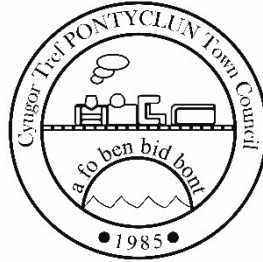


## Cyngor Tref Pontyclun Town Council

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**  
**Canolfan Gymunedol Pontyclun**  
**Heol yr Orsaf**  
**Pontyclun**  
**CF72 9EE**  
**Ffôn: 01443 238500**  
**E-bost: [clerk@pontyclun-cc.gov.wales](mailto:clerk@pontyclun-cc.gov.wales)**  
**Gwefan: [www.pontyclun.net](http://www.pontyclun.net)**



**Council Office**  
**Pontyclun Community Centre**  
**Heol yr Orsaf**  
**Pontyclun**  
**CF72 9EE**  
**Telephone: 01443 238500**  
**E mail: [clerk@pontyclun-cc.gov.wales](mailto:clerk@pontyclun-cc.gov.wales)**  
**Website: [www.pontyclun.net](http://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 November monthly meeting of Pontyclun Town Council held at 7.00 p.m. on Thursday 9<sup>th</sup> November 2023.

PCC Member attendance at public Council meetings											
	2022					2023					
Member name	Nov	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov
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. **Apologies received from Councillors Binning, Owen S, Owen W, Sparks and Willis**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
  - a. **No new disclosures made.**
3. Public presentations to Council
  - a. **There were no presentations.**
4. To confirm minutes of the Council's monthly meeting of 12<sup>th</sup> Oct. are a true record and discuss minor matters arising from them.
  - a. **The minutes were agreed as a true record. There were no matters arising.**
5. To consider report on Council Payments and finances
  - a. **The Council confirmed payments for August and September**
  - b. **The Council agreed to purchase of floral arrangements for summer 2024 including for an additional 2 planters at the War Memorial not included in the quote received.**
6. To receive update on Community Events in 2023/4
  - a. **The Council decided to review the Christmas shop fronts in Pontyclun in 2023, awarding commended certificates to those Shops which the members saw as particularly worthy.**
  - b. **The Council decided that, to help families, the Santa Grotto should be provided at the Christmas fayre at a nil or nominal cost.**
  - c. **Councillor Kelly Sherratt will approach local businesses to try and obtain some donations in kind so that Children visiting the Grotto could receive a small gift.**
7. To receive an update from Town Status working group
  - a. **The Council noted the reports and agreed the following.**
    - i. **The existing Council logo to be amended to reflect Town status.**
    - ii. **We would aim to deliver a presentation at the start of the Christmas Fayre to commemorate Town Status**
      1. **The Clerk to invite the Leader of RCT Council; The RCT Councillor for Pontyclun Central; Head of Democratic services RCT; The local Senedd members; The local Members of Parliament and representatives of the adjacent Community Councils**
    - iii. **The Council would include a sum of up to £10k in its 2024-25 budget discussions towards activities recommended by the Working group.**
    - iv. **To engage Pontyclun Primary and YGGG schools in helping support a project to create murals to celebrate Pontyclun's history.**
    - v. **The Council agreed to commemorate the 175<sup>th</sup> anniversary of the opening of Pontyclun Railway station by way of information signage at the station.**
    - vi. **The Council agreed to support the RCT CBC War Memorial plan to recognise the war dead commemorated by way of accessing their histories via a QR code at the memorial.**
      1. **Council to also make this history available in hard copy at the library and at the Council Offices.**
      2. **If grant funding could be obtained, then display boards near the memorial could be considered as a way of displaying this information.**

8. To consider grant requests
  - a. **The Council agreed the following grants.**
    - i. **Llantrisant Young farmers - £200**
    - ii. **Young at Heart (Tuesday group) - £100**
    - iii. **Miskin and Mwyndy WI - £150**
    - iv. **Llantrisant Netball club - £200**
9. To consider Council Administration improvement plan
  - a. **The Council confirmed the proposed plan.**
10. To consider defibrillator for Brynsadler
  - a. **The Council agreed to purchase a defibrillator for Brynsadler using Community Infrastructure levy funds.**
11. To receive and accept interim internal audit report.
  - a. **The Council noted and accepted the Interim internal report for 2023-24**
12. Update on Ivor woods trees
  - a. **The Council agreed to offer local residents and businesses the opportunity to collect felled wood at their own risk from Ivor Woods under a licencing scheme.**
  - b. **Free to residents, nominal charge for businesses**
  - c. **Power saws to only be allowed where suitable evidence of training in their use can be provided.**
13. Report on potential toilet options for Pontyclun park
  - a. **The Council decided not to progress with proposed scheme to deliver toilets to Pontyclun Park by way of portaloo.**
14. To discuss Community Infrastructure levy funds (CIL)
  - a. **The Council agreed to use CIL funds towards the following matters.**
    - i. **Purchase of 6 new dog poo bins**
    - ii. **Creation of raised beds/planters at YGGG School and at the Library in Pontyclun**
    - iii. **Design work for history trails and preparation of pdf routes for them**
    - iv. **Bench and raised beds at Hollies.**
    - v. **Memorial benches at Pontyclun FC and by War Memorial in Pontyclun**
    - vi. **New benches along Cycle path to Talbot Green, by Pontyclun Library, By Fire station; along Heol Miskin**
    - vii. **2 new benches in Cefn y Hendy – locations to be agreed by Councillors for Pontyclun West**
    - viii. **Where new physical assets are purchased a sum equivalent to purchase cost to be set aside into earmarked reserves for ongoing maintenance and replacement in due course**
    - ix. **Clerk to engage with RCT CBC regarding (part) funding the placement of a bus shelter in Cefn y Hendy and to report back for Council agreement of any actions.**
  - b. **The Council will discuss further CIL disbursements in 2024 after budget for 2024-25 has been set.**
15. To discuss draft report of the Remuneration panel for Wales
  - a. **The Council agreed to the same allowances and payments for 2024-25 as in 2023-24**

This is a true copy of the minutes of the November Council meeting of Pontyclun Town Council. The signed original can be viewed at the Council offices.

## ***Cyngor Tref PONTYCLUN Town Council***

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### **Payments for confirmation**

The Council's payments for last quarter are provided for confirmation by members.

**Action – members to confirm payments for October, November and December**

### **Staff pay**

The Council's published policy is to implement the pay agreed nationally by the National Association of Local Councils.

For 2023-24 this has been agreed at £1925 fixed per Full Time Equivalent staff member with part time staff receiving a pro rata payment. This is back dated to 1<sup>st</sup> April 2023.

**Action Council to confirm implementation of pay round for 2023-24**



Time: 08:38

## Current Bank A/c General

## List of Payments made between 01/10/2023 and 31/10/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/10/2023	Merched y Wawr	FPO	200.00		Grant awrdd @14 Sept'23
02/10/2023	Pontyclun RFC	FPO	3,000.00		Grant awarded @14 Sept'23
02/10/2023	Rhondda Cynon Taf C.B.C.	FPO	1,863.49		Er+Ee Pens Conds Sept'23
02/10/2023	Screwfix Direct Ltd	DD	56.80		Cam Locks+Cable Ties
03/10/2023	Amazon Marketplace	BCARD	202.50		x10 Norway Slim Xmas Trees
05/10/2023	2Go Software	BCARD	46.49		Microsoft 365 x6 Users
05/10/2023	Amazon Marketplace	BCARD	26.99		x40 Light Up Foam Sticks
05/10/2023	Amazon Marketplace	BCARD	54.47		x2 Waterproof Bucket Hats
05/10/2023	Amazon Marketplace	BCARD	9.89		Waterproof Spray
05/10/2023	Amazon Marketplace	BCARD	19.28		x20 Clips for Bins
05/10/2023	HelloPrint	BCARD	100.56		x3 Xmas Banners
05/10/2023	Amazon Marketplace	BCARD	31.23		x36 Glow Sticks
05/10/2023	Amazon Marketplace	BCARD	29.40		x72 Party Bag Fillers
05/10/2023	Amazon Marketplace	BCARD	40.41		x144 Party Favours
05/10/2023	Amazon Marketplace	BCARD	56.41		x60 Glow Sticks
05/10/2023	ebay	BCARD	30.56		x50 Spring Hook Clips
05/10/2023	Trent Plastic Fabrications Ltd	BCARD	91.21		x5 Corrugated Fluted Sheets
05/10/2023	2GoSoftware	BCARD	46.49		Microsoft 365 x6 Users
05/10/2023	Amazon Marketplace	BCARD	99.75		x5 Black Bins
05/10/2023	Tooltime Uk Ltd	BCARD	27.99		Cable Puller Winch for Trailer
05/10/2023	All Traffic Products Ltd	BCARD	134.30		Steel Banding+Banding Tool
05/10/2023	ebay	BCARD	135.90		x100 Minature Daffodils
05/10/2023	TEMU	BCARD	15.35		Xmas Banner and Flags
05/10/2023	OWhelenadsale	BCARD	48.80		Xmas Trees+Decorations
05/10/2023	2Go Software	BCARD	-46.49		Microsoft 365 x6 Users
09/10/2023	Cleanmate Ltd	FPO	297.92		Cleaning 04/09 to 15/09
09/10/2023	Cleanmate Ltd	FPO	297.92		18/09 to 29/09
09/10/2023	One Voice Wales	FPO	38.00		A Sparks @13 Sept'23
09/10/2023	British Telecom	DD	61.44		Office+Broadband 09/23
09/10/2023	Leekes Ltd	FPO	58.75		Paint+Painbrush+Cleaner
09/10/2023	British Telecom	DD	11.92		Caretaker Mobile 10/23
20/10/2023	Swalec	DD	24.34		02 Sept'23 to 02 Oct'23
23/10/2023	[REDACTED]	SO	856.88		October'23
23/10/2023	[REDACTED]	SO	1,740.38		October'23
23/10/2023	[REDACTED]	SO	1,283.38		October'23
23/10/2023	[REDACTED]	SO	1,311.10		October'23
23/10/2023	[REDACTED]	SO	1,116.84		October'23
23/10/2023	HMRC	BP	1,517.78		Tax+NI Conds 10/23
27/10/2023	Lloyds Bank	PAY	7.00		10 August'23 to 09 September'2

Total Payments	14,945.43
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Date: 06/12/2023

## Pontyclun Community Council

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Time: 09:36

User: KJ

## Bank Reconciliation up to 30/11/2023 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/11/2023	FPO	300.00		300.00		R	Auditing Solutions Ltd
01/11/2023	FPO	95.76		95.76		R	Boverton Nurseries Ltd
01/11/2023	FPO	297.92		297.92		R	Cleanmate Ltd
01/11/2023	FPO	297.92		297.92		R	Cleanmate Ltd
01/11/2023	FPO	1,863.49		1,863.49		R	Rhondda Cynon Taf C.B.C.
01/11/2023	FPO	203.20		203.20		R	Rhondda Cynon Taf C.B.C.
01/11/2023	FPI		20.00	20.00		R	Receipt(s) Banked
01/11/2023	FPI		-20.00	-20.00		R	Receipt(s) Banked
01/11/2023	FPI SJ Nor		20.00	20.00		R	Receipt(s) Banked
03/11/2023	TFRLLOYDS		75.00	75.00		R	Receipt(s) Banked
06/11/2023	DD	62.93		62.93		R	British Telecom
06/11/2023	BCARD	4.95		4.95		R	Amazon Marketplace
06/11/2023	BCARD	6.99		6.99		R	Amazon Marketplace
06/11/2023	BCARD	4.25		4.25		R	Amazon Marketplace
06/11/2023	FPO	27.58		27.58		R	Leekes Ltd
06/11/2023	BCARD	726.73		726.73		R	Genpower Ltd
06/11/2023	BCARD	7.66		7.66		R	Amazon Marketplace
06/11/2023	BCARD	11.65		11.65		R	Amazon Marketplace
06/11/2023	BCARD	13.65		13.65		R	Amazon Marketplace
06/11/2023	BCARD	64.85		64.85		R	HelloPrint
06/11/2023	BCARD	38.97		38.97		R	Halfords
06/11/2023	BCARD	113.81		113.81		R	Tesco
06/11/2023	FPO	50.00		50.00		R	C Carmichael
06/11/2023	FPO	25.00		25.00		R	1st Pontyclun Brownies
06/11/2023	FPO	25.00		25.00		R	Pontyclun Bosom Pals
06/11/2023	BCARD	9.79		9.79		R	Amazon Marketplace
06/11/2023	BCARD	46.98		46.98		R	Amazon Marketplace
06/11/2023	BCARD	-726.73		-726.73		R	Genpower Ltd
06/11/2023	BCARD	726.74		726.74		R	Genpower Ltd
06/11/2023	BGCRCT		58,435.14	58,435.14		R	Receipt(s) Banked
06/11/2023	FPO1STPONT		25.00	25.00		R	Receipt(s) Banked
06/11/2023	FPOBOSOMP		25.00	25.00		R	Receipt(s) Banked
06/11/2023	FPO		-25.00	-25.00		R	Receipt(s) Banked
06/11/2023	FPOBOSOMP		-25.00	-25.00		R	Receipt(s) Banked
07/11/2023	FPICARROT		20.00	20.00		R	Receipt(s) Banked
08/11/2023	DD	127.80		127.80		R	Grenkeleasing Ltd
08/11/2023	CPT	80.00		80.00		R	The Royal British Legion
08/11/2023	VISA	21.00		21.00		R	Rhondda Cynon Taf C.B.C.
08/11/2023	BGCHensoIC		20.00	20.00		R	Receipt(s) Banked
10/11/2023	VISA	21.00		21.00		R	Rhondda Cynon Taf C.B.C.
13/11/2023	FPITOFTONK		20.00	20.00		R	Receipt(s) Banked
14/11/2023	DD	2.32		2.32		R	British Telecom
16/11/2023	FPO	197.40		197.40		R	Floodlighting&Electr Serv Ltd
16/11/2023	FPO	25.00		25.00		R	ABlaze
16/11/2023	FPO	200.00		200.00		R	Llantrisant Netball Club
16/11/2023	FPO	150.00		150.00		R	Miskin and Mwyndy
16/11/2023	FPO	25.00		25.00		R	Pontyclun Primary
16/11/2023	FPO	2,677.99		2,677.99		R	Rhondda Cynon Taf C.B.C.

Date: 06/12/2023

## Pontyclun Community Council

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Time: 09:36

User: KJ

## Bank Reconciliation up to 30/11/2023 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/11/2023	FPO	188.00		188.00		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
16/11/2023	FPO	100.00		100.00		R <input checked="" type="checkbox"/>	Young at Heart (Tuesday Group)
16/11/2023	FPO	187.76		187.76		R <input checked="" type="checkbox"/>	SSE Ltd
20/11/2023	DD	23.46		23.46		R <input checked="" type="checkbox"/>	Swalec
21/11/2023	SO	856.88		856.88		R <input checked="" type="checkbox"/>	[REDACTED]
21/11/2023	SO	1,740.18		1,740.18		R <input checked="" type="checkbox"/>	[REDACTED]
21/11/2023	SO	1,283.38		1,283.38		R <input checked="" type="checkbox"/>	[REDACTED]
21/11/2023	SO	1,311.10		1,311.10		R <input checked="" type="checkbox"/>	[REDACTED]
21/11/2023	SO	1,117.04		1,117.04		R <input checked="" type="checkbox"/>	[REDACTED]
21/11/2023	BP	1,517.78		1,517.78		R <input checked="" type="checkbox"/>	HMRC
21/11/2023	FPIATWIGG		28.00	28.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/11/2023	FPISTUARTM		250.00	250.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/11/2023	DD	168.00		168.00		R <input checked="" type="checkbox"/>	Grenkeleasing Ltd
23/11/2023	VISA	99.00		99.00		R <input checked="" type="checkbox"/>	Home Bargains
24/11/2023	VISA	99.99		99.99		R <input checked="" type="checkbox"/>	Home Bargains
24/11/2023	FPIEROBINS		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/11/2023	DD	15.64		15.64		R <input checked="" type="checkbox"/>	EE Ltd
27/11/2023	FPO	16.33		16.33		R <input checked="" type="checkbox"/>	Blue Sky Digital Solutions Ltd
29/11/2023	FPO	25.00		25.00		R <input checked="" type="checkbox"/>	1st Pontyclun Scouts
29/11/2023	FPO	50.00		50.00		R <input checked="" type="checkbox"/>	C Carmichael
29/11/2023	FPO	297.92		297.92		R <input checked="" type="checkbox"/>	Cleanmate Ltd
29/11/2023	FPO	297.92		297.92		R <input checked="" type="checkbox"/>	Cleanmate Ltd
29/11/2023	FPO	200.00		200.00		R <input checked="" type="checkbox"/>	Llantrisant Young Farmers
29/11/2023	FPO	1,863.49		1,863.49		R <input checked="" type="checkbox"/>	Rhondda Cynon Taf C.B.C.
29/11/2023	PAY	8.70		8.70		R <input checked="" type="checkbox"/>	Lloyds Bank Plc
29/11/2023	FPO	1,583.93		1,583.93		R <input checked="" type="checkbox"/>	Wybone Ltd
30/11/2023	DD	43.20		43.20		R <input checked="" type="checkbox"/>	Toshiba Tec UK Imaging Systems
		20,926.30	58,898.14				

## Signatory 1:

Name  Signed ..... Date .....

## Signatory 2:

Name ..... Signed ..... Date .....

Date: 16/01/2024

## Pontyclun Town Council

Page 1

Time: 09:08

User: KJ

## Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/12/2023	DD	51.65		51.65		R	Screwfix Direct Ltd
01/12/2023	DD	31.98		31.98		R	Screwfix Direct Ltd
01/12/2023	DD	24.81		24.81		R	Screwfix Direct Ltd
01/12/2023	CHQ	180.00		180.00		R	Anne Williams
01/12/2023	VISA	3.35		3.35		R	Co-op
04/12/2023	VISA	24.21		24.21		R	Tesco
04/12/2023	FPIATWIGG		28.00	28.00		R	Receipt(s) Banked
05/12/2023	BCARD	67.89		67.89		R	HelloPrint
05/12/2023	BCARD	4.09		4.09		R	Amazon Marketplace
05/12/2023	BCARD	22.99		22.99		R	Amazon Marketplace
05/12/2023	BCARD	16.10		16.10		R	Amazon Marketplace
05/12/2023	BCARD	18.18		18.18		R	Amazon Marketplace
05/12/2023	BCARD	92.41		92.41		R	BCW Office Products
05/12/2023	BCARD	32.00		32.00		R	eBay
05/12/2023	BCARD	23.08		23.08		R	Tesco
05/12/2023	BCARD	96.89		96.89		R	Tesco
05/12/2023	BCARD	25.86		25.86		R	Talbot News & Gifts
05/12/2023	BCARD	27.22		27.22		R	Amazon Marketplace
05/12/2023	BCARD	30.00		30.00		R	Help For Heroes
05/12/2023	BCARD	59.29		59.29		R	Amazon Marketplace
05/12/2023	BCARD	4.49		4.49		R	Amaazon Marketplace
05/12/2023	BCARD	32.00		32.00		R	ebay
05/12/2023	BCARD	341.82		341.82		R	Ultimate One Ltd
05/12/2023	BCARD	-25.86		-25.86		R	Talbot News & Gifts
05/12/2023	BCARD	25.86		25.86		R	Tesco
05/12/2023	BCARD	-32.00		-32.00		R	ebay
06/12/2023	FPO	60.00		60.00		R	Helen Parsons
06/12/2023	FPO	3.00		3.00		R	Leekes Ltd
06/12/2023	FPO	16.58		16.58		R	Leekes Ltd
06/12/2023	FPO	25.00		25.00		R	Llantrisant+District Forum 50+
07/12/2023	DD	68.38		68.38		R	British Telecom
11/12/2023	VISA	20.12		20.12		R	Aldi Stores Ltd
11/12/2023	FPIRSMITH		20.00	20.00		R	Receipt(s) Banked
14/12/2023	DD	7.12		7.12		R	British Telecom
15/12/2023	FPIKGILL		40.00	40.00		R	Receipt(s) Banked
20/12/2023	FPO	200.00		200.00		R	Audit Wales
20/12/2023	FPO	200.00		200.00		R	Audit Wales
20/12/2023	FPO	3,035.81		3,035.81		R	Rhondda Cynon Taf C.B.C.
20/12/2023	FPO	16.96		16.96		R	Tara Davies
20/12/2023	FPO	1,908.00		1,908.00		R	Alpine Marquees
21/12/2023	SO					R	K James
21/12/2023	SO					R	D Norfolk
21/12/2023	SO					R	R Blank
21/12/2023	SO					R	T Davies
21/12/2023	SO					R	J Roszkowskii
21/12/2023	SO					R	H Oaklet
21/12/2023	SO					R	H Oaklet
21/12/2023	SO					R	H Oakley

Date: 16/01/2024

## Pontyclun Town Council

Page 2

Time: 09:08

User: KJ

## Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
21/12/2023	BP	3,535.81		3,535.81		R <input checked="" type="checkbox"/>	HMRC
21/12/2023	DD	23.46		23.46		R <input checked="" type="checkbox"/>	Swalec
22/12/2023	BP	9,517.20		9,517.20		R <input checked="" type="checkbox"/>	Floodlighting&Electr Serv Ltd
27/12/2023	DD	15.64		15.64		R <input checked="" type="checkbox"/>	EE Ltd
28/12/2023	DD	36.23		36.23		R <input checked="" type="checkbox"/>	Blue Sky Digital Solutions Ltd
29/12/2023	FPO	1,583.93		1,583.93		R <input checked="" type="checkbox"/>	Wybone Ltd
29/12/2023	FPO	-1,583.93		-1,583.93		R <input checked="" type="checkbox"/>	Wybone Ltd
29/12/2023	PAY	7.00		7.00		R <input checked="" type="checkbox"/>	Lloyds Bank plc
29/12/2023	TFRRCTCBC		68,418.34	68,418.34		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>29,408.54</u>	<u>68,506.34</u>				

Signatory 1:

Name

Signed

Date

Signatory 2:

Name

Signed

Date

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## *Cyngor Tref Pontyclun Town Council*

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### Update on Community Events

The Council's Christmas events have now concluded, and initial feedback is provided for Members.

Appendix 3a lists suggestions for improvements for 2024 from staff, Councillors, visitors and traders.

The following are the key recommendations which are achievable for 2024 and budget includes an allowance for these. The officers will also be aiming to do some of the other smaller changes as well.

#### **Christmas tree lights switch on.**

This event was trialling its new location by the War memorial with a few stalls to judge public attendance and reaction.

Approx 200-250 members of the public attended.

We had

- 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

Feedback online was positive.

Suggested improvements for 2024.

1. Better lighting
2. PA system
3. Extra 2-3 stalls ideally local businesses as this is a short event.
4. Mulled wine/Hot Chocolate

One other query for Council to resolve is date for this. We have always done 1 week before Xmas fayre (Last Sat in Nov) or move to be a bit earlier and do it 2 weeks before.

**Action – Council to Confirm**

#### **Christmas Fayre 2023**

The fayre was well attended by residents and feedback from traders and visitors was positive, despite the very cold weather.

Overall, on the day we had 78 stalls/games/rides plus 4 musical acts and background music

Due to cold weather and the fact that many stalls had sold out early we allowed the fayre to finish at around 5.15pm

Suggested improvements for 2024 :-

1. Additional shop front stalls
2. Ask Slimming world lady to use office so we can start/finish earlier.
3. Move snow machine to by small marquee.
4. Music for Community Centre and Café 50 using Echo dot.
5. Music for marquee using CD player and some decoration there too.

### **Marquee events**

3 events ran in the marquee this year.

- Friday night – Twmpath for RCT Eisteddfod
- Sunday afternoon – Wreath Making for Hope Rescue
- Sunday Evening – German Night for Friends of Pontyclun

Overall, nearly £2k was raised across the three events and we should aim to have a similar number of events next year too.

We would recommend that at most only one of these is organised by Councillors with the others being fully managed by other organisations.

**Action – Council to confirm.**

### **Community group Christmas tree competition**

This was being run this year for the first time and involved 9 community groups decorating a tree in one of 9 shops. The aim was to engage local groups and shops in making the high street more festive and encourage people into the shops.

The public were asked to vote for their favourite tree with over 950 votes cast during the voting period.

The staff recommend we do this again in 2024 expanding to 15 groups/trees/shops.

**Action – Council to Confirm**

### **Christmas shop fronts competition**

This year we ran our shop front competition again. Councillors looked at the shops and agreed a winner and 7 more shops commended.

In total 26 more shops had decorations with 16 having no visible decorations

**Action - Would Councillors wish to run a further event in 2024?**

**Do we wish to do something similar for domestic properties?**

## **RCT Christmas funds**

As Pontyclun is now a town the opportunity may arise to bid for RCT Council's Christmas funding.

The Council should consider what it may wish to do, so that should this opportunity arise the Council Officers are ready to bid for this.

As these funds are not guaranteed and indeed with budget cuts may get smaller over time, the Officers recommend that we should consider bidding for asset items which would benefit us over a number of years.

Opportunities include:-

Improve what we have.

- Buy a snow machine.
- Get a PA system.
- Get Staging
- Get more Christmas lights installed in Pontyclun.

Do something new.

- Christmas Tree in Ynysddu/ Cefn y Hendy/Miskin
- Lighting ceremony in Groesfaen, and/or Ynysddu/Cefn y Hendy depending on if tree is arranged.
- Lights at Cefn y Hendy or centre of old Miskin
- Ice rink/tobogganing slide for a weekend
- Fairground games in marquee for Sunday after fair or Friday night

**Action – Council to agree preferred options.**

[2024 events](#)

A reminder for 2024 Council organised event dates

Picnic in the Park – Saturday 8<sup>th</sup> June

Food Festival – Saturday 24<sup>th</sup> August

Christmas Festival – Light switch on Saturday 30<sup>th</sup> Nov

Fayre Saturday 7<sup>th</sup> December

In addition, we will arrange some activities for Easter.

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

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



## Improvements for Pontyclun Christmas festival

The following are suggestions from the Council staff, Councillors, visitors and traders (visitors and traders were surveyed using an online survey)

### Feedback from Councillors and Staff

#### General improvements

- Community Christmas tree competition was popular, so aim to expand by having 15 trees in 2024.
- Lights around Tabernacle chapel fence/building
- Try to do something with the 2 hanging basket brackets - solar lights and outdoor garlands/large baubles?
- Promote more of the other events being run by other groups in the area – St Paul's fete, School Christmas fairs etc.
- Try to ensure that there are as few clashes between events as possible.
- We need more helpers/volunteers to help run the events.

#### Improvement suggestions for Pontyclun Tree lighting ceremony

##### **Admin/arrangements**

- Set aside specific areas for bands, stalls, standing room.
- Have a PA system.
- Consider staging.
- Add some more lighting using solar lamps/generator.

##### **On the day activities**

- More stalls - say 3-4 community groups doing hot chocolate, mulled wine, burgers/hot dogs plus sweets shop, dominos? And Council stall
- More Carols –perhaps add say 2-3
- Encourage people to bring a glass lantern for lighting – e.g. even do a lantern making session before hand.
- Have a sleigh for kids to sit in for photos – can then be used at Xmas fayre too.

## Improvement suggestions for Pontyclun Christmas fayre

### **Admin/arrangements**

- Do not do events 3 days running involving Councillors unless have more volunteers.
- No sharing of power for large users
- Sign for Cafe 50 door saying no entry go to Community Centre
- More stalls in front of shops
  - Kudos 3x3
  - Grey Hare 2x2
  - Bernice 2x2
  - Tabernacle 3x3
  - Anne's chemist 2x2
  - Hakasan 2x2
  - Credit Union 2x2
  - Clinikind 3x3
- Ask the slimming world lady to do her weigh in in the office so we can start fayre earlier - say 12-5
- Inside marquee does not look too festive

### **On the day activities**

- Have Snow machine to by where music is.
- Curling did not work.
- If Council runs Santa grotto again, we need approx. 150-175 selection boxes for Santa.
- Music in cafe 50/Cc and marquee and some decorations in Marquee to make more festive
- Seating? How could we do this?

## Feedback from survey of visitors

Visitors were asked to suggest improvements.

### **Hours**

Maybe lengthen event and run over 2 weekends.

Extend opening hours slightly.

Maybe look at times 12:30-5:30 as at 6 it's dark, colder and fewer families come then.

*Response –*

1. *looking at seeing if we can change hours to run from noon till 5 or even 11-5*
2. *uneconomic for us to run over a longer period and would clash with other local events.*
3. *We are now trying to promote all the events as a Christmas festival.*

### **Stalls**

More activities on high street x 2

More for children that does not cost the earth.

More variety of stalls.

Lots of charity stalls inside. *(In fact, only 3 out of 17 – Bosom Pals, over 50s forum and YGGG PTA and they were selling goods! Plus, Welcome Friends with a Raffle)*

Not enough present style stalls

Had no outside coffee stall.

Maybe some hot mince pies

No MLM – *we let one in to fill a space from a late cancellation.*

*Response – will work on better mix for 2024.*

### **Other on the day stuff**

The marquee could be for sitting etc. – *looking at options for seating but do not wish to lose stall spaces.*

More live music/singing.

### **Admin**

Traders blocking outside cafe 50 – *deliberate to enforce one way system in the building. Will put sign on Café 50 door in future as well.*

Couldn't hear the entertainment due to the generators. – *noted will see what can be done*

Advertise Santa's Grotto as free and a set time he's there – *was advertised as free and Santa was there all the time the fayre was open.*

Better signage – *not clear what for but will review again.*

Three visitors commented about closing early – *this was decision made on the day due to cold weather and the fact that visitors had largely stopped coming by 5. At least 1 trader was concerned that their remaining stock would be ruined by freezing unless she packed it away, so Councillors present agreed to stop early. If we can start earlier, we would finish earlier, and this issue might reduce.*

## Survey feedback from Traders at Christmas fayre

Traders were asked what could have worked better and if there was anything they had seen at other events that we could use to make us better.

### Festive feel

- There was no music in marquee.
- Music in the marquee
- Make the marquee more Christmassy with fairy lights.
- We need Christmas music , lack of it resulted in lack of atmosphere.
- The lighting in & outside the marquee wasn't Christmassy enough.
- Music inside would have been nice, to liven up the atmosphere.
- Reindeer Brass band Indoor music festive balloon décor
- Festive music right through Decorations
- Couldn't hear music in marquee.
- Music playing inside Characters meet and greet.
- Background music as traders set up (*this is on as soon as the system is set up*)

*Response – aiming to have music in Community centre/ Café 50 and marquee next year and do some decoration in the marquee too. This will increase set up work.*

### Timings

- Maybe moving the event an hour earlier? - The busiest time for us was the first few hours.
- The set-up times I had to be there 3 hours before the event started.
- Remain open for longer.
- Timings-we noticed that from around 5pm we had basically no footfall and the car park was pretty empty for customer, hence why we started packing down at around 5:20-5:30 which I'm aware may have disappointed late arrivals. Perhaps an earlier start and earlier finish would work better?
- maybe start time one hour earlier
- There were also members of the public coming on site from around 12:30 even though it didn't officially start till 1:30 which was a bit awkward while trying to set up.
- Finish earlier as it was really quiet for the last hour.

*Response – we are restricted in start time due to a booking in the Community centre. Will try again to see if this can be resolved to allow an earlier start and finish. This will also reduce set up time as people will need to work faster.*

## Admin

- A table plan for the tables in the marquee x 2
- Would be better if you could provide us all with tables – *we do not have enough tables to do so.*
- Increased lighting – *cannot do this without additional generators, which make more noise and cost.*
- Outdoor seating with heating to encourage visitors to stay longer.
- Heating for traders
- More space for traders in marquee x 2
- Gaps between tables so stall holders can move between them without risk of knocking someone else's shelves.
- A slightly larger pitch size would be good to account for the 3m gazebos. We were touching the gazebo on our left meaning there was no space to walk around the stall, but there was lots of empty space in front of us.
- More handmade products not so many of the same stalls.
- too many wooden stalls
- Better signage for toilets
- Solve the parking problem e.g. Buses every 15 mins from Y Pant ( or similar) designated parking ?

## Responses –

1. *Have always let stalls set up as they arrive but could fix locations in the marquee.*
2. *Some stalls took too much space. Will reiterate in briefings the space allocated.*
3. *Working on better mix of stalls. Some stalls from 2023 will not be invited back to free space for new ones.*

## On the day stuff

- The Chair is at the entrance of the car park to greet everyone with a great smile.
- Tea or coffee available for stall holders
- MC announcements promoting traders.

## Putting away

- Volunteers to help take items to transport at the end of the event.
- Have people on hand at the end to monitor the traffic flow for the public safety as it was a bit manic with the public still walking about .
- The arrival and set up arrangements were fantastic and something similar for the clear down would be great because the car park was gridlocked when trying to pack up, meaning we had to wait an extra 20 minutes to bring the car on site.
- Stop traders leaving early.

*Response – will make terms clear that cannot leave when you want and stalls doing so will not be invited back unless agreed beforehand.*

*Would love to help with packing up but will be dependent on volunteers – which we did not have this year.*

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## *Cyngor Tref Pontyclun Town Council*

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### Town Improvements

#### Pontyclun Primary and YGGG school planters

The council had agreed to support placing planters by Library and at YGGG school on basis the schools would plant and maintain them going forward.

The planter has been installed by library and PPS children will look after that. No feedback from YGGG obtained yet.

#### BT cabinets

We have received permission from BT to paint 6 of their cabinets in Pontyclun.

- 2 at junction of Heol Miskin and Cowbridge Rd
- 1 by Credit union
- 2 at junction of Station terrace and Cowbridge Rd
- 1 at start of Clun Avenue

The Clerk has engaged the Councillors who work with Pontyclun primary and YGGG Llantrisant primary to see if these schools would like to decorate 3 each and await their advice. Alternatively, Y Pant can be approached, however Clerk has asked that school about supporting our murals.

#### Brynsadler Bus Shelter Project

Last year the Council agreed to fund improvements to the land at the Hollies and to work with Dewis Cymru in managing the land going forward.

The Clerk has been successful in obtaining a grant of £2k from Transport for Wales towards the costs of this and some further improvements.

The scope of the project is now as follows.

- 3 additional raised beds at the Hollies
- Bench at the Hollies
- 2 small planters either side of the 2 stone bus shelters in Brynsadler
- A bench and 2 small planters at land at Clos Brenin

Ideally, we would aim to find volunteers to look after the planters at the stone bus shelters.

The area at the Hollies is where we installed Christmas lights in 2023 and we will also be placing a defibrillator opposite, at the Ivor in 2024.

We aim to apply for a Community Green flag for this project after completion in 2024.

For clarity for Councillors, we have provided a plan for planned improvements in Brynsadler in appendix 4c

### Riverside Walk improvements

The Council agreed a Riverside Walk improvement plan last autumn.

The plan is progressing with Cardiff Conservation Volunteers rebuilding our fencing and steps down to the walk from Cowbridge Rd. The aim is to finish this in spring 2024.

The Clerk has had conversations with the Southeast Wales Rivers trust regarding works they plan to do in the area (outline in appendix 4a)

As part of this work, they have agreed (subject to their grant funding) to provide the bench and information sign included in our plan for this walk plus treat the Knotweed that is there and at the Hollies and Ivor Woods.

Once complete this will complete the improvements planned for the section of walk up to the trees at the end. The trees have Ash dieback and will be dealt with in due course as part of our plans for dealing with that issue.

### Talgarn improvement plan

The area of Talgarn is the only area south of the River towards Cowbridge where no improvements have (or are currently planned to) taken place.

Subject to finding some volunteers to help maintain planters there the Clerk recommends the following improvement plan for Talgarn (Appendix 4b)

1. Replace the 2 old and dilapidated benches in Talgarn.
2. Next to the replacement benches place small planters (either side)
3. The two “Talgarn” road signs used to have small planters beneath them, and we would aim to reinvigorate them.
4. Small planters either side of entrance to Talgarn estate

**Action – Council to agree improvement plan for Talgarn.**

### Pontyclun War Memorial improvements

The Council has done some improvements in this area and this short report is to outline the further works planned to complete the regeneration of this area.

#### Completed

- Replacement of 2 benches directly by War Memorial
- Placement of a silent soldier by War Memorial
- Replacement of 1 bench on grassed area opposite War memorial (resident donation)

#### In plan for 2024 (agreed and budgeted for)

- New planter by silent soldier and two others near to war memorial area.
- New planters along the steps leading up to the raised area opposite the War memorial.
- Replace the second bench opposite War memorial – it is the last bench around there in poor condition.
  - The clerk recommends either the daffodil or Owl/hedgehog bench.
  - <https://www.davidogilvie.com/daffodil-bench-seat>
  - <https://www.davidogilvie.com/owl-hedgehog-bench-seat>
  - Suggest a bi-lingual plaque on the bench to commemorate Pontyclun becoming a Town and being 175 years old.

- “Pontyclun – founded 1850, obtained town status September 2023”.
- Trial small red solar lights around railings to come on at night.

Other actions

- Try to find an artist willing to paint large poppies onto the black bin close to War Memorial
- Working with RCT CBC to deliver method of obtaining the histories of those commemorated on the memorial to visitors to the area - will be by way of a plaque and QR code. This project is expected to take up to 3 years to complete across RCT and as, yet we have not been given any timescales for Pontyclun.
- In 2024 or 2025 the grassed area directly around the War memorial will be levelled off and edged

**Action – Members to select preferred bench for opposite War memorial.**

Other Improvement plans

Members should note that the Town Status working group has been tasked with preparing an overarching Town Improvement plan and the Environment Working group with preparing a Green spaces management plan.



### South East Wales Rivers Trust

This charity is aiming to do some work along the river Ely over the next few years.

The aim is to help preserve the Area of special Scientific Interest in Miskin and will focus on removal of Knotweed upstream from this.

### Knotweed work

They have already treated knotweed at Caelan farm and (depending on funding) will be doing the following in future years:-

1. Riverside Walk/land at Hollies/Ivor Woods – Knotweed spraying in 2024 and hopefully into 2025.
2. Miskin Cricket Club - Knotweed spraying in 2024 and hopefully into 2025.
3. Ceulan Farm – further knotweed spraying planned for 2024 along with removal of riverside litter and tree planting.

They are also in discussions with

- Dwr water to spray land at pumping station below Heol Miskin
- Landowner of land along Ely River between bridge at Otters brook and Ivor Woods

And have identified 2 sites on RCT land below Heol Miskin which RCT have agreed to spray.

### Other work

1. Educational Talk with Pontyclun Environmental Group on 6<sup>th</sup> December 2023 – Athletic Club
2. Riverside Walk - Installation of new benches and interpretation board.
4. Miskin Manor Cricket club -Volunteer sessions to pull Himalayan Balsam around the ground.
5. Miskin manor Cricket club - possible installation of interpretation board.

## Talgarn regeneration plan

Talgarn is largely a conservation area and is a very pretty part of our area.

Subject to any RCT planning approvals required and finding some volunteers support our plan is to

1. Replace the 2 benches in the area which are in very poor condition.
2. Put small planters by the side of these benches.
3. Put planters at the entrance to the Talgarn estate.
4. Bring back to use the small planter by the name sign for Talgarn. There is also one at the entrance to Talgarn from Cowbridge, but this is too far away to impact the village ambience.



## Brynsadler regeneration plan

We undertook a number of improvements in Brynsadler in 2023 and commenced actions for a number more.

This included a large floral planter at intersection of Cowbridge Rd and Llanharry Rd and Christmas lighting at the Hollies.

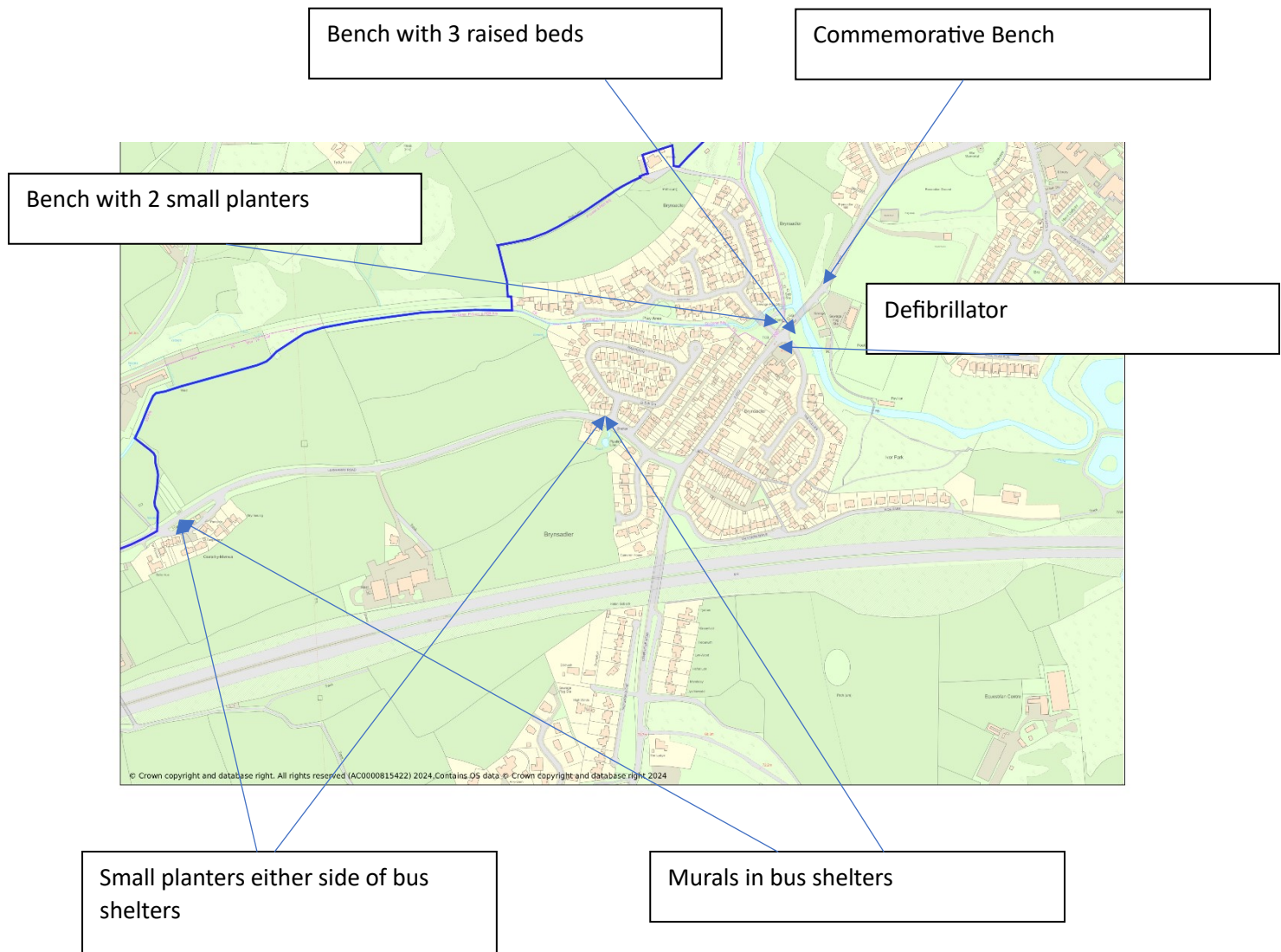
To have clarity on actions still to progress this is our long-term plan for improvements to Brynsadler area.

In addition, we have separate plans for the Riverside Walk and Ivor woods which are both in Brynsadler.

Our plan is to

1. Place defibrillator at Ivor Pub – agreed with landlord and defib has been ordered.
2. Carry out improvements at Hollies.
  - a. Bench
  - b. Additional 3 raised beds
  - c. Agreement with Dewis Cymru that they will look after this area going forwards.
  - d. Funding from TFW for cost of benches and timber obtained.
3. Improvements at Clos Brenin (RCT permission obtained as their land)
  - a. Bench
  - b. 2 small planters by bench
  - c. Dewis Cymru will look after planters going forwards.
  - d. TFW providing funding.
4. Stone bus shelters in Brynsadler (2)
  - a. Small planters either side of bus shelters (TFW funding obtained)
  - b. Paint insides of bus shelters with murals
5. New bench by Pontyclun FC
  - a. Being part funded by public fundraising.
  - b. Bench commemorating link between Pontyclun FC and WFA

With the exception of the murals in the bus shelters the other actions have been funded and are planned to happen in 2024



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## *Cyngor Tref Pontyclun Town Council*

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### Commemorating Pontyclun's 175<sup>th</sup> Anniversary

The founding of Pontyclun can be traced to the opening of the railway station on 18<sup>th</sup> June 1850.

2025 is therefore the 175<sup>th</sup> anniversary of Pontyclun and the Council may wish to commemorate this. Whilst this is still some time away, we may need to plan for this in 2024-25 financial year (and budget accordingly)

The Council has already agreed the following-

1. Information boards for the railway station on the history on the railway in Pontyclun
2. A new bench at the War Memorial will have a small plaque added to commemorate the anniversary.
3. We could also link the launch of our history trails to the anniversary

These are included in our budgets.

The Council should consider other actions for this commemoration. These could include.

- Special activities at our events in 2025. This would be particularly relevant for Picnic in the Park which is in June. Examples include.
  - Carnival parade
  - An It's a knockout style competition between businesses/clubs from the area.
- The Clerk is in discussion with family members of a person who should be commemorated on our War memorial but is not. We believe there may be up to 3 names to add. Pending completion of these discussions and gaining approval from RCT we could have an official ceremony to add to our war memorial to co-incide with the 75<sup>th</sup> anniversary of the unveiling of the war memorial in Sept 1950
- The Coordinator of the Town Status working group wishes to Council to look at viability of launching a twinning. Significant works needs doing to establish the implications of this and if there is local interest but if it is viable, we could launch in 2025.

**Action – member to consider activities for commemoration and agree actions.**

## ***Cyngor Tref PONTYCLUN Town Council***

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### **Annual Council risk review**

We undertake a formal annual review of our key risks. This aims to ensure that we have procedures and plans in place to mitigate these, and Members are aware of our key risks and mitigations. These plans have been significantly enhanced by real world actions during the pandemic.

This is normally undertaken in February in readiness for our insurance renewal in April.

The Council has a number of insurances in place ([follow this link to see copies of our General Insurances, Van Insurance and Van Breakdown cover](#)) and we also mitigate the issues that might arise from risks by holding suitable earmarked and general reserves.

We also provide a copy of our Risk policy and up to date schedule detailing risk category and mitigants (shaded mitigants are either in process of implementation or planned to be shortly)

Further information about the five most significant general risks we currently have is detailed below (in risk order from highest down)

1. Long term staff absence
2. Injuries caused by trees.
3. Potential issues arising from changes to RCT services/charges made after our budget is set.
4. Cyber security risks
5. Issues arising following transfer of Café 50 to RCT.

### **Long term staff absence**

- The Council would be significantly affected by long term absence of staff. For example, had the current absence of caretaker, been over the summer, we would not have been able to deal with workloads.
- We have a number of mitigants in place and being developed. This is in addition to any additional temporary staffing that might be arranged e.g., other staff working longer hours.
  - a) Cleaner – we have arrangements with two cleaning companies for them to provide cover for absences. In addition, the caretakers can also support this in an emergency.
  - b) Caretakers – Their tasks have been reviewed sorted into non time critical and what can be done with varying resources.
    - If both our caretakers were to be off at the same time, there are a few tasks which will still need doing in a timely manner. In particular
      - Summer flower watering runs (3 times a week)
      - Emptying dog bins and bins in Ivor Woods (could be deferred for max 1 week, except in Summer when they would be full within a week)
    - We have contact details of the person who does work for Llanharry CC, and he could help (depending on other works)
  - c) Office staff – sickness/absence
    - Covid period used to streamline tasks and set up home working options.

- This means that staff members could still undertake tasks from home (depending on reason for absence). In particular
  - We can do all do all Office tasks from home with exception of
    - Staff payroll – this will change on 1<sup>st</sup> April 2024
    - Maintain accounting records.
  - There is a workaround which allows us to do these using remote access. This does rely on the PCs in the Office being in working order and to be on.
  - We can set up accounting software to give online remote access, though cost of this would be £40 per month. If needed, we will arrange in a short timeframe.
- Building online library/diary of tasks with instructions on how to do them so that others could do the task if required.
  - Currently this has about 230 tasks listed.
  - Working on extending this and improving the instructions on what to do. This will include guides for the more complex tasks.
  - Once all tasks are identified a prioritisation exercise will be undertaken to allow better time management should issues arise.

### **Tree damage/injury**

- The Council is responsible for many trees across various pieces of land. As you would expect any ownership of trees has risks in that trees can cause damage in storms and as a result of disease.
- We have a considerable number of Ash trees affected by Ash die back. Approx 200 are in Ivor Woods and about 20 on the Riverside walk.
- Mitigants include.
  - a) Trees are inspected regularly. Any recommendations are undertaken in a timely manner.
  - b) The caretaking staff undertake a simple visual inspection the trees at Ivor Woods each week to identify any damage that might need immediate action.
  - c) We have signs at the three entrances to Ivor Woods and the entrance to the Riverside walk, which warn visitors to be careful of falling trees.
  - d) Large parts of Ivor Woods and The Riverside walk are currently closed to reduce risks to users.
  - e) The Environment working group has been tasked with discussing and agreeing a recommendation for managing our woods going forward. This report is awaited and may include recommendations on safety.

### **Changes to RCT services and charges after our budget is set.**

This risk was included last year within the potential Café 50 transfer issues however as RCT's budgetary position has deteriorated this is now being reported separately as may impact us in a number of areas.

Representatives of RCT CBC have publicly stated that the Council will need to make significant savings over the next few years and that all non-statutory services are being reviewed.

This could result in some RCT services stopping, reducing or increasing in price. In some cases, things that were provided free of charge may be charged for in future.

The budgetary process for RCT and ourselves is not in sync, in that we will have had to set our precept before RCT will have decided all its actions relating to next year's budget.

There is therefore a potential that after our budget is set -

- Some of our regular RCT funding may be reduced.
- New or increased charges may be set for services.
- RCT CBC may close/significantly reduce services in the area leading to residents pressing for us to step in and support delivery instead.

For example, RCT CBC currently empties a number of our Dog waste bins free of charge, they may wish to charge for this going forward.

There is very little we can do to mitigate this. If our budgeting cycles ran in parallel, we might be able to do more, however we may need to rely on General reserves in 2024-25 pending being able to budget the following year.

As RCTs budget position is likely to remain tight for a few years this will be an ongoing risk for some time.

Members may wish to set aside some additional funds within budget to offset this, otherwise whatever is spent will need to be recovered from precept in the following year.

#### **Action – Members to consider this action.**

#### **Cyber security risks**

These risks are growing, and getting potentially more impactful as we use technology more and more for our work.

The Clerk is currently reviewing our mitigants and will produce a paper for a future Council meeting. This will need to be confidential as disclosing the mitigants would support potential fraudsters in gaining access to our systems

#### **Issues arising following transfer of Café 50 to RCT**

Members will be aware that we reached an agreement with RCT CBC to hand back running of Café 50 to them.

This significantly reduced our risks associated with the premises (e.g. likely costs to replace kitchen equipment in near future). There are however if the new arrangements with RCT do not run smoothly then we face a reputational risk from complaints. These will also impact our service levels caused by dealing with them.

There are no major mitigants in place.

- We do meet with RCT staff regularly to discuss matters and try to get ahead of any potential problems and
- Wherever we know we advise users of issues as soon as possible



## **Other significant risks**

### **Key equipment**

The Council has a number of pieces of equipment which are used regularly, often many times a week for work.

Some pieces are quite expensive and beyond the normal approval authority of the Clerk (or Clerk/Chair) without Council approval.

A significant delay to replacing this equipment could lead to issues with our services or create a need to be hired at a cost pending approval of replacement. E.g. if the Water pump or Bowser were to break in the summer then we would not be able to water our summer bedding. Approval to replace this could not wait till next meeting.

To help reduce issues that might arise the Council has pre-approval replacing these items immediately should they break down beyond economic repair by way of using the appropriate earmarked reserves.

Currently the relevant equipment is -

#### **Tools and Machinery**

##### **Cost £200-500**

- Water Bowser
- Water Pump
- Pressure Washer

##### **Cost £500-750**

- Lawn mower
- Brush Cutter x 2
- Leaf blower
- Cordless drill
- Impact Drivers
- Chainsaw

##### **Cost £750-£1000.**

- Lawnmower

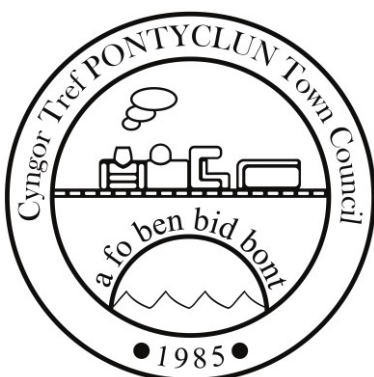
### **Unknown risks**

One other key risk which cannot be quantified is the risk from “unknowns”. To minimise this the Clerk and Caretakers monitor trends and changes to legislation from notifications from Professional bodies: ACAS; Health and Safety executive etc.

# Cyngor Tref Pontyclun Town Council

Risk Management Policy

last review Feb 2024



# Risk Management Policy

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## Introduction

1. Pontyclun Town Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy to protect the Council from avoidable losses.

## Responsibilities

2. This Policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties. Its purpose is to enable the Council to manage its risks through anticipation and control.

## Definition

3. The Audit Commission (2001) defined “risk” as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated** and **controlled**.
4. It is good business practice that risk management processes should be supportive rather than restrictive, and should be embedded in the culture of the Council and embraced by all staff and Members.

## Aims

5. The Council's aims with respect to risk management are as follows:
  - a. To integrate risk management into the culture of the Council.
  - b. To raise awareness of the scope of risk management including business risk, the identification of opportunities as well as threats and that the process supports innovation.
  - c. To manage risk in accordance with best practice.
  - d. To minimise losses, injury and damage and reduce the cost of risk.
  - e. To ensure appropriate actions are taken to address identified risks.
  - f. To ensure that risks are monitored and that an appropriate reporting mechanism exists to support the annual assurance statement on the effectiveness of the Councils' system of internal control.
  - g. To ensure appropriate actions are taken to identify and pursue opportunities.
6. These aims will be achieved through the Council's risk management strategy which details the roles, responsibilities and actions necessary for successful implementation.
7. The co-operation of all Members and officers is essential to ensure the Council's resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

## Relevant Legislation

8. Pontyclun Town Council will implement its Risk Management Policy in accordance with the current legislation governing local authorities and the associated codes of practice.

## Risk Management Strategy

This strategy sets out the framework on which risk management processes at Pontyclun Town Council are based. This framework ensures a consistent approach is taken across the Council and provides for an element of independent oversight by Council Officers.

### Objectives

The objectives of this strategy are:

- a. To clearly identify roles and responsibilities for managing risk,
- b. To follow a structured framework for the identification, assessment and evaluation of risks,
- c. To ensure an approach is adopted across the Council which facilitates the prioritisation of risks and avoids duplication of mitigating action,
- d. To ensure risk management principles are embedded in all systems and processes to help demonstrate openness, integrity and accountability in all the Council's activities,
- e. To ensure the risk management process contributes to the development of a more robust internal control framework, providing assurance to senior officers and Members that appropriate levels of control exist, and
- f. To provide a framework for ensuring actions are proportionate to identified risks thereby efficiently and effectively using resources and maintaining a balance between risks and controls.

### Definitions

Key definitions within this strategy are:

- a. **Risk:** an event or action which will adversely affect an organisation's ability to achieve its objectives, projects, plans or processes and thus to successfully execute its strategies.
- b. **Risk Management:** the process by which risks are identified, evaluated and controlled, which includes the following approaches:
  - i. **Treat the Risk** - Improve the controls to reduce the probability or impact to acceptable limits
  - ii. **Transfer the Risk** - Insure against risk / outsource / design & build option for contracts
  - iii. **Tolerate the Risk** - Live with it, the risk is acceptable and additional controls would not be cost-effective
  - iv. **Terminate the Risk** - Do not pursue the course of action, the risk is unacceptable and cannot be economically mitigated to an acceptable level

## Categories of Risk

The risks facing the organisation can be split into two main categories:

- a. Strategic** - Risks which may threaten the achievement of the Council's objectives, and,
- b. Operational** - Risks which members and staff may encounter in the daily course of their work.

These categories can also be further analysed to identify the types of risk that would be included under each as follows:

### Strategic

- Political – failure to deliver key objectives or policies of other levels of Government
- Economic – The Council's ability to meet its financial commitments
- Social – the effect in changes in demographic, residential or socio-economic trends on the council's ability to deliver its objectives
- Technological - the Council's capacity to deal with technological change or its ability to use technology to meet changing demands
- Environmental - The environmental consequences of service delivery (e.g. energy efficiency, pollution, recycling, landfill needs, emissions)
- Competitive – the ability to deliver best value
- Customer – the failure to recognise the changing needs and expectations of the community

### Operational

- Professional – competence of staff and members
- Financial – financial planning and control and the adequacy of insurance
- Legal – The council breaching statutes & regulations
- Physical – fire, safety, accident prevention and Health & Safety
- Contractual – contractors failing to deliver services or goods to agreed costs and specifications
- Technological – reliance on operational equipment (IT systems or equipment and machinery)
- Environmental – pollution, noise or energy efficiency of on-going service operation

## Processes

The Council has adopted a four-step process to support the implementation of risk management and help maintain impetus.

	<b>Steps</b>	<b>Actions</b>
1	Identifying risk	Risks will be identified during the service delivery planning process and cross-referenced, where possible, to key tasks and to the achievement of corporate objectives.
2	Analysing risk	Risks will be assessed against likelihood and impact of the identified risks using the Council's approved evaluation criteria to give a risk score from which significant risks can be established. Risks will be entered in the risk register detailing the inherent risk score, existing controls and residual risk
3	Determining and Prioritising action	Further actions required to reduce the threat of the risk occurring or minimise its impact will be stated in the risk register. Target dates and assignment of responsibility will also be stated. Actions will be carried out.
4	Monitoring	The Clerk will keep the risk register under review and progress against actions identified will be regularly monitored. The register will be updated as actions are achieved and risk scores amended as appropriate. The identification of risks is a continual process and risks emerging throughout the year will be evaluated and, where necessary, added to the register.

## Risk Management Matrix

The risk management matrix set out below categorises risks using colour ratings to focus the Council's attention in the right place. A red risk indicates an area where the Council should focus its attention, with that level of attention descending through amber, and through to green, where it is likely that no action could be justified.

Each risk is allocated a risk score based on the likelihood of the identified situation occurring and the impact that its occurrence would have on the Council.

This assessment is undertaken to assess the net risk, which is the residual level of risk after taking the existing controls into account. This score will change as new controls are implemented.

The Council will need to determine whether it wishes to treat, transfer, tolerate or terminate the risk, and the actions required, if any, to achieve that outcome.

**Pontyclun Town Council – Risk Matrix**

Impact	Major	4	8	12	16
	Significant	3	6	9	12
	Serious	2	4	6	8
	Minor	1	2	3	4
		Unlikely	Possible	Likely	Almost Certain
		Likelihood			



## Pontyclun Town Council Risk Management Policy

- a) The recognition and management of risk is vital to ensure the proper management of the Council's assets and resources and efficient discharge of its duties and responsibilities to the community. Risk assessment is a continuous process which the Council needs to keep under review and ensure continuous
- b) The Practitioner's Guide on Governance and Accountability requires Councils to identify risks which it faces and put in place a scheme designed to create the necessary awareness and actions required to reduce the threat or possibility of an action or event that can impact on the interests of the Council and in turn
- c) Risk management is not a process which seeks to avoid risk completely but it seeks to identify and assess risks on an individual basis by using a scoring methodology which identifies the severity of risk, the likelihood of it occurring and the impact if the risk was realised. Although each risk will have a different
- d) The Plan which is appended to this policy identifies each of the risks that are considered to require attention as the impact of each on the Council would be of concern and in some cases could be extremely serious.
- e) The Plan forms part of the internal control arrangements of the Council and will be used as part of the process of audit by the Council's Internal Auditor.
- f) In most of the identified areas of risk the Council's insurance arrangements will apply such as in relation to public liability, employer liability, loss of money, fidelity guarantee, property damage, official's indemnity and loss or damage to equipment. The Council's insurers do however require the Council to adopt a
- g) An annual review of the plan in conjunction with the Council's insurance arrangements will be undertaken.

### Assessment criteria

#### Rating

##### Potential consequences rated 1-4 (4 high)

- 1 - Minor - very little effect to Council, staff or Community
- 2 - Serious - Some disruption of service/increase in complaints/ negative publicity & loss of some reputation
- 3 Significant - Major disruption of service/increase in complaints/ negative publicity & loss of some reputation. Contingency in place
- 4 Major - Major disruption of service/increase in complaints/ negative publicity & loss of some reputation. No Contingency in place

##### Likelihood of happening rated 1-4

- 1 Unlikely - Not known to have happened in last 3 years and unlikely to happen
- 2 Possible - Could happen again over next 1-3 years
- 3. Likely - Likely to happen again in next 1-3 years
- 4. Almost certain - this is extremely likely to happen in the next 1-3 years

Severity score is Potential classification x Likelihood

### **Classification**

Low risk - green severity score 1-2

Medium risk - amber score 3-6

High risk - score 8 and above

### **Actions required**

Low risk - no specific actions required till next review

Medium - actions within 24m. Aim to reduce risk score if possible in this period

High - actions within 12m to reduce risk to Council.

Area	Risk Item	Risk Identified	Consequence	Likelihood	Score	Classification	Mitigants in place to reduce, minimise or control risk						Appendix 6b	Comments
Staffing risks	Availability of Staff	Long term absence of any staff member would result in serious workload issues for other staff and increased costs to Council	3	4	12	High	Council members have offered to help provide some cover for outdoor tasks on a non -	Access to SLCC's locum service or contact neighbouring Councils to see if cover can be	Other staff to extend working hours to cover	Cross train Office staff to each others role and use outside contractors for caretaker role	Remote access to systems to allow staff to work from home if incapacity allows	Tasks prioritised to ensure most important are done	List of potential volunteers to be held who could help	Building To do list of tasks with instructions on what to do and when
Operational Risks	Condition of Trees (eg Ivor Woods)	Damage caused by Falling trees and Roots causing damage to neighbouring properties and or users of Ivor Woods or Riverside walk	3	4	12	High	Public liability insurance in place.	Annual tree inspection by Tree Surgeon and recommendations carried out in accordance with the report.	Signage up in Ivor Woods warning users of danger from falling trees/branches	Weekly visual inspection of trees at Ivor Woods focussing on obvious damage	Large sections of Ivor Woods and Riverside walk closed due to Ash Dieback			Awaiting report from Environment WG on ongoing woodland management
Finance/Operational Risk	RCT CBC charges and services	Due to budget cuts RCT CBC reduces services which impact us or introduce new/increased charges after our budget is set	3	4	12	High	General reserves are held with target being 3-6 months normal spending	Matters can be budgeted for in following year so any issues are for 12m max						
Operational Risks	Cyber attack	Council has a successful cyber attack on it	3	3	9	High	Confidential							
Operational & reputational Risks	Complaints arising from way RCT CBC is managing Cafe 50	RCT may take action(s) which adversely affects Café 50 users who complain to us and responding to issues impacts our services	2	4	8	High	Regular contact with RCT staff	Posters and social media used to advise users of changes						This risk is both operational and reputational. Also Risk that RCT may take action with our other assets - eg installations at our car park
Operational Risks	Training of Councillors	Councillors do not have the necessary skills and knowledge to perform their roles.	3	2	6	Medium	Council to have an annual training budget and all Councillors be required to commit themselves to appropriate training.	Ongoing training register to be maintained	OVW have online modules	Training plan for Councillors in place to commence May 2022				This risk will reduce as Councillors are trained and gain experience
Staffing risks	Hiring Café 50	Hirers do not secure building properly after their activity leading to damage at the premises or a user being locked in.	3	2	6	Medium	Limited Key access allowed	Register of those with access kept by Clerk. Accessholders complete an agreement form	Process for late night/ evening closure drafted	Checklist for closing off provided to groups				This is technically an RCT risk as they run the premises however we are likely to have the complaints and be left to deal with issues
Operational Risks	Accidents (Public, Staff and elected members and staff)	Public Staff and Members may be injured due to accidents or negligence. Costs of staff time, replacement, possible compensation claims etc.	3	2	6	Medium	Ensure public liability cover is in place and that the level of cover is adequate	Ensure that duty of care is uppermost when planning and/or providing a serve or activity (Risk assessments)	Annual asset inspections as part of maintenance regime and Trees by RCT tree specialist	Playgrounds have specific regime of checks - weekly visual by our staff and periodic checks by trained RCT and independent inspectors	Monthly checks of fencing /bridges at Ivor Woods	6 monthly inspection regime to identify risks - eg fence boundary & café 50		
Asset Risks	Staffing inadequacies/ inefficiencies	Staffing inadequacies leading to additional costs, services not being provided or Reputational loss and cost	4	1	4	Medium	Staff development and training with regular programme of refresher activity	Ongoing staff training log to be maintained	Encourage membership of appropriate supporting organisations (OVW and SLCC)	Provide appropriate insurance cover for negligence etc.	Budget Provision for "unforseens"	Access arranged to RCT CBC online training modules		
Staffing risks	Resilience	Staff will not be able to work in the event of disruption due to major unforeseen incidents eg Fire, Utility failure etc including at other locations, pandemics	3	1	3	Medium	Full Contingency plans to be put in place formally post Covid 19 experience	Remote computer access in place	Remote access to e-mails, Phone messages & banking in place. Diversion of post possible	Remote access possible to set up for all Office activities if required	Replace PCs with laptops going forward to increase contingency options	Llantwit Flardre have agreed we can have space with them if required	Electronic document storage for all documents going forward from 1st April 2021	
Asset Risks	Legal Claims	Claims are made in Relation to Employment matters and from members Of the public about The condition of Council amenities Resulting in injury.	3	1	3	Medium	Council models it's as a good employer and follows all expected standards of good employment practice.	Public liability and legal expenses insurance is in place.	The Council has a range of employment policies in place (e.g. grievance and disciplinary procedures).	Weekly checks of playgrounds by staff and written records kept	Regular checks of playground by accredited RCT staff who also conduct risk assessment			
Operational Risks	Information Security	Important Council Information is lost due to damage by fire or water and or computer is Lost or damaged.	3	1	3	Medium	Data held on computer is continually backed up into One Drive	No suitable hard copy storage at present	Documents are all stored in Cloud using Microsoft One Drive	e-mails & website backed up to host servers	Separate periodic document storage on remote hard drive in case cloud storage fails			
Risks at Special events, Services and activities	Computing equipment	Failure of the Council's computer systems will cause undue strain on staff and lead to services not being provided and potential statutory or admin actions not being taken in a timely manner	3	1	3	Medium	Computer updates to be installed as they become available	Formal arrangements to be put in place for repair/maintenance	Rolling replacement regime in place	Set up using One Drive so staff can access remotely - docs; emails and website				Full remote access available via One drive/internet and remote access software. Staff getting Laptops too
Operational Risks	Special Events, Services & Activities including Seasonal events	Injury to volunteers And attendees. Possibility of fines for failure to meet obligations, court action etc., Compensation payments, damages etc.	3	1	3	Medium	Working Party set up to manage events and prepare and apply a specific risk assessment plan covering matters such as use of hot water, access to the electricity generator, trailing wires etc.	Ensure public liability cover is in place and that the level of cover is adequate	Ensure that duty of care is uppermost when planning and/or providing a service or activity					
Asset Risks	Reserves Earmarked	Lack of availability of funding to meet planned commitments.	3	1	3	Medium	Annual budgeting process to designate earmarked funding requirement.	Replacement of assets policy drafted	Full register of assets and liabilities to be maintained					
Risks at Special events, Services and activities	Christmas Decorations	Connection to Electricity supply Does not comply With appropriate standards	3	1	3	Medium	Qualified specialist electrician employed to connect lights to trees.	Full testing of all fittings/fixings planned for April 24						
Asset Risks	Financial Records	Financial Records Are lost or Damaged.	3	1	3	Medium	Financial records are audited annually and files are then held in a suitable facility in the Office.	All transaction data and the cash book are maintained on specialist Finance software which is backed up into cloud and separate hard drive storage						
Finance Risks	Insufficient funding to enable the Council to meet its objectives	Precept not submitted or inadequate. Unable to deliver or fully deliver the Council's planned services, activities and events	3	1	3	Medium	Prepare an annual budget and precept in accordance with policy	Undertake an annual review of charges	Monitor actual spend against budget	Budget includes earmarked reserve for future spending	Budget to include emergency contingency of 2-3% of annual spend	Bank reconciliation at monthly meetings with Qtly oversight by counsellors		

Legal Risks	Losses due to fraud, error, theft or inadequate systems of internal financial control	Precept not submitted or inadequate. Unable to deliver or fully deliver the Council's planned services, activities and events. Reputational costs, inconvenience and motivational costs, additional stress and strain	3	1	3	Medium	Ensure sound financial instructions and procedures are in place	Ensure sound systems of internal and audit check, controls and balances are in place	Ensure financial records are accurately maintained on a high priority basis	Prepare annual accounts in accordance within the latest regulatory framework	Ensure an annual independent internal audit takes place	Provide appropriate insurance cover to mitigate against losses caused by these "threats" eg. fidelity guarantee, money, theft, all Risks cover		
Legal Risks	Ultra Vires	Council acting Beyond its powers e.g. ultra vires. Possible surcharge on elected members, disqualification from office, reputational loss	3	1	3	Medium	Ensure the Council keeps up to date with all necessary legislation	Maintain membership of appropriate bodies such as One Voice Wales and SLCC						
Asset Risks	Reserves General	Inability to manage any unforeseen occurrences due to lack of cash flow.	3	1	3	Medium	Council policy to maintain a non-earmarked reserve of between 3 and 6 month's normal spending.							
Risks at Special events, Services and activities	Fire, Act(s) of God, damage, vandalism and theft, IT viruses	Loss of assets or loss of use of assets, inability to deliver services, inefficiencies and disruption or delay	2	1	2	Low	Provide appropriate insurance cover reviewed annually	Alarm systems are operated	Ensure that all data is regularly backed up and suitable external access available	Use fire-proof storage wherever possible	Undertake planned periodic condition checks and take any remedial action as soon as possible, prioritising work schedule	Ensure compliance with various health & safety requirements, including Risk assessments,safety (PAT and other tests/inspections)	Use appropriate anti-virus programmes and undertake periodic checks to ensure systems are still adequate	Full contingency plans being drawn up
Risks at Special events, Services and activities	Health and Safety Assessments	Activities of the Council are not Risk assessed and Arrangements Regularly monitored.	2	1	2	Low	Clerk has responsibility for ensuring that risk assessments are prepared and regularly monitored.							
Finance Risks	Council land	Inappropriate use of the councils land and damage by vandalism. Leads to increased costs and possible public accidents	2	1	2	Low	Signpost in place to warn of penalties for inappropriate use.	Regular inspections by the caretaker, Clerk and members and corrective action taken as appropriate.						
Legal Risks	Caretakers Equipment	Theft or damage to equipment	2	1	2	Low	Equipment to be locked away in Council's garage store when not in use.	Insurance is secured to cover losses from theft						
Legal Risks	Disability Discrimination	Council's facilities Are not compliant With the legislative Requirements.	2	1	2	Low	The Council has an equality and diversity policy and attention is given to the needs of those with a disability such as access to the village hall, provision of disabled toilets etc.							
Political / reputational risks	data Protection	Council breaches data protection legislation	2	1	2	Low	Policies in place	Staff trained						
Operational Risks	Grounds Contract (Field)	Failure of contractor to meet the requirements of the contract.	2	1	2	Low	A detailed specification to be drawn up and jointly signed with Contractor. Inspections of Council sites to be undertaken quarterly during the year as well as we as weekly checks to assess the adequacy of the performance of the Contractor and Clerk/RFO to take up matters with the Contractor as appropriate.							
Legal Risks	Non-compliance with statutes and regulations	Possibility of fines for failure to meet obligations, court action, tribunal etc	2	1	2	Low	Ensure the Council keeps up to date with all necessary legislation	Use or buy expertise if the necessary expertise is not available in-house	Undertake appropriate staff training	Maintain membership of appropriate bodies such as One Voice Wales, SLCC and ACAS seminars etc.	Keep abreast of 'good practice' guidelines issued by Welsh Assembly Government, Wales Audit Office etc.			
Operational Risks	Safety of Staff	Possibility of fines for failure to meet obligations, court action etc., Compensation payments, damages etc.	2	1	2	Low	Protective clothing for staff.	COSSH principles in place.	Risk assessments and Safe Methods of Work in place.	Height and reach adjustable chairs provided in office to meet display screen regulations	Monitor allows observation of external door	Key pad lock on office door		
Finance Risks	Salaries and wages	Salaries and wages are not paid at incorrect rates Income Tax and NI not deducted and/or not paid to HMRC	2	1	2	Low	All wages and salary levels to be determined annually and recorded in the minutes.	Internal Auditor requested to check that correct rates being paid. Basic PAYE Tools (RTI) used to process salary and wages	Tax/NI and HMRC paid by due dates	Council to monitor salary and wages payments in accordance with budget.				
Risks at Special events, Services and activities	Floral displays	Floral displays are not installed in a safe manner leading to public danger	2	1	2	Low	Displays put up by Council's staff and checked after installation							
Legal Risks	Code of Conduct	Members do not follow code of conduct leading to reputational issues for Council	2	1	2	Low	Members to be trained in the Code of Conduct.							
Asset Risks	Footpaths and Footbridge	Damage to Footbridge/Stiles/Gates caused by inappropriate Use. Wear and tear from normal use leads to danger	2	1	2	Low	Regular inspections by Caretaker, Clerk and members and corrective action taken as appropriate.							
Finance Risks	Security of moneys held by Council	Physical Loss and expense to the Council to obtain duplicate cheques. Non recording of payments. Loss due to fraud	2	1	2	Low	Ensure sound systems are in place for the recording, administration and banking of cheques	Undertake a monthly bank reconciliation	Ensure cheques /cash are banked promptly					

Finance Risks	Recovery of VAT	VAT not recovered from the HMRC	2	1	2	Low	Clerk ensures claims for reimbursement are made on at least an annual basis. In reality we usually claim quarterly	Council to monitor receipt of VAT and Internal Auditor to check claims have been made as appropriate.						
Finance Risks	Payment of Grants	Grant claims paid out inappropriately leading to insufficient funds for genuine requests	2	1	2	Low	Clerk to be responsible for processing grant claims for Council approval.	Internal auditor to review claims						
Legal Risks	Council reputation	Loss of reputation and goodwill through members not acting transparently or without due Council authorisation. Council not communicating adequately or promptly with residents	1	2	2	Low	Respecting electors rights by allowing attendance at meetings and other appropriate occasions	Proper recording of members interests and gifts etc.	Applying sound principles when dealing with representational matters, particularly in local planning and licensing issues	Use of Community Council noticeboards and webpage	Timely responses to all correspondence, consultations etc.	Good conduct and adherence to National Code of Conduct at all times		
Legal Risks	Welsh Language Act	The Council fails To comply with the Act.	1	1	1	Low	Council to adopt a Welsh Language Policy	Carole Willis, Anne and Gwyn Jackson all speak Welsh	A commercial translation Company based locally has offered to help with some free translation					
Finance Risks	Website accessibility	Council breaches website assessibility rules	1	1	1	Low	New wordpress website is compliant and current docs are too							
Political / reputational	Councillors propriety	Reputational risk due to register of interests, gifts and hospitality not being maintained correctly	1	1	1	Low	Register of Interest completed	Register of Gifts & Hospitality held	Formal review twice yearly					
Staffing risks	Cleaning contract	No cover for cleaner in the event of holidays or sickness	1	1	1	Low	Cover from local cleaning contractors in place							Cleanmate Ltd provide cover

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## *Cyngor Tref Pontyclun Town Council*

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### Update on annual plan

The Council prepared a plan for 2023-24 and this is provided in appendix 7a with updates on progress.

Those marked in green are broadly on track for completion and amber have progressed but are unlikely to be substantially complete this year.

The main reasons for non-completion are: -

- Additional work required to deal with trees this year
- the unexpected absence for caretaker for up to 3 months for an operation and recovery
- These reasons reduced the time available to do other projects and also used up additional funds so budgets needed adjusting accordingly

## Cyngor Tref Pontyclun Town Council

### Annual Plan

Objective	Actions	Comments	Progress update January 2024
<b>Community Events</b>			
The Council will run three large Community events	<ul style="list-style-type: none"> <li>• Spring– Picnic in the Park</li> <li>• Summer – Food and Drink festival</li> <li>• Christmas – Christmas Festival</li> </ul>		All completed – feedback prepared to help improvements for 2024
The Council will support other local organisations who arrange community events in the area	<ul style="list-style-type: none"> <li>• Grant for PRFC to hold Fireworks night</li> <li>• Support 3 Remembrance Day parades in Community</li> <li>• Provide £1000 in grants for Community Coronation events</li> </ul>	Also Promotion on Council Social Media, Noticeboards and Website as appropriate	Ongoing, the 3 listed actions complete
<b>Improving services</b>			
The Council will deliver at least one larger scale new service or an improvement to existing service (£500+)	<ul style="list-style-type: none"> <li>• Three new benches to be installed</li> <li>• Replace fencing at Riverside Walk</li> <li>• Repaint lines in MUGA</li> </ul>	Benches – by St Paul’s church; Shepherds vets and in Brynsadler. Potentially 2 more later by War memorial	<ul style="list-style-type: none"> <li>• Planned benches installed. Further 8 benches on order for installation in spring 2024</li> <li>• Line marking of MuGA booked for March/April 24</li> <li>• 80% of fencing at Riverside replaced with rest scheduled for April 24</li> </ul>

The Council will deliver one smaller new service each year (£50-500)	<ul style="list-style-type: none"> <li>One History trail to go live</li> </ul>	Design template for all and launch Groesfaen walk	<ul style="list-style-type: none"> <li>Starting work to plan History trails. Grant request made to National lottery</li> <li>Additional 2 floral planters installed at Café 50/Car Park in Heol yr Orsaf</li> </ul>
The Council will deliver 3 small scale new services or make 3 smaller improvements to existing Council services	<ul style="list-style-type: none"> <li>Repair facias at bus shelter in Brynsadler</li> <li>Refurbish planter by Car wash</li> <li>2 Dog poo bins to be replaced</li> <li>Bridge in Ivor Woods to be replaced</li> </ul>		<ul style="list-style-type: none"> <li>Car Wash planter refurbished</li> <li>Dog poo bins replaced</li> <li>Bus shelter and Bridge repairs will be delayed into 2024/25 due to Caretaker taking 3 months off for an operation and recovery.</li> <li>Agreed with Dewis Cymru for them to help maintain land at the Hollies with improvement to floral arrangements there</li> <li>Silent soldier installed at War Memorial</li> <li>Launched litter picking hub</li> <li>Launched Foodbank collection hub</li> </ul>
The Council will implement one new action each year designed to improve sustainability or benefit the environment	<ul style="list-style-type: none"> <li>2023 Trial of pollinator friendly plants in small planters</li> </ul>	If successful roll out across other small planters	<ul style="list-style-type: none"> <li>Trial carried out. Next year additional planter will also have pollinator plants</li> <li>Launched litter picking hub</li> </ul>
The council will conduct an audit to identify potential locations for new street furniture/service installations	<ul style="list-style-type: none"> <li>Relating to Benches/ floral planters/Christmas lighting</li> </ul>		New locations identified and list prepared of initial key locations
<b>Resident engagement</b>			
The Council will hold an annual meeting and at least 10 monthly meetings plus regular Working Group meetings		Annual meeting in May No Meeting in August/December	Ongoing



The Council will engage residents via Noticeboards, Website and Social media		Agreed engagement strategy in place	Ongoing
The Council will arrange at least one Resident survey via online methods to elicit views from them			Resident consultations undertaken regarding <ul style="list-style-type: none"> <li>• Town Status</li> <li>• Placement of Dog Poo bins.</li> <li>• Also asked for feedback on Christmas fayre</li> </ul>
The Council will support creation of new groups to benefit the Community of Pontyclun	<ul style="list-style-type: none"> <li>• Friends of pontyclun Community</li> </ul>		Creation of Friends of Pontyclun supported
<b>Council administration</b>			
The Council will agree and deliver an annual budget			Ongoing
The Council will meet its published service standards			Ongoing
The Council will publish an annual report	<ul style="list-style-type: none"> <li>• By end June each year</li> </ul>		Published June 2023
The Council will implement one new action to reduce or mitigate its risks or to improve resilience	<ul style="list-style-type: none"> <li>• Purchasing additional generator for events</li> <li>• Extend support from learning curve for litter picking/looking after car park/Park</li> </ul>		<ul style="list-style-type: none"> <li>• New generator purchased</li> <li>• Trialled support from Y Pant under special scheme</li> <li>• Designed a programme for Learning Curve but as yet they have not found a suitable candidate</li> <li>• Agreement reached with Dewis Cymru to help look after land at Hollies</li> <li>• Launched litter picking hub</li> </ul>

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## ***Cyngor Tref Pontyclun Town Council***

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### Potential waste dumping near Strawberry Lane

Councillor Rhys Williams has been advised by residents that they think that waste is being dumped at land near to Strawberry lane.

He will advise Council of the issue so they can discuss possible options for actions to take

## *Cyngor Tref PONTYCLUN Town Council*

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### **Grant requests**

We normally would look at grants in December, however, as there was no meeting we will consider requests received at this time.

### **Members should note.**

- Budget for 2023-24 is £5000. The sum is effectively £1250 per quarter. We have spent £2200 so far this year.
- We have 1 request 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

The legal power for this request is S19 Local government (Misc. provisions) act 1976.

RCT Community wind band are asking for £250 towards the cost of Hall hire, Music and Insurance which cost £1700.

The band supports our events playing at the Christmas fayre and Remembrance Day parade in Groesfaen.

We have given funds before, typically £200 a year when asked.

The request meets our grant criteria

### **Action - members-**

1. **Consider and approve/decline grant request.**

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## ***Cyngor Tref Pontyclun Town Council***

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### Town Branding

This is a placeholder for a verbal update from Councillor Jordan Thorne on options for Town Branding

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## *Cyngor Tref PONTYCLUN Town Council*

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### Report relating to budget and precept 2024-25

The Council prepares a budget and agrees a precept each year.

This allows the Council to plan to ensure that we have sufficient funds available to meet all our contractual requirements, our resident needs and Council plans.

It also allows us to monitor progress through the year.

#### Summary

The following report gives the Council the position in relation to

- Budget proposals 2024-25
- Precept for 2024-25
- Reserves position

If all suggested matters are implemented and paid for as outlined in report this will result in a precept for the year of £2462200 which is an increase of 19.98% on prior year. It is expected that this will result in an average band D precept of £70.83 per house per year (increase of £11.79)

The 4 items responsible for the most significant increases from last year are -

1. Additional £17k towards tree maintenance due to Ash dieback
2. Inflation (including staff pay)– this increases current costs, and it increases the amount required to be transferred to reserves for asset replacement.
3. Replenishment of reserves to support replacement of those used to fund tree work in 2023.
4. Additional £5k set aside to support replacement of vehicle to give option of an electric one.

In addition to continuing our normal service levels at 2023-24 levels, agreement of this budget includes plans for the Council to deliver the following new items between now and end of March 2025:-

- Installation of 9 new benches across the Community
- Improvements in floral displays
  - 9 New planters/raised beds in Brynsadler.
  - 3 raised beds in Cefn y Hendy
  - 4 new planters/flower baskets in centre of Pontyclun
  - 4 new planters/beds at the War Memorial in Pontyclun
- Up to 5 new dog poo bins installed across the Community.
- Completion of refencing and rebuilding of steps down to Riverside walk
- Improvements to the Community events delivered in 2023.

#### Rationale relating to content.

The budget report below provides details regarding the proposed spending for next year together with the reserves position.

This report should be read in conjunction with the budget spreadsheet which outlines the following information.

- 2022-23 actuals
- 2023-24 budget and projected outturn
- 2024-5 initial indicative figures

We also provide the details of the Community/Town Council precepts for 2023-24 in Appendix 11b for comparison.

### Decisions required.

The Council should now review the report and consider its plans for next year and beyond.

The papers include some specific decisions which are summarised below: -

### Grants

To maximise opportunities to support the Councils objectives the Clerk recommends the following 2 changes to our general grants policy.

- a. Up to 20% of the budget can be proactively offered to groups/businesses by the Council to help achieve its aims (i.e. £1k)
  - i. We did try this in 2023 with our Community Christmas tree competition.
- b. All groups receiving £200 or more will be asked to undertake some activity to support the Council's objectives as a condition of the grant – e.g. a litter pick, support a community event etc. (Unless they already do some)

### **Action – Council to agree changes.**

### Community Events

#### ***Sponsorship***

Council to consider offering sponsorships of its Community events as a way of raising funds towards their costs. The following events could be considered.

1. Easter treasure hunt
2. Picnic in the Park
3. Christmas tree lighting ceremony
4. Christmas fayre
5. Christmas lights
6. Christmas tree

The sponsor's name will be included in all the online marketing materials, flyers and posters plus for events.

If the Council agrees then they will set the cost of these sponsorships each year at annual budget and Councillors will seek sponsors for the events.

#### ***Additional potential improvements to events***

The Officers have made improvement suggestions for events in feedback on each event and the budget plans for the delivery of these.

The Council may also wish to consider the following additional improvements, subject to budget funding, seeking grants or sponsorship.

### Remembrance Day

- Large Poppies for lamp posts at Remembrance (£5 each)
- Remembrance flags in main street (£15-20 each)
- Carpet of poppies for Miskin / Pontyclun – we could ask for volunteers to make these from plastic bottles and hand in

### Christmas

- Christmas tree (real or electric) at YGGG school and/or Ynysddu
  - a. We can get a 6m tall electric one for rent of £850 a year for 3 years including storage/installation (CIL could fund this)
  - b. Depending on location chosen we may need to pay £500 for installation of power supply (CIL could fund this)

**Action – Council to consider these suggestions for Community events.**

### Town Improvements

To ensure a timely implementation of these projects, bearing in mind the existing resources and other actions planned the Caretaking team will require additional resources.

There are 3 options.

1. Pay contractors to do the installations.
2. Try and find volunteers to do the work.
3. Recruit additional caretaking resources.

As this cost is to install new infrastructure paid for by CIL then CIL can be used to fund the costs.

- Realistically finding volunteers might prove challenging.
- A contractor to do the work would cost more but would get the work done sooner.
- Recruiting additional resource would allow us to be more flexible with other tasks as well.

The Clerk recommends recruiting someone part time to do 8 hours a week for 19 weeks over the summer starting in late May till end of Sept and 2 weeks at Christmas.

19 weeks X 8 hours @approx £12ph = £1824

2 weeks x 8 hours for Christmas @£12 = £192

This may also allow us to extend the opening hours of the public toilet at Heol yr Orsaf for those weeks at weekends so that it is open all-day Saturday 9-5 as well and cover us to support work at Christmas.

**Action - Council to consider additional staffing recommended.**

### Town related initiatives

#### Newsletter

The Council had previously agreed to producing a newsletter for residents outlining plans for rest of term. Budget for this is £1500.

**Action – Council to confirm.**

### Freedom of the town

The Council agreed previously that they wish to grant Freedom of the Town to up to 5 individuals. Budget to allow this would be £500.

**Action – Council to confirm.**

### Bus shelters in Cefn y Hendy

The report recommends that we set aside funds from the next tranche of CIL monies towards working with RCT CBC to deliver 3 bus shelters for Cefn y Hendy. We understand RCT has plans for 2 so would leave us funding 1 (at about £3-5k)

**Action – Council to confirm.**

### Sustainability/Biodiversity initiatives

The Council already has several schemes in place to support biodiversity, recycling and other sustainable activities.

We could do more, and it would be sensible for the Council to prepare a plan.

There is also a Carbon Literacy training and qualification which is available to help us plan.

The budget does include an additional £5k towards replacement of vehicle to allow us the option to do so with an electric vehicle.

**Action – does Council wish the Clerk to arrange preparation of a suitable plan this in conjunction with Councillors. Does the Council wish to set aside any additional budget for 2024-25 to support initiatives which could be easily implemented?**

### Waste regulations

The new waste regulations come into effect on 1<sup>st</sup> April. This will require us to sort all our waste into separated recycling.

This will require us to have additional waste receptacles for the Caretakers and in Café 50. It will also need some additional time to process.

Longer term the costs will be for additional time to sort waste but initially we will need to acquire suitable bins/storage.

The budget includes £750 towards these costs.

**Action – Council to confirm.**

### Budget, reserves and precept

The Council should consider the overall Reserves position, budget proposed, and consequential precept required. The following decisions are required.

1. To accept proposed changes in Earmarked reserve policy
2. To accept proposed plan for increasing general reserve to reach Welsh Government recommended levels.
3. To agreed budget for 2024-25
4. To agree precept for 2024-25



## Run the Council budget.

The Council prepares a base budget to run its services on the following assumptions.

- Services continue as present with all previously agreed additional services are brought to fruition.
- Existing regular grants/payments continue – RCT for footpaths, TFW for flowers and Pontyclun Primary School for grass cutting in park.
- Inflation at an average of 4% over the year with RCT prices rising 6%
- Staff pay rises at £2k per FTE plus any increments. In the last 2 years these have been around £1950 per FTE with minimum wage rising to £11.44 per hour
- We plan on basis that VAT out equals VAT reclaimed. Whilst timings make this unlikely in an individual year this evens out over time and is a fair assumption for planning

The following notes outline where changes to budget from 2023-4 to 2024-25 are material and not covered by the above assumptions.

### Notes income

1. Assumption is that we keep event pitch fees at events same in 2024, with Food festival growing slightly and mix of free community spaces/fee paying spaces remaining same
2. Other regular payments are assumed to continue.
3. We assume that we will earn £600 in interest on balances held in savings accounts.

### Notes - expenditure

1. **Office rent** is based on Inflation in September which was around 5.9% as specified in our rental agreement.
2. **Audit budget.** We have had our 2020-21 and 2021-22 external audits but not the bills. The 2022-23 one is not complete, nor billed. Assuming we will pay for the 2022-23 in 2024-25.
3. **Grants budget** – see note.
4. **Community Events** – see note.
5. **Tree works** – see note.
6. **Room Hire** – not required RCT have continued to give us this space for free.
7. **Telephone** – cost of Band/Phone line renegotiated in October at fixed rate for 2 years so only minor increase expected.
8. **Photocopier** – new copier with charges starting from April at £45pm and slightly reduced copy rate per sheet.
9. **Vehicle** – budgeting for 5% over this year's actual
10. **Maintenance** – Assuming an increase of £500 to cover work not done in 2023-4 due to caretaker absence. And £750 for additional costs for waste regulations
11. Budgeting for Admin, Website, Software to remain unchanged.

## Unknowns

There are a number of significant unknowns at time of writing this report.

### RCT CBC Budgeting

We are aware that RCT has a significant budget shortfall, and this might translate into additional charges, reduced grants to us or larger than expected charges.

The Council may wish to plan for these in addition to the 6% general increase planned for. These include: -

- Grant for footpaths – currently £480
- Grant for Cafe 50 Coordinator – currently £10k
- Free emptying of some of our Dog poo bins.
- Provision of confidential waste collection
- Payment of £300 from school towards mowing of grass at Pontyclun Park

The budget includes an additional sum transferred into the General reserve to help fund any shortfalls caused by changes in these.

### Waste regulation changes

There will be an impact to our budget of the new Recycling regulations. As yet we have not had any real detail, but this will increase our cost and time spend dealing with waste.

We know that they will affect our day-to-day operations in the Office and Workshop, and waste collections at events.

From information seen it does not affect rubbish collected whilst litter picking and from our bins in the park and Ivor woods. In RCT any general waste such as this is centrally recycled anyway so no need to have separate bins (though signage to say this might be useful)

£750 has been added to Maintenance budget to allow for initial costs to set up for new waste regulations

As a minimum we will

- Use more blue commercial recycling bags.
- Need to have additional separated storage for recycling waste at the workshop.
- Spend more time sorting waste post Community Events

### Martyn's Law

This is a draft law which is aimed to be enacted shortly, though may not be in place in next financial year. The aim is to protect the public attending larger premises and events.

Whilst the bill is still in draft form and may change it would appear that for our events this may not formally apply. This is because the event is open to all and no "express permission" is required to enter.

However, at Christmas as we run the Community centre and Café 50 as one event building it may well be that it will apply there.

In any event it would be sensible to undertake the additional risk assessment anyway and consider how we can mitigate the risks of terrorism.

This may result in additional costs. For example

- the law requires staff at venues where over 800 people to be to have had anti-terrorism training, we may wish to do some of this.
- a risk assessment may identify that new clearer emergency exit signage will be needed.
- additional marshalling and extra equipment for marshals.

As this law has not yet been enacted, nor are the full implications clear it is difficult to plan. If it is enacted during this financial year any impacts will need to be funded from general reserves.

### Notes – Café 50

Those payments and receipts which specifically relate to Café 50 running costs are quoted on a separate section of the spreadsheet.

We pay for cleaning costs which are then recovered from RCT after a deduction for group hires. In addition, they pay a £10k grant towards the cost of dealing with groups, promoting Café 50 etc. The budget is based on Café 50 operations remaining the same as in 2023-24 – i.e. We pay for cleaning which is repaid to us plus £10k towards cost of Café 50 Liaison role.

### 2023-24 budget update

It is appropriate at this time to review where we are.

There are 5 budget lines where we are materially different from plan.

1. Vehicle Running costs – expect £2300 v budget £2100 – additional repair costs.
2. Staff Salaries – expect approx. £1k under budget due to cleaner long-term illness at no pay.
3. Cleaning cost – expect £7k v budget £1350. Additional costs for cleaning cover. Being billed to RCT under our agreement regarding Café 50
4. Councillor Allowances and training – expect £1200 v budget £1k – additional training done.
5. Audit costs – expect £1200 v budget £1700 – not expecting bill for 2022-23 external audit till next year.

In addition, we have not spent the planned monies for Caretaker storage and only part of the Riverside Walk fencing.

### Tree works.

We know that due to Ash dieback in our woods we will have significant tree work to undertake over the next few years.

There are approx. 200 large trees in Ivor Woods and about 20 at Millfield which are currently affected.

Last year the Council decided to fully close off the Millfield woodlands and leave to die off and focus on Ivor Woods in the meantime.

In Ivor Woods we are doing work which means that whilst about 3/4 of the woods are closed the public footpath remains open and we will increase the amount open as the trees are dealt with.

The key issue in Ivor woods is lack of accessibility to remove the felled trees.

We have agreed the following.

1. Licences to locals who wish to take wood out for their own use.
2. Licences to local businesses for use/sale
3. Timber to Rugby club for bonfire night.
4. The ability to run training courses in the woods to trainee tree surgeons – to process the timber into smaller pieces.
5. Some of the cut wood will be retained as habitat.

However, at some time we will need to pay qualified people to cut the felled trees up into small pieces so they can be removed. We know that locals with wood burners/fires will then take small pieces.

The Clerk recommends that we aim to set aside £20k a year towards Tree works. This should complete the removal of our Ash trees over an approximate 4-year period

In 2024-25 this should allow us to fell approx. 60 trees and deal with any other work identified as urgent.

This will also allow us to fund some cost of timber processing into smaller pieces to allow for easier removal.

A tree inspection will be arranged for early 2025 to identify the next tranche of trees to cut.

**Action - £20k of budget to be allocated for Tree works.**

*Note – the Council could choose to do tree works over a longer period reducing the budget required and should we need funds to help run Café 50 then this is a potential source of some.*

## Grants budget

We recommend that the budget for 2024-25 is set at the same level as 2023-24

This is £5k towards grants generally and £3k towards a Community firework display

To maximise opportunities to support the Council's objectives the Clerk recommends the following 2 changes to our general grants budget policy

- a. Up to 20% of the budget can be proactively offered to groups/businesses by the Council to help achieve its aims (i.e. £1k)
- b. All groups receiving £200 or more will be asked to undertake some activity to support the Council's objectives as a condition of the grant – e.g. a litter pick, support a community event etc.

Members should note that in addition to this cash support the Council also supports Community groups/sports clubs and charities by way of donations in kind.

In particular, we offer the following

- Free space in our noticeboards to promote groups/events.
  - We typically have 4-5 notices up at all times
  - Approx. 30 groups take up this opportunity each year
- We allow banners to be placed on the railings of the park free of charge
  - Approx. 4-5 groups take up this offer each year
- We provide free space at our Picnic in the Park to Community groups, Charities and sports clubs
  - Approx. 20-25 groups attend and if we were charging them commercially a total cost of about £400-500 would apply
  - We estimate that the groups fundraise between £500-1k at this event
- We allow a local charity to hold a bucket collection at our Food and Drink festival and Christmas fayre
  - These will raise about £300-400 a year
- We allow a several Groups/Clubs to have free space at the Christmas fayre to use for fund raising activities
- We offer charities/groups the use of the large marquee at Christmas for fund raising events. This is provided free of charge and was used by 2 Wish in 2022 and Hope Rescue and Eisteddfod fund raising group in 2023. These two groups raised over £1500 in 2023
- We allow groups to use our Photocopier facilities. This is free when small volumes asked for.
- We will help groups promote activities via our Facebook and website pages.
- Subject to criteria we will apply for grants on behalf of groups, where purpose meets our objectives and group is ineligible to apply for a technical reason.

## Community Events budget 2024-25

In 2023-24 we had a £9.6k Community events budget plus £160 for Remembrance day = £9760

The Clerk recommends that to deliver the same events/activities again in 2024-25 a budget of £10k is set.

This will deliver –

- Flags at St David's day (put up by Councillors)
- Easter activities
- Easter Fair (Urban markets in our Car park)
- Picnic in the Park
- Food and Drink festival (slightly larger)
- Remembrance day parades
- Christmas events – lighting, tree ceremony, Christmas fayre and marquee events

Breakdown of these costs is provided below.

There will be planned income of £2000 from pitch fees to offset some of these costs.

### **Santa Grotto at Christmas fayre**

In 2023 the Council ran the Santa Grotto. The gifts were funded by donations, and this allowed us to offer the grotto entrance for free. This was appreciated by users.

For 2024 we aim to try and do the same again with an option to charge a nominal fee if we are not able to fully cover costs from donations

### **Potential improvements**

The Officers have made improvement suggestions for events in feedback on each event and the budget plans for the delivery of these.

The Council may also wish to consider the following improvements, subject to budget funding, seeking grants or sponsorship.

#### Remembrance Day

- Large Poppies for lamp posts at Remembrance (£5 each)
- Remembrance flags in main street (£15-20 each)
- Carpet of poppies for Miskin / Pontyclun – we could ask for volunteers to make these from plastic bottles and hand in

#### Christmas

- Christmas tree (real or electric) at YGGG school and/or Ynysddu
  - a. We can get a 6m tall one for rent of £850 a year for 3 years including storage/installation (CIL could fund this)
  - b. Depending on location chosen we may need to pay £500 for installation of power supply.



<u>Event Title</u>	<u>Description</u>		<u>Estimated Cost</u>
<u>St Davids Day</u>	Flags / Bunting		£100
<u>Easter</u>	Easter treasure hunt		£100
End of March			
<u>Picnic in the Park</u>	Toilets		£200
8th June	Banners		£260
	First Aid		£150
	TEN		£22
	Music Licence		£210
	Entertainment		£500
<u>Food Festival</u>	Banners		£260
24th August	Music Licence		£210
	Entertainment		£500
	TEN		£22
	First Aid		£150
	Cleaning		£50
	Barriers		£105
	Printing /Advertising		£100
<u>Fireworks Night</u>	£3k Donation to Rugby Club from grants budget		
<u>Remembrance Day</u>	Wreaths/Bugler		£150
10th November			
<u>Christmas Decorations</u>	Tree x 2		£400
30th November	Lights		£1,750
	Miscellaneous		£500
<u>Christmas Fayre</u>	Marquee		£2,400
7th December	Banners		£260
	TEN		£22
	First Aid		£150
	Music Licence		£210
	Cleaning		£100
	Barriers		£105
	Contingency		£500
		Total	£9,486
	Improvements		£514
		Total	£10,000



## Special requests, one offs etc.

### **Caretaker storage**

The Council has agreed to acquire some Caretaker storage.

The best feasible option would be a container at the Rugby pitches by the Park.

The Rugby club have agreed, and we are in discussions with RCT CBC

Cost will be about £3500 plus vat which can be funded from CIL.

### **Fencing and steps at Riverside walk**

The fencing between the Riverside walk and Millfield is in poor repair and approx. 2/3 of it was replaced in summer 2023.

The work has been done by Cardiff Conservation volunteers who will return in spring 2024 to complete the work and also rebuild the steps down to the walk from the road.

Total cost expected is £2k which can be funded from CIL.

### **Muga panels**

The end panels at the MUGA (both sides) are beginning to come apart. The caretakers are repairing using cable ties, and metal bandings. There is also a post beginning to come loose from its fixings.

These will need replacing within next couple of years, however the temporary repairs are holding for now.

It will cost about £30k to repair.

We have some funds in earmarked reserves for this but had to use some for tree works in Ivor Woods in 2023.

The Clerk recommends setting aside £10k from CIL towards the cost of this, with the balance coming from earmarked reserves as they are built up.

### **Ward Budgets**

This budget is mainly to be used for infrastructure improvements in the wards.

Due to the large amount of funding needed to be used for tree work in 2024-25 and the Community Infrastructure levy fund available for new assets, the Clerk recommends that these are reduced to £1k per ward in 2024-25.

### **Phone box in Miskin**

The phone box in Miskin needs its door replacing/repairing. It is a listed structure so RCT permission will be required to do so, and the costs will be higher than perhaps we might expect due to planning restrictions

Cost to replace the door in full will be up to £1500 plus vat which can be funded from CIL.

### **Christmas lights fixings testing**

The Christmas light fixings require testing to ensure they remain safe and serviceable. If any faults are identified these will need to be rectified

Cost to do the testing is £1250, any repairs identified will be extra. We recommend setting aside £2k in budget for this with any additional costs coming from Christmas reserve.

**Garage door at Community Centre**

This door has broken and requires repair. We are getting quotes and so far, one is £1900 and we will need to budget at least this much.

## Town improvements

The Council has already committed to do the following improvements by March 2025. Funding has been set aside for this, principally from Community Infrastructure levy.

### Floral arrangements

- Floral planter at Car Park in Heol yr Orsaf
- Raised floral beds at YGGG school and Library (in conjunction with Friends of Pontyclun and the 2 primary schools)
- 2 new hanging baskets in Pontyclun
- 2 Additional planters at War Memorial
- 3 extra raised beds at Hollies (in conjunction with Dewis Cymru)
- Extend watering period for floral arrangements by 3 weeks into September.

### Benches

- Replacing 5 existing RCT benches
- Siting 4 new benches

### Other

- A defibrillator for Brynsadler
- 5 new dog poo bins and to replace another.
- Fund the creation of 6 history trails over next few years.
- Deliver information boards at Railway station by 2025 to commemorate the 175<sup>th</sup> anniversary of the first opening.

To ensure a timely implementation of these projects, bearing in mind the existing resources and other actions planned the Caretaking team will require additional resources.

There are 3 options.

1. Pay contractors to do the installations.
2. Try and find volunteers to do the work.
3. Recruit additional caretaking resources.

As this cost is to install new infrastructure paid for by CIL then CIL can be used to fund the costs.

- Realistically finding volunteers might prove challenging.
- A contractor to do the work would cost more but would get the work done sooner.
- Recruiting additional resource would allow us to be more flexible with other tasks as well.

The Clerk recommends recruiting someone part time to do 8 hours a week for 19 weeks over the summer starting in late May till end of Sept and 2 weeks at Christmas.

19 weeks X 8 hours @approx £12ph = £1824

2 weeks x 8 hours for Christmas @£12 = £192

This should allow us to extend the opening hours of the public toilet at Heol yr Orsaf for those weeks at weekends so that it is open all-day Saturday 9-5 as well and cover us to support work at Christmas.

## Resident requests

### Bus Shelter

We have had a resident request for a bus shelter in Cefn y Hendy – near to Dol y Llan.

Clerk is aware that RCT are planning 2 bus shelters in Cefn y Hendy but have not had confirmation of locations. There are 5 bus stops in the Cefn y Hendy area.

We have already discussed using CIL funds to pay RCT to install another bus stop in that area, so Clerk recommends that we-

- Establish where RCT are placing 2 shelters.
- Establish how much we would need to pay RCT to have another one sited.
- Identify best place for this extra shelter from those stops not being allocated a shelter.
- When next tranche of CIL funds received make an extra bus shelter in Cefn y Hendy a priority

This will be considered with next CIL discussions.

### Bench

We have had a request for a bench to be placed at the top of Station Terrace.

The Council had agreed to do this previously subject to funding and we recommend adding this request to next update of CIL funding list

## Grant funding

Officers will be seeking grant funding where possible towards the above projects.

We have been successful in obtaining £2k from Transport for Wales to do the following items.

- 3 raised beds at the Hollies (from above)
- New bench at the Hollies (from above)
- 2 planters at each of the stone bus shelters in Brynsadler.
- 2 planters and a bench at entrance to Clos Brennin

In addition, Dewis Wales have agreed to partner with us to look after the raised beds at the Hollies and Clos Brennin.

Overall, this will significantly improve the outlook in Brynsadler, without increasing our workloads.

The Clerk has also applied to National Lottery Heritage fund to fund cost of the Railway History signs and soe of the History trail costs. A decision is awaited.

## Town status working group initiatives

The Town status working group is recommending the following activities

### Council newsletter

Publication and distribution of a short newsletter across the whole community outlining the Council's plans going forward

Initial budget request £2k

- The printers we use for banners could do 2500 copies of an 8 page brochure for about £900 and 5000 copies for £1300 if we had a design.
- The expectation is that Councillors would arrange delivery
- So likely aiming to budget £1500 in 2024-25

### Freedom of the Town

The Group recommends instigating a programme to recognise 5 individuals a year who have made significant impact on the area, its residents and culture

The aim would be to have a public nominations process followed by a final selection by the Council with the 5 recipients receiving "The freedom of the town"

Budget £500 – Scrolls on parchment are about £100 each

Council will need to decide on process for this

### Town Centre manager

The group believes it would be valuable to have someone designated with the task of driving forward initiatives to improve the town centre and acting as a liaison between the Council and Businesses and Community groups

The nature and scope of this role has not been fully identified at this time, nor if it should be a paid staff role or a responsibility of a Councillor.

Budget – none can be recommended until this has been properly scoped

## Community Infrastructure levy (CIL)

The Council received £58.4k of CIL funds in 2023 to add to prior fund of £1.2k

Commitments the Council has already made from this fund approximately £16-20k.

Acceptance of the budget planning for 2024 -25 implies further commitments of -

- |                                    |       |
|------------------------------------|-------|
| • Staffing to deliver CIL projects | £2k.  |
| • To replace MUGA panels           | £10k  |
| • Phone box                        | £1.5k |
| • Storage                          | £3.5k |
| • Fencing and steps                | £2k   |

These can all be funded from the total CIL reserve, and this will leave about £20k uncommitted in the reserve for future projects.

At this time due to staffing constraints, we cannot commit to additional projects until current ones are finished.

## Earmarked Reserves

The Council holds earmarked reserves for future planned expenditure to replace fixed assets and known commitments e.g., Election costs.

We have an agreed methodology for these funds which is broadly:

- Set aside purchase cost of assets over the expected lifespan plus inflation at 3%
- For known regular commitments the last payment plus inflation at 3% over timescale to next purchase
- Adjustments made where there is a known special case.

Last year the Council agreed to follow the methodology with 2 special cases.

1. As we had used £9k of the Pontyclun Park fund to replace fencing and because the MUGA panels would need replacing soon we agreed an increase of £5k a year for 2 years to this fund.
2. No transfer to Hardware/Software reserve

The Clerk (RFO) recommends that for 2024-25 we follow our standard methodology with last year's special cases and the following changes.

1. We used £5k of the Pontyclun park reserve to fund tree works in 2023 on the basis that this would be replaced from 2024-25 budget. This should be factored in.
2. No transfer to Tree works reserve, due to increased budget.
3. Increase transfer for Christmas lights replacement fund to £2k pa. This is less than our methodology but reflects our budget position.
4. If members wish to replace our Van (when due) with an electric one, then on current price differentials our fund will fall short. To help give us this option in the future we will transfer an additional £5k towards vehicle replacement. As there may be other green initiatives we may wish to do over the next few years it would be sensible for the Council to prepare a plan and the Clerk to arrange preparation of this in conjunction with Councillors.
5. As we will be purchasing significant assets with CIL monies over the next few years Clerk recommends, we have a policy to transfer any unused maintenance budget and Ward budgets at year end into the earmarked reserves to replace assets purchased in that year.

Because we have installed some additional assets over the last year there will be a small appropriate increase in reserve transfers – change 5 will over time keep this increase down.

The table below outlines the recommended transfers for 2024-25

Reserve	Estimated fund at year end	Policy recommends to trf	Transfer in 2023-24	RFO recommendation for 2024-25
Street furniture	4580	3500	3350	3500
Pontyclun park	22154	7500	12500	17500
Trees	0	2000	2000	0
Hardware/ Software	1571	0	0	0
Vehicle	16000	2000	2000	7000
Machinery/tools	3000	300	300	300
Elections	6934	1350	1350	1350
Office	600	100	100	100
Christmas	1000	1000	1000	2000
Floral planter replacement	3121	700	700	700
<b>TOTALS</b>	<b>98310</b>	<b>18450</b>	<b>23300</b>	<b>32450</b>

Members should note that there are also the following Earmarked reserves

Training fund - £350. Our policy is to transfer any unused training budget at year end into this to build a fund for future high costs – e.g. when Clerk and Admin assistant retire in about 4-5 years; Assistant caretaker retires in about 3 years.

Mural fund - £1k – grant for 2 murals in community

Sheds grants – total £1050 for helping set up digital inclusion training and support the Walking rugby team (split approx. 60/40)



## Notes on General reserve

Total cash reserves on 1<sup>st</sup> April 2023 were £91.8k of which £61.3k were earmarked. This meant that our general reserve started the year at £30.5k.

Our reserves policy says that provided we have adequate insurance and earmarked reserves are fully funded our general reserve should be between 3- and 6-months normal spending over the term of the Council.

Last year the Council agreed to plan for an underspend of £5k per year over this Council term to grow reserve to comply with our policy by the end of this term. This way we would plan to increase our general reserve by £5k each year.

Based on bills received to date and known plans we are currently forecasting that the general reserve will end the year around £40k so an increase of about £5k more than planned.

The main reason for this was that we have not had permission to site caretaker storage, the work repairing the fencing at Riverside walk will not be finished till April and we have done less maintenance/project work due to absence of caretaker in Q1 this year. This will all need to be funded again.

Based on planned expenditure in 2024-25 adding inflation for the following 2 years our general reserve requirement at the end of this Council term is expected to be about £65k. To reach this the planned surplus will need to be £8k per annum for the rest of this term.

As there are considerable uncertainties in the facilities that RCT may provide in 2024-25 and the costs associated we recommend transferring a further £7.75k into the general reserve this year to help provide an additional buffer. If it is not required, it will reduce the amount needed in future years to grow the reserve.

### General reserve methodology

We aim to have between 3 and 6 month's normal expenditure in our reserves. This excludes any genuine one offs, large grant funded items or items funded from Community Infrastructure levy.

To note the effect of an increase in regular spending on annual budget Members should note the following-

- If inflation is running at say 3% additional regular spending of £10k will incur the following additional budget needs –

Year 1            £10000 – spend

Total budget = £10000

Year 2            £10300 – spend

£2500 – increase in general reserve

Total budget = £12800

Year 3            £10609 – spend

£75 – increase in general reserve

Total budget = £10684

## Income opportunities

The Council may wish to take the opportunity to look for new sources of income.

This would help diversify our income streams and allow reduced precept increases going forward.

Funds raised in these ways will be used to install the new items already agreed or held towards the following years budget to be used for new or improved facilities/services the following year.

## Fundraising activities

This would involve the Council undertaking fundraising activities at our events e.g. selling lights.

We already include £500 in the budget each year towards this sort of activity.

## Grant funding

Staff already look at Grant funding opportunities which are normally used to deliver additional services over and above what has been budgeted for.

## Memorials

Often relatives wish to remember a loved one, sometimes a community group might recognise a past member.

This is often done through a memorial bench or flower planter.

The Council is happy to accept such memorial furniture on the following basis.

- New furniture –
  - the cost of the item including delivery is covered by donor.
  - the Council will fund the installation and ongoing maintenance.
  - the Council and donor will agree a mutually agreeable location.
  - Installation at Council timescales unless donor wishes to cover that too.
  - Memorial will remain on item for its whole lifespan.
- Adding memorial to existing furniture
  - The cost of the memorial plaque is covered plus.
    - £100 for small items e.g. add to a stile.
    - £150 on larger items e.g. bench or small/medium planter
    - £200 on largest items e.g. large planter
  - the Council will agree a mutually agreeable location.
  - Installation at Council timescales
  - Memorial will remain in place for at least 5 years.

## Sponsorship

The Council is happy to accept sponsorship of street furniture by local firms on the same basis as the memorials above.

We are happy to discuss options with firms for any sponsorship. The most common items are: -

- Bins
- Seating
- Floral planters
- Christmas lights
- Bus shelters

Sponsorship of existing furniture will last for 3 years.

Expenditure - excluding items from Earmarked reserves or where agreed to pay from  
General reserve or one offs paid for by grants

Item	2022-23	2023-24		2024-25
	Actual	Budget	Projected	Recommended budget
Staffing costs	112096	126500	125200	134110
Utilities	922	500	500	500
Street lighting	196	600	600	650
Refuse	1048	1170	570	600
Non domestic rates	2016	2120	2005	2130
Vehicle running costs	2869	2100	2500	2400
Tree costs	320	1000	19032	20000
Grass cutting	2125	2235	2232	2370
Maintenance & minor projects	10754	3000	3000	4250
Planting	1942	1900	2050	2200
Tools & Equipment	821	600	400	600
H&S / Protective equip	390	900	620	900
Cleaning costs	1054	1350	7000	0
Telephony/Broadband	779	920	910	920
Insurance	1357	1500	1405	1500
Website	300	300	300	300
Software/Hardware	984	1200	1200	1200
Training	470	500	500	500
Travel expenses	32	50	50	50
Subscriptions	1406	1500	1506	1600
Office rent	4133	4600	4550	4830
printing	238	380	300	940
Audit cost	470	1700	900	1600
Admin & stationery	421	500	500	500
Remembrance Sunday	120	160	110	0
Community Grants	3833	8000	8000	8000
Community Events	5142	9600	9600	10000
Councillor allowances and	600	1000	1200	1000
Room hire	0	400	0	0
Total costs	156838	176285	196740	203650

INCOME

Item	2022-23	2023-24		2024-25
	Actual	Budget	Projected	Recommended budget
Caterer rent	602	0	0	0
Grass cutting	300	300	300	300
Other income	5566	1500	1900	1000
Donations	2450	0	300	250
Grants	23383	16150	17181	0
Event pitch hires	0	1000	1942	2000
Footpath grant	480	480	480	480
Fundraising events	0	500	500	500
Total income	32781	19930	22603	4530

Net expenditure	124057	156355	174137	199120
Transfer to earmarked reserves in annual budget	12400	23300	23300	32450
Funding general reserve (minus means transfer from general reserve)	-2840	5000		15750
One off items planned for in budget				8900
Café 50 net position				-10000
Precept	132584	205225	205225	246220

19.98%

Ear Marked Reserves position (Excluding sinking reserves for specific items)

Reserve	Estimated fund at year end	Policy recommends to trf	Transfer in 2023-24	RFO recommendation for 2024-25
Street furniture	4580	3500	3350	3500
Pontyclun park	22154	7500	12500	17500
Trees	0	2000	2000	0
Hardware/ Software	1571	0	0	0
Vehicle	16000	2000	2000	7000
Machinery/tools	3000	300	300	300
Elections	6934	1350	1350	1350
Office	600	100	100	100
Christmas	1000	1000	1000	2000
Floral planters replacement	3121	700	700	700
CIL	39000	infrastructure fund	0	0
Training	350	balance of budget not spent	0	0
TOTALS	98310	18450	23300	32450

One off items requested for consideration at budget

Item	Estimated cost	Comments
Ward budgets	3000	£1k per ward
Xmas fixings testing	2000	includes 750 for repairs
Bus shelter C-y-Hendy	0	Use next tranche of CIL
garage door repair	1900	
Total	6900	

Town centre Working group actions for budget

Item	Estimated cost	Comments
Newsletter	1500	
Freedom of the Town	500	
Total	2000	

Café 50 related matters

Item	Amount	Comments
Coordinator grant	-10000	
Room hires	-2000	
RCT payment for costs	-7350	
Cleaner costs	8700	Higher of contractor or in house cleaner
Cleaning materials	450	
Other	200	
Total	-10000	

Community Infrastructure Levy spending planned

Item	Estimated cost	Comments
Caretaker storage	3500	
Fencing at Riverside W	2000	Balance to complete fence and steps
Muga panels	10000	For 2025 works
Phone box door	1500	Box in Miskin
Additional staffing	2000	8 hrs per week over summer
Total	19000	

## Community/Town Council precepts 2023-24

Council	Precept £	Band D charge £
Gilfach	170481	167.49
Llanharan	261900	79.17
Pontypridd	790302	75.64
Llanharry	112584	70.00
Rhigos	17000	60.95
Tonyrefail	244563	59.61
Pontyclun	205255	59.04
Llantrisant	295315	55.00
Hirwaun	87723	53.38
Llantwit Ffardre	327579	49.88
Ynysybwl and Coed y Cwm	57000	40.26
Taff Well	38047	27.07

Tonyrefail are expecting to increase by 21% in 2024-5

Taff Well approx. 5% increase in 2024-25