclun. In addition, for any WI events eg. the Christmas party, Fish & Chip Supper, Coronation celebration, Miskin & Mwyndy WI try to use local businesses for catering and entertainment, so supporting the local economy.
3. **To improve the local environment:** The Womens Institute has a longstanding history of undertaking educational work and campaigning on a diverse range of issues. Over the last 100 years, WI members have campaigned on a range of issues, increasing public awareness and bringing about change. In May 2023, the WI launched its Clean Rivers campaign to clean up rivers and promote bathing water status as a way to achieve this. Miskin & Mwyndy support this campaign. Members have participated in the local Pontyclun community garden.
4. **To include the less well off in our community:** Miskin & Mwyndy WI is open to all women who live within the local area. During 2023 we have undertaken a food donation collection for the less well-off within our community and donated knitted scarves, twiddle mats etc to local groups.
5. **To foster the engagement of young people in the life of our community:** During the past year, Miskin & Mwyndy WI have paid two groups of local young people to entertain members with their music at meetings/ our events.

Llantrisant Netball Club

Chairperson
Eryl
Peterston Road
Groes Faen
RCT
CF72 8NU
October 22nd 2023

Reference: Llantrisant Junior Netball Club

Dear

As the Chair and one of the Coaches at Llantrisant netball club, based in Llantrisant Leisure Centre & Llanhari school I am applying for some financial support from your organisation, Pontyclun Community Council.

Llantrisant netball club has been established since 1983 and celebrated 40 years this year. We are a community club providing opportunities for women and girls of all ages to train and play the game of netball.

Our club is run by volunteers. Coaches, umpires, team managers and scorers all coming from the local community. Over the years we have seen our club grow and grow we now have 260 members (209 Juniors and 51 Adults), 21 teams representing Llantrisant Netball Club in local leagues.

Netball is a great team sport that keeps women and girls active, at the same time providing opportunities for players to progress into the Welsh Netball player pathway. We also provide our members with the opportunity to become coaches and umpires supporting them through their development, I'm sure you can appreciate this comes at a cost, our aim is to keep our sport affordable for all, sponsorship and fundraising activities help us to do this.

Due to the number of members we are catering for we have had to extend our training times but unfortunately Llantrisant L.C was unable to give us the amount of court time we required so we are now regularly on a weekly basis training out of two venues, Llantrisant LC for 5.5 hours and another 3 to 5 hours per week in Llanhari school. As you can appreciate this takes a lot of volunteer workforce supporting all these sessions as well as the training we also have match days to support with coaches, umpires, team managers and scorers.

To date we have been very lucky with volunteers coming forward to help and support but to enable them to fulfil their role we need to ensure that they are trained and hold the correct qualifications and safety checks eg. DBS, First Aid certificate, coaching & umpiring, qualifications and be affiliated to the governing body. The club has always supported the workforce training program with the help from grants and sponsorship and this is something we would like to continue to do with your support.

This season we are looking to progress 3 more umpires to their Level C qualification (£100 x 3 = £300), 2 Netball Leaders (£140) and 2 UKCC Level 1 coaches to progress to UKCC Level 2(2 x £400 = £800) a total of £1240.

Developing our workforce ensures we can support and deliver quality sessions for our players from the local area for your information 30% of our members are from the Pontyclun / Miskin area.

If you require any further details, I am more than happy to do so.
Any sponsorship, raffle prizes and monies raised will enable us to continue to
provide development opportunities for our young women & girls.

I look forward to hearing from you, thank you for showing interest in us and our
sport of netball.

Yours in Sport *Jean Foster* 

Jean Foster Chairman Llantrisant Netball Club Jean.netball@hotmail.co.uk

Application form

Your organisation

Name of Organisation	LLANTRISANT NETBALL CLUB
Purpose of organisation	Training + Coaching Netball
Number of Participants / members	260
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	75
Age group of participants / members	From 7 years — 67 years

Your application

Why do you need a grant?	To support the continued development of our volunteer workforce.
What is the total cost of your requirements?	£1240
Will the grant generate revenue? If so, how much is the projected revenue?	NO
How much are you asking the Community Council for?	£500 contribution
Who will benefit from this grant?	All participants will benefit
How will the grant support the achievement of the Community Council	<ul style="list-style-type: none"> • Engaging women & girls in Sport • Encouraging participation both on and off the court.

Additional Information: Please attach (if possible)

1. your last income and expenditure accounts ✓
2. your constitution or aims and objectives ✓
3. Chairs report . 2023 .

Cyngor Tref Pontyclun Town Council

Council Administration improvement action plan 2023-2028

As with any organisation we must prepare for the future and any changes in working practices and technology that arise over time.

As resources are constrained, we try to plan ahead to ensure a smooth implementation and have drawn up a plan for the next 5 years.

The Key areas for progress over the next 5 years of the Council are –

1. Implement change from Community Council to Town Council
2. Complete the work to log all recurring tasks into automated “to do list”.
3. Where task too complex to detail in the to do list prepare a “How to...” guide for future staff to use
4. Complete restructuring of all tasks to allow for remote action of as much as possible.
5. Formalise contingency plans in case of emergencies.
6. Plan for smooth handover following next elections in 2027 and planned retirement of office staff from around 2028.
7. Implement regulatory changes as required.

Implement change from Community Council to Town Council

- Spreadsheet being prepared listing tasks to be completed.
 - Where possible changes are implemented as part of normal routines e.g., when bill received, biller advised of name change for future.
 - Staff proactively making changes as part of workloads.
 - New materials prepared with “Town” as standard.
 - Key decision required from Council is on the logo as without clarity on change we may have to revisit actions again when this is decided.
- Anticipating changes completed by end 2025 except for external signage which will be changed when required due to wear and tear.
 - We may need to retain our existing gov.wales domain until all existing signage is replaced.

Complete the work to log all recurring tasks into automated “to do list”.

- Work is largely finished, now just checking over next 12m that nothing omitted.
- Adding new tasks as they arise

Where task too complex to detail in the to do list prepare a “How to.” guide

- By mid-2024 – prepare full list of guides required and draw up a timetable for completion.
- 2024 – we will plan to write detailed guides for
 - The Community events we run.
 - The annual meeting & report
 - The budget processes.
 - Internal and external audits

Complete restructuring of all tasks to allow for remote action of as much as possible.

- Most office tasks are already accessible via robust remote methods.
- There are 3 major processes which still need action on
 - HMRC payroll – in plan to change wef new financial year in April 2024
 - Accounting software – Company released an online version in 2022 and run this in parallel with downloaded software which we use.
 - Currently charge extra for online version. However, it is easier for them to administer and update the online version, so we expect them to demise the downloaded software in due course.
 - We will change at that time or sooner if we need to due to changes in circumstance.
 - The approval of invoices is a manually intensive process and one that is resource intensive (e.g., paper and printing)
 - Looking at options to automate this to reduce printing and storage space and streamline process.
 - Will need a view from Audit Wales as to how they view this.

Formalise contingency plans in case of emergencies.

Clearly the recent pandemic has shown that we can cope with emergency situations.

Most contingencies are recorded in various locations, our aim is to formally codify all the various contingency options into one detailed guide.

We will aim to complete this by end 2025.

Plan for smooth handover following next elections in 2027 and planned retirement of office staff around 2028.

The next local elections will take place in May 2027.

In 2026 we will review the process that took place to deal with the Elections in 2022 with the aim of updating materials to reflect changes in Town status and following feedback from the new Councillors on improvements. How to guides will be written.

In 2026 and 2027 we will review the

- “To do list”,
- “How to guides”
- Training plans
- Recruitment process

To ensure we are as ready as possible for retirement of Office staff which will happen from 2028-2030

Regulatory changes

As the Council grows, we are reaching the stage where additional regulatory matters apply. In addition, the Welsh Government is also looking at regulation of the sector and how it can be improved.

In particular we will need to prepare a report annually as to how we are supporting the Wellbeing of Future generations act and move to financial reporting on a Creditors/Debtors basis.

- Wellbeing of future generations reporting will be included in our annual report from 2024.
- We will aim to deliver accounting on a Creditor/Debtor basis from 1st April 2025.
 - Smaller Councils can report on a receipts/payment basis.

In addition from April 2024 there will be new legal requirements for waste management which we will need to plan implementation for and refine as we see how these work.

Action – Council to confirm plans.

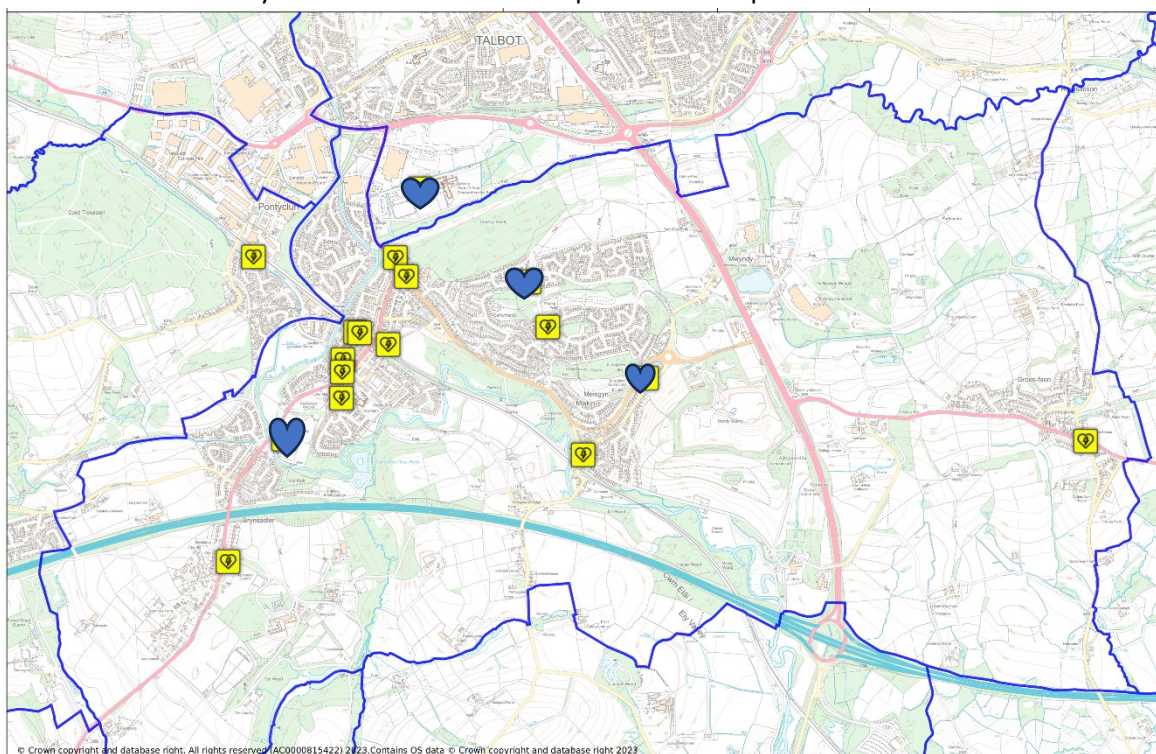
Cyngor Tref Pontyclun Town Council

Defibrillator for Brynsadler

Earlier this year the council asked the Officers to identify the various locations in our area where defibrillators were sited.

This is shown on the plan below.

The blue hearts are only available whilst the host premises are open.



From this it is clear that there are 3 areas which would benefit most from a defibrillator are Brynsadler, Ynysddu and the Mwyndy end of Cefn y Hendy

To site one you need a power source, and this is often the main stumbling block for installation.

The Ivor Pub in Brynsadler has agreed to host a defibrillator, supplying the power needs. They would also help with fundraising

Funding can be obtained from the following sources

1. Public fundraising
2. Grants
3. We could fund from ward budgets in 2024.
4. We can use the CIL monies from Cefn y Hendy development.

Action – Council to confirm they wish to arrange a defibrillator for Brynsadler and how they wish to fund

Cyngor Tref Pontyclun Town Council

Interim internal audit report

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

They did their half yearly audit for 2023-24 recently and have produced a report for us.

No action points were identified in the audit.

Action – members to consider report and accept it.

Reappointing auditors

The current individual who has been doing our audits for Auditing Solutions will be retiring after she completes this year's audit.

The Clerk has asked the company to advise plans for the future as even if our current auditor was not retiring it would be best practice to change individuals anyway at this time.

Clerk will update Council at next meeting regarding the position and any actions required

Cyngor Tref Pontyclun Town Council

Update on Ivor Woods trees

When we had our recent internal audit, we discussed the issue with our trees.

The auditor advised that she has been at other Councils who have given “licences” to residents/businesses to collect timber from their woods.

Essentially it is at the persons own risk and for manual tools only. For those wanting to use a chainsaw then a “licence” is only granted if they can show a valid chainsaw training certification.

As members will be aware we have recently cut 50 trees and our plan is to cut a further 70-80 next year and each year afterwards until the Ash has been removed.

Our issue over time is going to be removal of the trees. Access is very restricted and effectively by hand only (may be possible by horse, but even that might be difficult).

This would give us an opportunity to have some wood removed at no cost to us, indeed we could charge for issuing the licence as a way of raising some funds. For example

- Residents of Pontyclun area collecting for themselves – free
- Residents from outside Pontyclun collecting for themselves - £10.
- Commercial businesses based in Pontyclun - £20
- Commercial businesses based outside pontyclun - £50.

Action – what do members wish to do regarding this timber?

Cyngor Tref Pontyclun Town Council

Potential options for toilets at Pontyclun Park

We do not currently offer toilet facilities at the park.

Over the years a number of Councillors have asked about potentially arranging something, particularly over the summer months. We believe this would prove popular with park users and also those that use the adjacent Rugby pitches.

We know that to arrange something permanent would cost many thousands of pounds, which may not justify the cost bearing in mind that usage in winter is likely to be low. There is a possible option to provide summer toilets using “portaloo’s”

The council could hire a portaloo for 20 weeks running from late May through to start of October. These are the busiest weeks of the year for park usage.

The hire company would service it weekly, however we would need to arrange cleaning at a more regular interval.

The clerk has arranged quotes from one hire company to establish a base line.

Two levels of toilet – Event toilets and site toilets. Both are the same except that new toilets become event toilets and after some use become site toilets (building sites). Essentially event toilets will look nicer.

Costs are £35 pw for event toilets and £25 pw for site toilets with a delivery and collection price of £40.

Assuming we hired an event toilet for 20 weeks, cost would be £780 plus our cleaning cost.

Our servicing

With the plans the council has for additional facilities and the likely absence over the winter of our caretaker for an operation our Caretaker team will need additional support over the summer.

Our suggestion is that we recruit someone for 9 hours a week for 20 weeks – 3 hours a day for 3 days a week.

This person would do things like

- Clean the park toilet.
- Litter pick the park/empty bins.
- Litter pick Car park/ Community centre area
- Look after War memorial area.
- Look after planters at Community centre/car park.
- Mow lawns at community centre

The time freed up for our caretakers would be used to deliver the additional benches, planters etc that we would wish to install.

9 hours a week for 20 weeks = 180 hours.

Cost would be about £2200 including some cleaning materials and toilet rolls.

Funding

This funding would need to be found from Budget.

If funding was not available from budget, the provision of toilet facilities is additional infrastructure, so could be funded by CIL.

All the staff time would also be eligible for CIL funding as is being used free up time to deliver new CIL assets.

Action – do members wish to try and deliver toilet facilities at the park using portaloos as a pilot in 2024

Cyngor Tref Pontyclun Town Council

Community infrastructure Levy (CIL)

We have been advised that a sum of just over £58k is due to be received as CIL from the Cefn y Hendy development. This is the first payment from these works and we will probably get irregular payments going forward.

The council recently agreed a schedule of CIL works and we have also had requests from the public this year for actions which we have not been able to fund.

CIL monies can be used to fund new infrastructure and then help maintain it. It

The Clerk recommends that we use some of the funds to initially deal with the infrastructure which the Council has agreed to but is outside this year's budget. This will allow delivery of these projects to be brought forward with reduced impact on reserves.

Then once budget for 2024-25 has been set the Council to look at what we have not been able to fund in budget and allocate CIL funding accordingly.

Projects agreed for funding.

1. 6 Dog poo bins
2. Bench and raised beds at the Hollies.
3. Fence and steps at Riverside walk
4. Design work for 6 History trails to prepare PDFs for launch.
5. Funding new planters by YGGG school and library in conjunction with Friends of Pontyclun and local schools

We have also agreed to part fund 2 benches following local fundraising which was proposed. We could use the CIL to buy these now.

1. Special design bench by Pontyclun FC
2. Bench on Cycle path (roughly behind Concrete canvas)

Other quick impact actions

1. The area around the War memorial has been greatly enhanced in last year or so. However, one bench remains in poor condition and a new special bench should be added to that area.
2. As the CIL funds are from works in Cefn y Hendy it would be appropriate for at least some funds to be spent quickly in the area.
 - a. 2 new benches. Councillor Binning has already been in discussions with residents and 2 possible locations identified.
 - b. We could offer to pay RCT a sum to fund a bus shelter in the area. RCT will be putting 2 up in the area and we would fund a third.
3. As it can take 2-3 months for delivery of new benches Clerk recommends purchasing say 3 additional metal benches for installation in H1 2024. Final locations can be decided later however the following replacements have all been asked for by residents in the last 12m.
 - a. By Library

- b. Heol Miskin
- c. By Fire station

Overall, this would be 9 new benches to be ordered at the same time giving us an opportunity to save money on delivery and potentially obtain a discount.

Members should also note that we can use CIL money to maintain the assets purchased with CIL funds so we should set aside an appropriate sum to support future repair/replacement of the bins and benches bought now.

Other possible actions with longer timescales

Whilst we would make longer term decisions regarding these funds after budget has been set the Council may wish to consider Electric Christmas trees for Cefn y Hendy and Ynysddu at this time.

This is because ex rental stock often becomes available to purchase cheaply in January so there may be an opportunity to acquire ahead of this discussion.

Action – Members to confirm actions now.

Cyngor Tref PONTYCLUN Town Council

Independent Remuneration panel for Wales

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

The final report is due to be issued in Spring 2024, however a draft report has been issued now to assist in budgeting for 2024-25

Members should note that there are no changes proposed from last year and the following is what the Council agreed for 2023-24:-

1. The Clerk will make arrangements to pay Councillors their £156 allowance towards costs without them requesting it.
 - a. Members are able to decline this payment.
 - b. For budgeting the Clerk will assume all those who declined in 2023 will do so again in 2024. If there are any members who plan to change their minds, please advise the Clerk accordingly.
 - c. Payments for those who took the payment in 2023 will be paid in April 2024.
2. Councillors are able to claim the costs of consumables (e.g., toner) by making an expenses claim including submission of receipts.
3. Any Councillors who wish to claim reimbursement necessary costs in relation to care of dependent children and adults, subject to receipts, may do so. Please advise the Clerk as soon as possible so they can be budgeted for.
 - a. Up to now none have been claimed.
4. The Council agreed to reimburse Councillors for actual costs of
 - i. Travel & subsistence for authorised duties
 - ii. actual losses incurred by members by attending authorised duties
 - iii. subject to the limits described in the report.
 - iv. Up to now none have been claimed.
5. The Council has resolved not to offer any payments to Chair, Deputy Chair and Senior Councillors.
 - a. Note that even if Council resolves to make payments available individuals may decline to accept.
 - b. Chair – max payment £1500
 - c. Vice Chair – max payment £500
 - d. Senior Councillors with specific responsibilities (e.g., Working Group conveners) – max £500.
6. The Council declined to offer an attendance allowance.
 - a. This is allowed up to £30 a time.
 - b. Members claiming for financial loss would not be eligible and if we were to implement this.
 - c. We would need to develop and publish the scheme.

Members should be aware that all payments to Councillors are published annually on our website and reported to the Independent Remuneration panel.

Action – Council to confirm 2024 allowances regime for budget planning (subject to confirmation in spring)