
Cyngor Tref Pontyclun Town Council

Annual Report 2024

The Council prepares an annual report each year on what we did last year and our plans for the future.

This is the second year that this is a legal requirement for all Town and Community Councils in Wales, though we have been producing a report since 2014.

[This year's report can be found at this link](#)

[Previous years reports can be found on our website here](#)

The Council should now formally accept the report so it can be published.

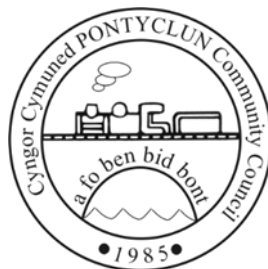
We publish as a pdf and flipbook.

Action – members to confirm acceptance of the report.

Cyngor Cymuned Pontyclun Community Council

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

Swyddfa Cyngor Cymuned
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CF72 9EE
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Website: www.pontyclun.net

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

Minutes

Minutes of the Annual Meeting of the Pontyclun Community Council held at 7.00 p.m. on Thursday 11th May 2023 and the monthly meeting of the Pontyclun Community Council held directly afterwards

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

Minutes

1. To receive apologies for absence – None, all members present
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. No interests declared.

Annual Meeting agenda

3. Chairs report for 2022-23
 - a. The Council accepted the Chairs report for publication in the annual report of the Council.
4. Election of Chairperson 2023-24
 - a. Councillor Wayne Owen was elected Chair and signed his declaration. Proposed by Councillor Paul Binning and Seconded by Councillor Amanda Sparks

5. Election of Vice Chairperson 2023-24
 - a. **Councillor Jamie Daniels was elected Vice Chair and signed his declaration. Proposed by Councillor Wayne Owen and Seconded by Councillor Paul Binning**
6. To confirm the minutes of the Council's Annual meeting of 11 May 2022 as a true record of the last Annual Meeting.
 - a. **The minutes were accepted as a true record.**
7. Appointment or Reappointment of any standing Committees, Sub Committees or Working Groups and review terms of reference.
 - a. **The Council confirmed existing working groups and Committees with following convenors.**
 - i. **Administration working group – Councillor Wayne Owen**
 - ii. **Economy Working Group – Councillor Paul Binning**
 - iii. **Environment Working Group – Councillor Kelly Sherratt**
 - iv. **Social and Cultural Working Group – Councillor Sue Owen**
 - v. **Local development plan Working Group – Councillor Sian Assiratti**
 - vi. **Town Status Working group – Councillor Jamie Daniels**
 - vii. **Ward Committees (Pontyclun East; Pontyclun Central; Pontyclun West)**
 - b. **To Council created a new Working group to consider Traffic and pollution issues with Councillors Paul Binning and Wayne Owen as convenors**
 - c. **The Council decided to fully review all Working groups and other Council meetings in the June Council meeting.**
8. To confirm Council governance documents and review policies
 - a. **Governance -Standing Orders; Financial Regulations, Code of Conduct and Complaints policy**
 - b. **Other policies – Freedom of Information; Data Protection; Press, Fire policy, Grants and Health & Safety statement**
 - i. **The Council agreed the suggested changes to policies and confirmed the other policies which are unaltered.**
 - ii. **The fully amended financial regulations can be found by following [this link](#).**
9. To review arrangement for standing matters
 - a. **Subscriptions to other bodies; Council representatives on external bodies, Charter arrangements and groups run on behalf of the Council.**
 - i. **The council confirmed the following:-**
 1. **The Council will continue to be a member of One Voice Wales and pay the Clerk's subscription for SLCC.**
 2. **The Chair will represent the Council at One Voice Wales meetings.**
 3. **Councillors Wayne Owen and Carole Willis will represent the Council at RCT CBC/Community Council joint liaison meetings.**
 4. **Councillor Carole Willis to remain as our representative on the Northwest Cardiff group**
 5. **Tara Davies, Community Engagement Officer will represent the Council on the local Neighbourhood Network**
 6. **Councillor Wayne Owen will represent the Council on the Pontyclun Refugee Support Group**
 7. **Councillor Wayne Owen and Paul Binning will remain as Council representatives on the local 50 plus forum.**
 - b. **Council's dates and times for Ordinary meetings for the ensuing year**
 - i. **The Council confirmed meeting dates would remain as 2nd Thursday of the month with no meetings planned for August and December**

Monthly Meeting agenda

10. **Public presentations to Council – members of the public were present to discuss the Forest Wood quarry planning application.**
11. **To confirm minutes of the Council's meeting of 12th April are a true record and discuss matters arising from them.**
 - a. **The Members confirmed minutes as correct, no minor matters arising.**
12. **Update on Forest wood Quarry planning application**
 - a. **Members discussed this application following new Highways report, Air Quality report and other information.**
 - b. **It was noted that the applicants are now quoting much reduced volumes of increased HGV traffic with between 27k and 33k annual journeys now anticipated a year.**
 - c. **Councillor Wayne Owen will arrange a meeting for w/c 15 May with the relevant RCT Councillors and planning officers to discuss.**
 - d. **The Council agreed to look at avenues to call this application into the Welsh Government for consideration.**
 - e. **Council agreed to look at what advise Planning Aid Wales may be able to give us.**
 - f. **Councillor Kelly Sherratt agreed to investigate if the applicants could be barred from obtaining relevant operating licences due to the "fit and proper" requirements.**
 - g. **The Council to ask RCT CBC planning teams to review current planning approvals to see if conditions remain relevant and valid due to the time that has gone since they were agreed.**

13. Council Payments and Finances
 - a. **The Council confirmed payments for March and April 2023**
 - b. **The Council confirmed renewal arrangements for Council insurance.**
14. To consider Police report for April 2023
 - a. **The Council noted this report.**
15. To receive update on "Friends of..." groups for Pontyclun
 - a. **This discussion was deferred to June meeting.**
16. To receive update from Town status working group
 - a. **The Council noted the update from the group.**
 - b. **The Council agreed that the group could progress to public consultation on the proposals once they have been finalised with the Clerk.**
17. To consider update on Community Events 2023
 - a. **The Council noted the position on events.**
 - b. **Picnic in the Park**
 - i. **Councillor Wayne Owen agreed to find some musical entertainment with Councillor Binning to contact local schools to see if they wish their Choirs/bands to perform.**
 - ii. **7 Councillors confirmed availability to help on the day.**
 - c. **Food and Drink festival**
 - i. **Councillors asked if traders could be asked to try and accommodate budget options to support people at this time. Also relevant to Christmas**
 - d. **Christmas fayre**
 - i. **Councillor Sparks agreed to try and source some lino matting to allow Curling to be played outdoors as additional entertainment.**
 - ii. **The Council decided that they would arrange an event in the marquee for Friday night to help raise funds for the Council. An update will be provided at the June meeting.**
18. To receive and accept report from Internal Auditor and approve Annual Return
 - a. **The Council noted the Audit report and its contents.**
 - b. **The Council accepted the report and approved completion of the Annual return.**
19. To receive report on Council's trees
 - a. **The Council noted the results of the tree surveys.**
 - b. **The Council agreed to progress with trees at Hollies, Riverside and Millfield as recommended.**
 - c. **The Council instructed the Environment Working group to meet to agree a plan for Ivor woods, which took into account, work to do, Council's budgetary position, land clearance and replanting required. The group is to report back at June Council meeting with an update.**

The Council members also wished to note that by virtue of PCC being classified as Category 3 Community Council by the Independent Remuneration Panel for Wales, 3 Councillors were eligible to receive an additional allowance of £500.00. Though the Community Council has decided unilaterally to not to pay this allowance.

Cyngor Tref PONTYCLUN Town Council

Council Sub committees and Working Groups

Pontyclun Town Council currently has 3 Ward committees with delegated powers and 7 working groups (1 of which is temporary) who meet to discuss topics relevant to them and then make recommendations for full council to decide upon.

The Ward Committee terms of reference are provided in appendix 3a.

Working groups are open to all Members and the public who can contribute to the discussions as part of the groups. The current terms of reference are provided in appendix 3b.

The Working groups meet on an ad hoc basis when there is need and as the remits are fairly narrow this does mean that some do not meet regularly.

As a number of topics could sit within a few groups, the Clerk recommends merging them to create 3 Working Groups with wider remits.

1. Governance
2. Developing Pontyclun
3. Promoting Pontyclun

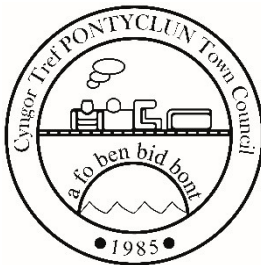
The proposed terms of reference are provided in appendix 3c and should result in more regular need to meet.

Action –

- 1. Council to confirm :-**
 - a. Ward Committees and terms**
 - b. Consider changes to working groups, terms and conveners for 2024-25.**

Cyngor Tref Pontyclun Town Council

**Council Ward Committees terms of
reference
Last review May 2024**



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Pontyclun Town Council Mission Statement

The Council will work with residents and their organisations to ensure an active, lively and successful future for the communities of Pontyclun.

Key Strategies of the Council

1. We will foster and support community engagement and ensure that the actions of the Council are transparent and accountable
2. We will administer the Council and its activities to ensure that residents get good value from the Council
3. We will act with other agencies to improve the economic well-being of the residents, community, services and businesses
4. We will act to work with other organisations to improve the physical environment of the community
5. We will promote the well-being of the residents and develop initiatives that will foster community cohesion and social inclusion through social and cultural activities

The Council has created 3 Ward Committees to help with delivering on these objectives. These align with the Town Council wards of Pontyclun East; Pontyclun central and Pontyclun West

These Committees have delegated spending powers on services provided in their relevant wards.

The council may also delegate responsibility for other decision taking by a ward committee following a specific resolution for a specified matter.

Ward Committees terms of reference

There are three Ward Committees, one each for Pontyclun east; Pontyclun Central and Pontyclun West.

The ward committee will consider proposals to add to, improve, modify or repair Council facilities in the ward.

They will also consider possible changes to RCT (and other provider) services with a view to making recommendations to RCT CBC, or the other provider.

Suggestions can come from local residents, businesses, visitors, Councillors or Council staff

Membership

The Membership of the Committee are the Pontyclun Town Council members elected (or co-opted) to the ward.

Members of the public may attend meetings and make representations to the Committee.

Powers

The Council delegates spending powers to the committee subject to an annually approved budget.

These funds can be spent on one or more items in the financial year. Funds can also be specifically accrued in an earmarked reserve to be spent on a specific purpose in future years.

The Council will set a budget each year for ward spending. In particular the following should be noted

- Budget is set excluding VAT.
- If the Committee wishes Council staff to implement the decision, then the cost of implementation will be met from the Council's other budget lines. Implementation will be scheduled by the Council staff in line with operational factors and budgets
- If the Committee wishes to prioritise the agreed action, then they can choose to pay contractors to implement the work, within the agreed budget or request the Council to prioritise the work by formally agreeing a delay in other proposed activities.
- Unused budget will not be rolled over into future years.

Committee rules

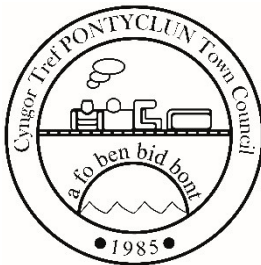
The Committee will follow the Council's published standing orders as relevant to apply to the committee.

- The quorum for a committee meeting will be one Councillor less than the total number of Councillors for the ward.
- The quorum for spending delegated funds is a minimum of 3 Councillors.

The Committee has no fixed schedule for meeting dates and will meet as and when there are matters to discuss. A report will be presented to the Council meeting following the Committee's meeting.

Cyngor Tref Pontyclun Town Council

**Council Working Groups terms of
reference
Last review May 2024**



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Café 50 steering group.....	Error! Bookmark not defined.

Mission Statement

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Key Strategies of the Council

1. We will foster and support community engagement and ensure that the actions of the Council are transparent and accountable
2. We will administer the Council and its activities to ensure that residents get good value from the Council
3. We will act with other agencies to improve the economic well-being of the residents, community, services and businesses
4. We will act to work with other organisations to improve the physical environment of the community
5. We will promote the well-being of the residents and develop initiatives that will foster community cohesion and social inclusion through social and cultural activities

The Council has created 7 working groups responsible for delivering on these objectives.

All the working groups are 'advisory committees'. They work to prepare reports and recommendations for consideration by the council.

The council may delegate responsibility for decision taking by a working group only on the basis of a specific resolution for a specified matter.

Working group terms of reference

Administration

The Administration working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the governance and management of the community council and development of its services.

It will consider advice on:

- the governance of the Community Council;
- the preparation of a Place Plan
- Community Engagement including the Involvement of Young People in the work of the Community Council by using their School Councils, co-opting onto Community Council and the development of a Youth Forums
- Oversight of the administration, human resource management and financial management of the Community Council;
- the preparation of draft budgets for consideration by the Council
- Quality Assurance and Wellbeing of the future
- The relationship with the Community Centre Management Committee
- Public relations including relationships with RCT Council, Welsh Government, the Local Health Board, neighbouring community councils and all other agencies which impact on the community of Pontyclun
- Oversight of asset management including assets such the council offices and the public toilets.
- projects that do not fall under the remit of any other working group;
- any other matter it considers relevant to the strategic objective.

Economy

The Economic working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the economic well-being of the residents, community, services and businesses of the Town of Pontyclun and development of the Council's services to support this.

It will consider advice on:

- The means of making the village centre more attractive and conducive to successful business
- Supporting business networks
- Signposting to business grants
- Promoting Pontyclun to tourists, visitors, businesses and shoppers.
- Improving parking and traffic management in Pontyclun Council area especially the centre of Pontyclun and Groesfaen
- Promoting use of footpaths and cycle ways
- Improving Public Transport, the Station and rail links
- Crime prevention initiatives
- Maximising benefits of the SEW Metro system to our area
- Any other matter it considers relevant to the strategic objective

Environment

The Environment working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the physical environment of the Town of Pontyclun and development of the Council's services to support this.

It will consider advice on:

- The management and development of Pontyclun Park including its community gardens
- The management of Ivor Woods, grass verges and public footpaths
- The potential for a Town Council role in the management and ownership of Cefn y Hendy and Coed y Hendy
- Flower tubs, hanging baskets and the greening of public spaces
- Provision of seating in village centre and elsewhere
- Work with residents and groups to control litter and make other improvements
- River cleanliness
- Dog fouling
- Local woodlands and grass verges under Council management
- Any other matter it considers relevant to the strategic objective

Social and Cultural Activities

The Environment working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding initiatives that will foster community cohesion and social inclusion through social and cultural activities and development of the Council's services to support this.

It will consider advice on:

- The celebration promotion and support of community groups including those relating to social, cultural and sporting activity
- The management, development and promotion of Café 50
- The provision of the Christmas lights and a Festival associated with the Christmas lights
- Signposting to advice on welfare benefits and debt management
- The celebration and development of local talent
- Development of a co-ordinated Community events calendar through the year. In partnership with other local groups deliver a broad and varied schedule of events.
- Working with RCT Council on a shared strategy for the provision and development of play areas and facilities.
- Any other matter it considers relevant to the strategic objective

Local development plan

The Local Development plan (LDP) working group was created in July 2022 to act as a group to shape the Council's response to the renewal of the RCT CBC LDP.

The group will work with the RCT Councillors and local residents to shape our responses to the various parts of the LDP process including nomination of candidate sites and also drawing up a Place plan for Pontyclun.

Town Status working group

This was set up in January 2023 to look at options for seeking town status for Pontyclun

Now that this has been achieved the groups considers ways to develop Pontyclun and take advantage of the Town Status and also to consider how we will commemorate the following in 2025

- 175th anniversary of the founding of Pontyclun
- 75th anniversary of the unveiling of Pontyclun War Memorial
- 40th anniversary of the creation of the Council

Traffic and Pollution working group

This group has a remit to consider issues relating to traffic and pollution and how these can be mitigated and managed.

This will include consideration of

1. Traffic volumes
2. Pollution
3. Speeding
4. Parking

And similar matters in and around Pontyclun

Membership of working groups

All Members of the Council are invited to attend all meetings. The public are also invited and can participate and contribute in the discussions. A quorum is at least 3 Councillors present at the meeting.

The Convener of each Working Group is responsible for ensuring public notices of all formal meetings are displayed (in similar timescales as full Council meetings)–

- On Council notice boards
- And on the Community Website

The notice must include the time place of the intended meeting and specify the business to be transacted. Due consideration must be given when convening a meeting to ensure a balance between day and evening is achieved.

Following any working groups meeting a report, with any recommendations, will be presented to the full Council and published on the Council's website.

In addition, the members of the working groups may meet at other times to progress individual projects possibly in conjunction with third parties.

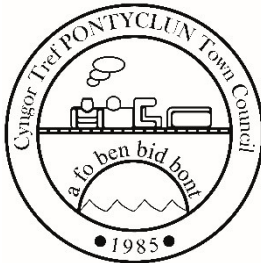
Delegated Powers

Unless stated, the Working groups normally have no delegated powers, however, the Council can and may decide to delegate specific powers for specified matters to working groups.

Cyngor Tref Pontyclun Town Council

**Council Working Groups terms of
reference.**

Last review May 2024



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The Council has 3 working groups responsible for delivering on these objectives.

All the working groups are 'advisory committees'. They work to prepare reports and recommendations for consideration by the council.

The council may delegate responsibility for decision taking by a working group only on the basis of a specific resolution for a specified matter.

Working group terms of reference

Governance Working Group

The Governance working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the governance and management of the council, development of its services and its liaison with other bodies.

It will consider (but is not limited to) :

- Setting the overall strategic development of the Council and Pontyclun including
 - Overall improvement plan for Pontyclun
 - The preparation of a Place Plan (should the Council decide to prepare one)
 - Community Engagement including the Involvement of Young People in the work of the Council by using their School Councils, co-opting onto the Council and the development of a Youth Forums
- The governance of the Council
 - Oversight of the administration, human resource management and financial management of the Council.
 - the preparation of draft budgets for consideration by the Council
 - Quality Assurance and Wellbeing of the future generations
 - Agreeing minor changes to Council policies (delegated power)
 - Oversight of the day-to-day management of the Council's assets
- The relationship with other bodies including.
 - RCT Council,
 - One Voice Wales
 - Welsh Government,
 - the Local Health Board,
 - Local schools
 - neighbouring community councils and
 - all other agencies which impact on Pontyclun
- The Councils responses to consultations by third parties to include.
 - RCT CBC Revised local development plans.
 - Boundary and Community reviews
 - Welsh Government consultations
- The potential for a Town Council role in the management and ownership of Cefn y Hendy and Coed y Hendy
- any other matter it considers relevant to the strategic objective.

Developing Pontyclun working group

The Economic working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the development of Pontyclun.

This will consider matters to improve, the infrastructure, physical environment and well-being of the residents, community, services and businesses of the Town of Pontyclun and development of the Council's services to support this.

It will consider (but not limited to):

- The means of making Pontyclun more attractive and conducive to successful business. This includes
 - Supporting business networks
 - Signposting to business grants
- Traffic management in Pontyclun Council area including consideration of
 - Speeding
 - Traffic volumes
 - Parking
 - Pollution
- Maximising benefits of SEW Metro system to our area and improving Public Transport, the Station and rail links.
- Crime prevention initiatives
- The development and improvement of Pontyclun Council area including.
 - The four main green spaces we manage.
 - Pontyclun Park including its community gardens.
 - Ivor Woods
 - The Hollies
 - Riverside walk
 - Other public green spaces in the area including.
 - Around Community Centre and Car park
 - Land to rear of St David’s Church, Miskin
 - Groesfaen green
 - War Memorial gardens
 - Floral arrangements including Flower tubs, hanging baskets and planters.
 - Provision of seating in the Council area
- Work to control litter and make other improvements to cleanliness including.
 - Litter picking.
 - River cleanliness
 - Dog fouling
- Any other matter it considers relevant to the strategic objective.

Promoting Pontyclun working group

The Promoting Pontyclun working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding initiatives that will help support the Promotion of Pontyclun. This will include marketing initiatives, engagement and fostering community cohesion and social inclusion through social and cultural activities and development of the Council’s services to support this.

It will consider :

- Promotion and marketing of Pontyclun including via social media and websites.
- Development of a co-ordinated Community events calendar through the year.
 - This will include the following large Council run events.
 - Picnic in the Park
 - Food and Drink festival
 - Christmas fayre
 - In partnership with other local groups deliver a broad and varied schedule of events including
 - Easter Fayre

- Remembrance activities
 - Bonfire night celebrations
 - St David's day
- To consider options to develop a range of festivals such as
 - Arts festival
 - Christmas festival
 - Film festival.
 - Walking festival
- To arrange commemorations in 2025 to celebrate
 - 175th anniversary of the founding of Pontyclun
 - 75th anniversary of the unveiling of Pontyclun War Memorial
 - 40th anniversary of the creation of the Council
- The provision of the Christmas decorations across the Council area
- The celebration promotion and support of social and cultural activities including
 - community groups
 - Local talent e.g. sporting and artistic.
 - Promotion of cycle routes, footpaths, sites of interest and history trails
- The management and promotion of Community buildings run by the Council.
- Any other matter it considers relevant to the strategic objectives.

Membership of working groups

All Members of the Council are invited to attend all meetings. The public are also invited and can participate and contribute to the discussions. A quorum is at least 3 Councillors present at the meeting.

The Convener of each Working Group is responsible for ensuring public notices of all formal meetings are displayed (in similar timescales as full Council meetings)–

- On Council notice boards
- And on the Community Website

The notice must include the time place of the intended meeting and specify the business to be transacted. Due consideration must be given when convening a meeting to ensure a balance between day and evening is achieved.

The Convener of the group is responsible for the agenda and content of the Group meeting. This can come from a variety of sources including, the public, passed or delegated from the main Council meeting, individual (or groups of) Councillors and third parties.

Following a working group meeting a report, with any recommendations, will be presented to the full Council and published on the Council's website.

In addition, the members of the working groups may meet at other times to progress individual projects possibly in conjunction with third parties.

In the event that a matter would have been presented for a working group to discuss but the working group meeting is not able to be convened in a suitable timeframe the matter can be presented to the Council directly for consideration

Delegated Powers

Unless stated, the Working groups normally have no delegated powers, however, the Council can and may decide to delegate specific powers for specified matters to working groups.

Cyngor Tref PONTYCLUN Town Council

Council Core Governance documents

- The Council uses the model Governance documents (where available) issued by One Voice Wales as its base for our versions.
- We have then made adjustments for our local circumstances.
- Members should be aware that there is work going on nationally to issue a revised Code of Conduct for Members. A revised version will be issued, and we will review at that time.
- All these policies have also been updated to reflect the Town Council status.

Changes proposed to Governance documents.

Standing orders

We have received a new model standing orders which takes account of legislative changes and changes in practices.

The revised document is provided in appendix 4a.

Text in Green highlight is brand new.

Text in yellow highlight is amended – where there have been significant changes the old text is still there crossed through.

Action – Council to agree revised Standing Orders

Financial Regulations

The Clerk recommends some changes to our financial regulations following update from One Voice Wales.

On page 14 there are changes to the amounts at which various contract/tender terms change. These are highlighted in yellow with the old amounts detailed.

The Council may also wish to review the delegated spending authority of the Clerk and Clerk/Chair as these have been in place for some time with no change in levels to reflect inflation.

Currently the Clerk can authorise £250 on his own and the Clerk/Chair can authorise £500 (in both cases plus VAT). In event of an emergency these numbers can be doubled.

The Clerk would recommend doubling these numbers to £500 and £1000 going forward pending a further review in say 3-5 years.

Action - Council to confirm proposed changes to Financial Regulations

Other policies

Our Standing Orders require us to review and confirm a number of policies at the Annual meeting.

The Clerk recommends merging our separate Press; Media: social media and noticeboard policies into one and a merged policy is provided for confirmation in Appendix 4c.

[The other policies for review are unchanged \(except to update for Town Status \) and can be found at this link](#)

- a. Resolution and complaints protocol

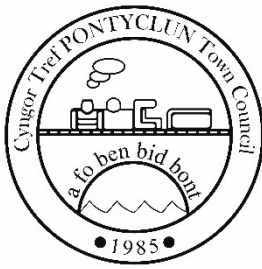
- b. Data protection and Freedom of Information
- c. Council Health and Safety statement
- d. Code of Conduct

Action – Council to consider the changes and confirm the Governance & policy documents for a further 12m months.

Cyngor Tref Pontyclun Town Council

Standing Orders

last review May 2024



Many of the paragraphs within these standing orders come from statute (in bold or marked)
 Pontyclun Town Council has agreed to use non gender specific language in its own documents and has tried to remove this language from the paragraphs taken from statute wherever possible.

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1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda is treated as having been proposed by virtue of being on the agenda and seconded when Chair initiates discussion/a vote.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the amended motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting.
- i Subject to standing order 1(j) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- j One or more amendments may be discussed together if the Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- k A councillor may not move more than one amendment to an original or substantive motion.
- l The mover of an amendment has no right of reply at the end of debate on it unless allowed by the Chair.
- m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- n Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor.
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke.
 - iii. to make a point of order.
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

- o During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

- p A point of order shall be decided by the Chair of the meeting and their decision shall be final.

- q When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion.
 - ii. to proceed to the next business.
 - iii. to adjourn the debate.
 - iv. to put the motion to a vote.
 - v. to ask a person to be no longer heard or to leave the meeting.
 - vi. to refer a motion to a committee or sub-committee for consideration.
 - vii. to exclude the public and press.
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chair of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.

- b If the person(s) disregards the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no

longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- a Notices of meetings
 - i. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
 - ii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
 - iii. The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
 - iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

b Multi-location meetings

- i. The council must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.
- ii. The minimum requirement is that members are able to hear and be heard by others.

- Full Council meetings
- Committee / working group meetings.
- Sub-committee meetings

- a **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- b **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed. This can include use of a variety of aids such as video, recordings, electronic presentations, photographs and written documents.
- e The period designated for public participation at a meeting in accordance with standing order 3(d) above shall not exceed 30 minutes unless directed by the Chair of the meeting.
- f Subject to standing order 3(e) above, a member of the public shall not speak for more than 5 minutes and shall not speak on more than one agenda item unless agreed by the chair in advance.
- g If a member of the public wishes to use an aid for their representations, then the time taken to set up the aid will be part of the 5 / 30 minutes above unless prior arrangement to set up ahead of the meeting has been made with the Proper Officer
- h If a member of the public wishes to make a representation on a matter not on the agenda, then the Chair of the meeting can allow this subject to the time limits above. As the Council may not make a material decision on any matter not included on the agenda, if the representation requires such a decision, then the Chair should direct that the matter is included on the agenda of the following Council meeting.
- i In accordance with standing order 3(d) above, a public question shall not require neither a response at the meeting nor to start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- J A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.

- K A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- L Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- m Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if any).**
- q The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- r Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- s The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the council.
- t Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- u The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting.
 - ii. the names of councillors present and absent.
 - iii. interests that have been declared by councillors and non-councillors with

voting rights.

- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered.
- vi. if there was a public participation session; and
- vii. the resolutions made.

v A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the council.

w No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.

x If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

y A meeting shall not exceed a period of 3 hours unless agreed by at least two-thirds of those members present.

4. Committees and sub-committees

a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.

c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

d The council may appoint standing committees or other committees and working groups (advisory committees) as may be necessary, and for all of these:

- i. shall determine their terms of reference.
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council.
- iii. shall permit a committee, other than in respect of the ordinary meetings of a

- committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee, subcommittee or working group.

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, any number of other ordinary meetings may be held in each year on such dates and times as the council may direct.**
- e The first business conducted at the annual meeting of the council shall be the election of the Chair and Vice-Chair (if any) of the Council.**
- f The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g The Vice-Chair of the Council, if any, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the council.**

- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**

- i **In an election year, if the current Chair of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee.
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees.
 - vii. Appointment of members to existing committees.
 - viii. Appointment of any new committees in accordance with standing order 4 above.
 - ix. Review and adoption of appropriate standing orders and financial regulations.
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. Review of the council's and/or staff subscriptions to other bodies.
 - xiii. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972**
 - xiv. **Review of the eligibility criteria for the use of the general power of competence**
 - xv. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

In addition, the following matters should be reviewed unless the Council has already done so since the last Annual Meeting

- xvi. **Review and adoption of the council's annual report**
- xvii. **Review and adoption of the council's training plan**
- xviii. Review of inventory of land and assets including buildings and office equipment;

- xix. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xx. Review of the council's complaints procedure.
- xxi. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. (*see also standing orders 11, 20 and 21*);
- xxii. Review of the council's policy for dealing with the press/media

6. Extraordinary meetings of the council and committees and sub-committees

- a **The Chair of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The Chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the Chair of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].
- e Extraordinary meetings to deal with emergency situations such as flooding can be arranged with 24 hours notice

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. Motions for a meeting that require notice to be given to the Proper Officer

- a The Proper Officer is responsible for preparing the agenda of Council meetings and can add motions which have arisen from
 - i. Operational matters
 - ii. Requests from the public
 - iii. Requests from individual (or groups of) Councillors
 - iv. Reports from Committees or Working groups.
- b A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- c No motion may be moved at a meeting unless it is on the agenda.
- d Requests for motions received by the Proper Officer less than 10 clear days before a meeting may be deferred to the following meeting. Clear days do not include the day of the notice or the day of the meeting.
- e The Proper Officer may, before including a motion on the agenda, correct obvious grammatical or typographical errors in the wording of the motion.
- f If the Proper Officer considers the wording of a motion received is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer.
- g If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- h Subject to standing order 9(g) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- i Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote.
 - iii. to defer consideration of a motion.
 - iv. to refer a motion to a particular committee or sub-committee.
 - v. to appoint a person to preside at a meeting.
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report.
 - ix. to appoint a committee or sub-committee and their members.
 - x. to extend the time limits for speaking.
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
 - xii. to not hear further from a councillor or a member of the public.
 - xiii. to exclude a councillor or member of the public for disorderly conduct.
 - xiv. to temporarily suspend the meeting.
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements).
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Management of Information

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or of this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980)
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

- d Councillors, staff and the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

f No later than seven working days of a council meeting, the council must publish electronically a note setting out:

- i. The names of the members who attended the meeting, and any apologies for absence;
- ii. Any declarations of interest; and
- iii. Any decisions taken at the meeting, including the outcomes of any votes.

g The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

13. Code of conduct and dispensations

See also standing order 3(v) above.

- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.**

- b All councillors shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c **Dispensation requests shall be in writing and submitted to the standards committee of RCT County Borough** as soon as possible before the meeting that the dispensation is required for.

14. Code of conduct complaints

- a Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.

All complaints relating to breaches of the Code of Conduct by Community and Town Councils should be reported to the Public Ombudsman for Wales

- b The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law.
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
 - iii. indemnify the councillor or non-councillor with voting rights in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the full council.

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

- i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee or a sub-committee:**
 - 1) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
 - 2) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the

postal address to which the summons should be sent.

- 3) The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
- 4) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

See standing order 3 (a) and (b) (Meetings Generally – Other) for the meaning of clear days for a meeting of a full council and for a meeting of a committee;

- ii. In the event of a major incident requiring a quick response from the Council, the proper Officer may convene an emergency meeting of the Council with only 24 hours' notice. This relates to arranging responses to events such as flooding, fires, terrorist attacks and the like.
- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iv. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- v. **facilitate inspection of the minute book by local government electors;**
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. hold acceptance of office forms from councillors.
- viii. hold a copy of every councillor's register of interests where the Council has resolved to require councillors to declare interests upfront;
- ix. **assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;**
- x. **liaise, as appropriate, with the Council's Data Protection Officer (if there is one);**
- xi. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xii. **assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g., the Limitation Act 1980);**
- xiii. arrange for legal deeds to be executed.
See also standing order 23 below.
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xv. record every planning application notified to the council and the council's response to the local planning authority in a book or file for such purpose;
- xvi. refer a planning application received by the council to the Chair or in his absence the Vice-Chair of the Council within five working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council;

- xvii. manage access to information about the council via the publication scheme; and
- xviii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

See also standing order 22 below.

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils in Wales – A Practitioners’ Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.

c The Responsible Financial Officer shall supply to the Council as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise the Council’s financial position for the year including a comparison with the budget for the financial year, highlighting actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide the Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.

- c The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls.
 - ii. the assessment and management of financial risks faced by the council.

- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. **whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise** procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £2500
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 17(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- ~~c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £2500 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.~~
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm
 - a. the council's specification
 - b. the time, date and address for the submission of tenders
 - c. the date of the council's written response to the tender and
 - d. the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised **on the Council's website and social media** ~~a local newspaper~~ and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules.**

19. Handling staff matters.

- a A matter personal to a member of staff that is being considered by a meeting of council or any subcommittee or working group is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chair or, if they are not available, the vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.
- c The Chair or in their absence, the vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Council. **This may be delegated to a Committee led by Chair or Vice Chair**
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chair or in his absence, the vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Council or delegated sub-committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chair or vice-Chair, this shall be communicated to another member of Council who shall be reported back and be progressed by resolution of Council.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk and/or the Chair of the Council.

Requests for information

- a—Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b—Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Council or any duly delegated sub-committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

20. Responsibilities to provide information

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

21. Responsibilities under data protection legislation

See also Standing order 11

- a. The Council may appoint a Data Protection Officer
- b. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data
- c. The Council shall have a written policy in place for responding to and managing a personal data breach.
- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e. The Council shall ensure that information communicated in its privacy notice (s) is in an easily accessible and available form and kept up to date
- f. The Council shall maintain a written record of all its processing activities

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds.

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

24. Communicating with County Borough councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of RCT County Borough representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the County Borough **regarding specific ward issues** shall be sent to the ward councillor(s) representing the area of the council.

25. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting. This resolution does not require notice to have been given in advance of the meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one

that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 above.

- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

27. Co-opting a council member

- a If, following an ordinary election there are insufficient persons nominated to fill all the available seats, the Council can co-opt persons to fill those vacancies without the necessity of advertising for a potential bye-election.
- b If, following the election, there are insufficient councillors elected to form a quorum, the Council must advise RCT Council who can either appoint persons to be councillors or order another election.
- c In the case of a casual vacancy occurring in the last six months before the ordinary elections, the council is required to give a notice of the casual vacancy but an election is not held. The council may co-opt if it wishes, leaving any unfilled vacancies to be filled at the ordinary elections.

Process for filling a Casual Vacancy

In the event that a casual vacancy is created and the Returning Officer at RCT Council confirms that a poll has not been claimed, the following procedure shall be followed.

1. A notice shall be placed on the community notice boards and website advertising the vacancy, requesting that interested parties submit a letter to PTC via the clerk stating their interest, together with details of why they would like to be a member of the council. A response time of 21 days after the date of the notice shall be given with a deadline time of midnight.

2. On receipt of an expression of interest, the clerk will send to the candidate

- a copy of the Welsh Government's code of conduct and a declaration form for return to verify that the individual is qualified to be a member of the council.

A person is qualified to be elected and to be a councillor if s/he is a British, Commonwealth, Irish or European Union citizen and on the relevant days (that is, the day of nomination and election) s/he is 21 or over. In addition, the person must meet at least one of the following criteria

(1) on the relevant days he must be on the electoral register for the community, or

(2) during the whole of the twelve months before that day s/he has owned or tenanted land or premises in the community, or

(3) during the whole of the twelve months before those days her/his principal or only place of work has been in the community, or

(4) during the whole of the twelve months before those days s/he has resided in the community or within 3 miles of it.

The clerk shall keep this declaration form confidentially until after the vacancy has been filled, whereupon the form for the successful candidate shall be retained and forms for unsuccessful candidates shall be destroyed as confidential waste.

- Candidates must be made aware that canvassing of Council members will disqualify them from standing for the vacancy as per PCC Standing Orders
- Guidance regarding content of speech to be made at selection meeting e.g., reason for application, relevant experience, involvement in local groups or similar.

4. Before the meeting when co-option will take place, copies of correspondence from all candidates shall be circulated to all councillors. All qualified Candidates will be invited to attend and present at this meeting.

5. At the council meeting when the co-option takes place, it will be suggested that candidates withdraw. Each Nominee will then be asked to speak for up to 3 minutes. When the Candidates have all spoken a discussion will take place amongst Council members. A signed vote will then take place.

The voting process will follow –

- Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken.
- This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

Note - A signed vote is not a secret vote. A signed vote just ensures that Councillors can vote without immediate influence from those around them and vote only once.

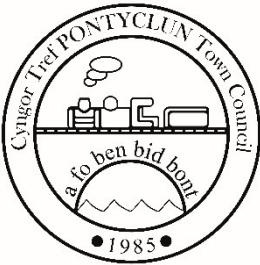
6. The minutes must record that an absolute majority was achieved.

7. The successful candidate must sign a declaration of acceptance of office and must undertake to abide by the council's code of conduct before acting as a member of the council.

8. The Clerk should write to the Elections Officer advising them of the successful candidate. The successful candidate should receive a copy of policies and regulations in the same manner as those Councillors Elected in an ordinary election.

Cyngor Tref Pontyclun Town Council

**Financial Regulations
last review May 2024**



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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO.
 - acts under the policy direction of the Council.
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the Council its accounting records and accounting control systems.
 - ensures the accounting control systems are observed.
 - maintains the accounting records of the Council up to date in accordance with proper practices.

- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate.
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement).
 - approving accounting statements.
 - approving an annual governance statement.
 - borrowing.
 - writing off bad debts.
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full Council only.

- 1.14. In addition, the Council must:
- determine and keep under regular review the bank mandate for all Council bank accounts.
 - approve any grant or a single commitment in excess of £2500; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A Practitioners’ Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall provide written evidence that this has been done. This can be by way of providing email confirmation; written confirmation of by signing the relevant reconciliations and bank statements. Any exceptions to be reported to full Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council.

- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council.
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. Each committee (if any) shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of October each year including any proposals for revising the forecast.

3.2. Individual Councillors, Working Groups or ward committees wishing to include specific items in the following years budget should submit these to the Responsible Finance Officer by end of October.

3.3. The RFO must each year, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be reviewed by the Administration working group who will make recommendations to the Council for approval before the end of February.

3.4. The Council shall consider annual budget proposals in relation to the Council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding.

- 3.5 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of February each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.6 The approved annual budget shall form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1 Expenditure on items may be authorised up to the amounts included for that class of expenditure in the approved budget. The delegated authorities (on an ex-VAT basis) are:

- The Clerk may authorise items of £250 and under.
- the Clerk, in conjunction with Chair of Council can approve any items between £250 and £500.
- Any other payments must be approved by the Council.

Such authority is to be evidenced by the Clerk signing the invoice/receipt. Where necessary the Chair's confirmation can be by signing the invoice/receipt or by attaching a print of a confirmatory e-mail.

Purchases may not be disaggregated to avoid controls imposed by these regulations. For purposes of this delegation small capital items within the approved annual budget are included.

In cases of extreme risk to the delivery of Council services or danger to the Public, the delegated authorities above may be used to authorise expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council at the next Council meeting.

Where the Council receives a grant for specific expenditure the delegated authorities above may be used spend the money for the purposes of the grant up to the amount of the grant and may also be used to buy capital items from relevant Earmarked reserves

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year unless specifically agreed by the Council.
- 4.4 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

- 4.5 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.6 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.
- 4.7 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The Responsible Finance Officer shall prepare a schedule of payments made in the previous calendar month, forming part of the Agenda for the Council meeting. Personal payments may be summarised or anonymised to remove access to personal information. The Council will review the payments list and confirm.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, as soon as practical.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee];
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee]; or
 - c) fund transfers within the Council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee].

- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council [or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council [or Finance Committee].
- 5.7 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.
- 5.8 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6 INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 Payments can be affected using the most appropriate means including, Cheque; Internet payment; BACS/faster payment; Direct debit; Standing Order; Debit card & Credit card. Cash payments are not allowed.

The schedule of regular payments via Direct Debit and Standing order is reviewed annually by the Council following the budget being set and before the financial year begins.

A schedule of other regular payments which can be made by BACS/Faster payments is reviewed annually by the Council following the budget being set and before the financial year begins.

All payments sent by BACS/Faster payments are input by Council Officers and released by Councillors who are on the bank mandate.

- 6.4 All orders for payment shall be signed by 2 members of the Council and countersigned.

by the Clerk. To indicate agreement of the details and to show satisfaction that payments are genuine the signatories will also sign the invoice/payment order etc.

- 6.5 Where a personal identification number (PIN) or other password(s), for access to the Council's Banking records, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, shall be reported to all members immediately and formally to the next available meeting of the Council.
- 6.6 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

- 6.7 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.8 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.9 Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.10 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.11 Changes to account details for suppliers, which are used for electronic payments to be changed only after direct confirmation with the supplier, verbally by phone where the Council initiates contact using a known reputable source of telephone number. A programme of regular checks of standing data with suppliers will be followed.
- 6.12 Any Debit Card issued should ideally not be used for more than £500 unless authorised by Council or finance committee in writing before any order is placed.
- 6.13 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council [or Finance Committee]. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at its discretion.
- 6.14 Any corporate credit card or trade card account opened by the Council shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

7 PAYMENT OF SALARIES

- 7.5 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.6 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.7 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council, unless in accordance with agreed existing Council policy

- 7.8 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know that complies with data protection regulations;
 - b) by the internal auditor.
 - c) by the external auditor; or
 - d) by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.
- 7.9 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have been paid.
- 7.10 An effective system of personal performance management should be maintained for the senior officers.
- 7.11 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.12 Before employing interim staff, the Council must consider a full business case.

8 LOANS AND INVESTMENTS

- 8.5 All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.6 Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.7 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.8 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. The Council shall review any Strategy and Policy at least annually.
- 8.9 All investments of money under the control of the Council shall be in the name of the Council.
- 8.10 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

- 8.11 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 The Council can accept cash for payment of goods, services or donations. Wherever possible cash should be banked on the same day as received, however up to £1000 can be stored overnight in a locked cash safe.
- 9.10 Where any significant sums of cash are received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.11 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4 A member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11 CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (v) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services.
 - ii. for specialist services such as are provided by legal professionals acting in disputes, solicitors, accountants, surveyors and planning consultants.
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- f. Any invitation to tender issued under this regulation shall be subject to PTC Standing Orders and shall refer to the terms of the Bribery Act 2010.
- g. When it is to enter into a contract of less than **£25000 (current amount is £2500)** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below **£3000 (current amount is £1000)** and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- h. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- j. The Council reserves the right to give preference to or choose solely from local suppliers and or suppliers on a “recommended” or “preferred” supplier list provided by the Borough Council or Welsh Government. It may also contract directly with the Borough Council to provide services.

Where this discretion is used the provision of these services can continue subject to market testing on a regular basis (typically every 3-5 years) to ensure that value for money is being obtained compared to what is available in the wider open market.

- 11.2 The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.
- i. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
 - ii. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council with a full case.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall affect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.4 All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16 RISK MANAGEMENT

- 16.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 16.2 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 17.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Cyngor Tref Pontyclun Town Council

Press, Media and promotions policy.

last review May 2024



Introduction

- 1.1 The purpose of this policy is to define the roles and responsibilities within Pontyclun Town Council (known as “the Council”) for working with the press and media (known as “the media”) and deals with the day-to-day relationship between the Council and the media. Communications via other means such as social media, Community Council website and Council noticeboards is also covered by this policy.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

2 *Key aims*

- 2.1 The Council is accountable to the local community for its actions, and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for policies and priorities.
- 2.2 The media themselves have a vital role to play on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to Officers and Members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 *The legal framework*

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity (March 2011). Some aspects of the Code are relevant to this policy: -

“Where local authority publicity addresses matters of political controversy it should seek to present the different positions in relation to the issue in question in a fair manner”.
“Any publicity describing the council's policies and aims should be as objective as possible, concentrating on the facts or explanation or both. Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy”.

- 3.2, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- 3.3 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and take appropriate action in accordance with the Standing Orders and Code of Conduct adopted by the Council.
- 3.4 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.
- 3.5 There are several personal privacy issues for Officers and Members that must be handled carefully and sensitively in accordance with the Council's policies on Freedom of Information and Data Protection. These issues include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Community Clerk before any response is made to the media.

4 *Contact with the media*

- 4.1 When responding to approaches from the media, the Chair of the Council should be the authorised contact with the media in consultation with the Community Clerk.
- 4.2 Statements made must reflect the Council's opinion. If practicable, to assist with accuracy it is preferred that such statements are in writing,
- 4.3 Other Councillors' can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.

- 4.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.
- 4.5 Letters representing the views of the Council should only be issued by the following agreement by the Council. If individual Members choose to send letters to express their own opinions on Council policies, they are strongly advised to check their facts first with the Clerk. It should always be made absolutely clear whether the views put forward are those of the Council or of an individual Member.
- 4.6 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.
- 4.7 All of the above shall apply equally to postings by Councillors on Social Media outlets such as Twitter and Facebook.

5 *Attendance of media at Council and Working group meetings*

- 5.1 Agendas and minutes of meetings will be supplied to media outlets together with dates of meetings being available on the Council's website.
- 5.2 The Local Government Act 1972 requires that all agendas, reports and minutes be sent to the media on request, prior to the meeting.
- 5.3 The media are encouraged to attend Council and Working Group meetings.
- 5.4 Filming or taping of Council or Working Group proceedings is governed by Council Standing Orders which state "Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent".

6 *Elections*

- 6.1 The Code of Recommended Practice on Local Authority Publicity (March 2011) contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the position they hold in the Council. These extracts from the Code illustrate the main points: -
- "During the period between the notice of an election and the election itself, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members. Publicity relating to individuals involved directly in the election should not be published by local authorities during this period unless expressly authorised by or under statute. It is permissible for local authorities to publish factual information, which identifies the names, wards and parties of candidates at elections".

- “Local authorities should pay particular regard to the legislation governing publicity during the period of heightened sensitivity before elections and referendums”.

6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

7 *Press releases*

7.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council’s position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.

7.2 Any Officer or Member may draft a press release, however they must all be issued by the Clerk following agreement by the Council to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

8 *Urgent situations*

8.1 In the case of an urgent letter or press release being required in advance of a Council meeting, this may be issued by the Clerk with the agreement of the Chair of the Council or relevant following circulation of a draft version to other Members for comment.

8.2 In the case of urgent actions being required in the absence of the Members and Officers with specific roles and responsibilities under this policy, the following delegations shall apply:

- a) the Vice Chair of the Council may act in the absence of the Chair.
- b) The Clerk may act in the absence of the Vice Chair of the Council.

9 *Council noticeboards and Internet*

- The Council noticeboards are primarily for the display of agenda and other statutory notices relating to the Council's business and also notices from the Borough Council, Welsh Government and other statutory bodies. Subject to the availability of space, notices from local or national not-for-profit organisations considered as being of interest to the local community will be displayed on the community noticeboards. The Clerk is to be responsible for maintaining the information on the noticeboards and ensuring that the information therein is up to date.
- The Council website will be used to convey information on matters of interest and latest news, together with an agenda of forthcoming meetings and archive minutes from Council meetings. The Clerk is responsible for keeping the information on the site up to date.
- The Council's detailed policies on use of Noticeboards and social media are provided in the 2 appendices below.

Appendix 1 Noticeboard management

Notice Boards

The Council has several Notice boards placed strategically around the Council area.

There are 2 types of board.

1. Large boards – 8 in various locations
 - a. Pontyclun- Heol yr Orsaf, Library and by Post Office
 - b. Ynysddu – at entrance to estate
 - c. Brynsadler – in Stone bus shelter on Llanharry Rd
 - d. Miskin – in St David’s church yard and by YGGG school
 - e. Groesfaen – in Stone bus shelter at centre of village
2. Smaller board at Café 50 entrance.

The boards are used for Council notices, to advertise our services and also by Community Groups to advertise themselves and events.

Individual notices are typically A4 portrait in size or smaller.

The caretakers will check the notice boards and update notices weekly (Mondays)

Café 50 external noticeboard

The contents of this noticeboard all relate to Café 50 and are managed by the Council’s community liaison officer. This displays information about what is on at Café 50 and when plus who to contact. The notices here are checked and updated weekly where relevant.

Large boards

These boards are used to provide information regarding Council activities and services. When space allows Community Group notices can be added. There is space for up to 18 notices on each board.

- There will be 3 permanent Council notices.
 - List of Councillor contact details
 - Reference to our Grant funding
 - Timetable of Council meeting dates
- 2 spaces are used for special Council, RCT CBC or National notices, e.g. Audit notice.
- 2 spaces are used to publicise the Council’s various meeting agendas (Council meetings, Working group meetings etc)
- 2 Spaces are set aside for Cafe50 activities/events.
- This leaves up 9 spaces for notices relating to other local Community Groups/Event advertisements.
 - Community group notices are displayed for a maximum of 4 weeks or date of specific event if sooner.
 - If the Council has too many notices those that are most relevant to the locality will be displayed.
- If the board is full and the Council has additional Council/Community notices for that board then non-event specific notices will be replaced in date order – oldest first and only then event specific ones.
- If we have insufficient notices to fill the board the Council may choose to leave non-date specific notices up for longer, or to add extra notices for Cafe50/Council activities.
- Commercial notices will not be displayed.

Appendix 2 The Council's social media

Introduction to Social media

A revolution is taking place in how we communicate. The world is experiencing the biggest ever change in how information is created and owned, as well as the speed at which it can be shared. This is changing the way we live, work and even how we speak and think.

Social media is a blanket term applied to a range of online multimedia tools that are used for creating content and two-way communication. They can be accessed via your smartphone, PC, laptop, tablet or smart TV.

Policy statement

- This policy is intended to help employees and elected members make appropriate decisions about the use of social media such as social networking websites, forums, message boards, blogs or comments on web-articles, such as Twitter, Facebook and LinkedIn.
- This policy outlines the standards the Council requires employees and elected members to observe when using social media, the circumstances in which your use of social media will be monitored and the action that will be taken in respect of breaches of this policy.

The scope of the policy

- All employees and elected members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the Council.
- Breach of this policy by employees may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- Breach of this policy by elected members will be dealt with under the Code of Conduct.

Responsibility for implementation of the policy

- The Council has overall responsibility for the effective operation of this policy.
- The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- All employees and elected members should ensure that they take the time to read and understand this policy. Any breach of this policy should be reported to the Clerk or Chair of the Council.
- Questions regarding the content or application of this policy should be directed to the Clerk.

Using social media sites in the name of the council

- The Clerk, Admin Assistant, Community liaison Officer and elected members are permitted to post material on a social media website in the name of the Council and on its behalf in accordance with the rules and scope of this policy.
- If you are not sure if your comments are appropriate do not post them until you have checked with the Clerk/Chair.

Using social media

- The Council recognises the importance of the internet in shaping public thinking about the Council and the support and services it provides to the community. It also recognises the importance of our employees and elected members joining in and helping shape community conversation and direction through interaction in social media.
 - a) Before using social media on any matter which might affect the interests of the Council you must have read and understood this policy and
 - b) Employees must have gained prior written approval to do so from the Clerk.

Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- Any employee/elected member who feel that they have been harassed or bullied or are offended by material posted or uploaded by a colleague onto a social media website should inform the Clerk/Chair.
- Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk/Chair.
- Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it.
- When making use of any social media platform, you must read and comply with its terms of use.
- Be honest and open but be mindful of the impact your contribution might make to people's perceptions of the Council.
- You are personally responsible for content you publish into social media tools.
- Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- Don't discuss colleagues without their prior approval.
- Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion. Remember that although it is acceptable to make political points or

canvass votes via your own social media accounts this will not be permissible if you are commenting on behalf of the Council.

- Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

Monitoring use of social media websites

- Employees and elected members should be aware that any use of social media websites (whether or not accessed for Council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure and councillors under the Code of Conduct.
- Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and the Council.
- A serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct/breach of the Code of Conduct (this list is not exhaustive):
 - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature).
 - b) a false and defamatory statement about any person or organisation.
 - c) material, which is offensive, obscene, criminal, discriminatory, derogatory or may cause embarrassment to the Council our councillors or our employees.
 - d) confidential information about the council or anyone else
 - e) any other statement which is likely to create any liability (whether criminal or civil, whether for you or the organisation); or
 - f) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Disciplinary Procedure/Code of Conduct.

- Where evidence of misuse is found the Council may undertake a more detailed investigation involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary, such information may be handed to the police in connection with a criminal investigation.
- If you notice any use of social media by other employees/elected members in breach of this policy, please report it to the Clerk/Chair.

Appendix 3 The Council's online presence

The Council has the following “official” channels for communicating with the public.

1. We update manage the Pontyclun.net website.
 - This publishes information about the Council, events, activities etc.
 - This is also the public depository for the statutory information that the Council must publish.
2. We have 2 Facebook pages; one for the Town Council and one for Café 50
 - These have information about the Council/Café 50
 - We post articles about news and events on the pages.
 - We repost relevant information from other local bodies.
 - There is a Facebook page for Ivor Woods – we do not normally post on this but was a page set up by the public in the past.
3. The Council has an Instagram account to promote Events and activities in the Council area
4. We have 2 X (Twitter) pages; one for the Town Council and one for Café 50
 - These have information about the Council/Café 50
 - We post articles about news and events on the pages.
 - We repost relevant information from other local bodies.
5. The Council has “Google” pages for the Town Council and Café 50 which hold information about location and opening hours.
 - We also post information about Council/Cafe 50 events on these pages.
 - There are separate google pages for
 - The Council
 - Café 50
 - The Car Park
 - The Public Toilets
 - In some of the cases we took over existing Google pages set up for reviews
 - The Christmas fayre
 - Ivor Woods
 - Pontyclun Park
6. Council led events are also promoted via the following websites/Facebook pages.
 - Eventbrite – where tickets for some ticketed events can be sourced.
 - Wherecanwego.com
 - Familiesonline.co.uk
 - Thebestof.co.uk/Pontypridd-and-Rhondda
 - Visit RCT (FB page)
 - Love the valleys (FB page)
 - We also ask RCT CBC to publish on their web pages and Face book pages.
7. The Council officers write a monthly article for “The Buddy” outlining local events and news.
8. The monthly “buddy article” is also posted on the Council’s blog and via this loaded onto the website and Facebook page. The Officers are looking at options to extend the blog to include articles from other Councillors and the clerk to give residents a wider view of what contributors undertake in their roles.
9. We occasionally ask local press to publish articles about Café 50
10. The Council publishes an annual report which is placed on the website

Cyngor Tref PONTYCLUN Town Council

Our Standing orders require us to review and confirm several items each year at the annual meeting. These are detailed below -

Subscriptions to other bodies; Council representatives on external bodies and Charter arrangements

The following are the relevant items in this section:-

1. Council is a member of One Voice Wales and pays for Clerk to be a member of Society of Local Council Clerks(SLCC)
2. The Council is registered with the Information Commissioners Office as a holder of personal data.
3. The Council is a signatory to the Tree Charter and the Armed Forces Charter
4. The Council is a signatory to the RCT/ Community Councils shared community charter.
5. The Council has right to attend One Voice Wales committees (up to two attendees - only one vote) – the Chair is normally our representative, and **Council needs to confirm a representative for 2024-25**
6. County Borough Council/Community Council's Joint Liaison Committee – Council have had two representatives in the past to allow for cover in the event of absence – Councillors Carole Willis and Wayne Owen were our representatives last year, and **Council needs to confirm representation for 2024-25**
7. We have representatives on the Boards of Governors of both our primary schools.
 - a. YGGG Llantrisant – Gwyn Jackson is our nominated Governor. **His term ends in September and we need to nominate a replacement to take his place then.**
 - b. Pontyclun Primary School – Anne Jackson is our nominated governor till her term ends in late 2025
8. The Council is a member of the North-West Cardiff group – Councillor Carole Willis and representatives of Groesfaen 2020 have represented us on this body in the past. This body discusses issues affecting the Northwest of Cardiff, in particular in relation to the large-scale housing developments and their affects. **Council should decide if they wish to remain and confirm representatives.**
9. The Council Community Engagement Officer represents the Council on the local RCT Neighbourhood network. The Neighbourhood network is an informal collection of local groups, charities and community organisations who discuss matters of mutual interest to maximise benefit and reduce overlap of resources. **Council to confirm representation on this group.**
10. The Council has a representative on the Pontyclun Refugee Support Group – Councillor Wayne Owen has represented the Council in 2023-24. **Council should confirm representative for 2024-25**
11. Councillor Wayne Owen and Paul Binning voluntarily represent the Council at the Over 50s forum which meets in Pontyclun bi-monthly. **Council to confirm these representations.**
12. The Town and Community Councils from RCT meet in an informal liaison group which the Clerk attends. The Clerk is also secretary of the local branch of the SLCC and a lay member of RCT CBCs Governance and audit committee.

Action – Members to confirm representation on these bodies and who will represent the Council where appropriate.

Council meetings for next 12 months

The Council currently meets on the evening of 2nd Thursday of the month except August and December.

If the 2nd Thursday is early in the month that can cause some issues with financial reporting however there are no options in 3rd week of month

There is a space on 4th Thursday of month which might be a better option. If we stick with 2nd Thursday the meeting will need to move in July as Clerk is away.

The Council should decide its preferred option going forward.

Action – Members to review/confirm dates for meetings in 2024-25

Cyngor Tref Pontyclun Town Council

Request to move an existing dog bin.

The new owners of No 30 Manor Hill have asked us to move a dog bin which is next to their property.

They say that the bin smells and this is stopping them enjoying their garden in the summer.

The bin is located along a footpath in a lane next to their garden with the bin being attached to a post by a gate into a field. The wall in the picture is the boundary of the property and as members can see a new entrance is planned here.



The location of the bin was agreed by the previous owner as this area was a major blackspot for dog mess, and they had not reported any smell issues.

The bin is the most used of our 12 bins and our Caretakers believe that moving it would cause an increase in dog mess in the area and field.

The Clerk has visited the site and looked at options that would minimise the risk of problems without causing increased work and issues during the servicing of the bins.

Realistically the best option is to stay where it is, however, a move approx. 6-7 meters down the lane would be a small change that would help, though the requestor does not wish to accept this. She has suggested an alternative.

The plan below shows the location.

- The red line is the paths.
- The red dot is the current location of the bin.
- The blue dot is the location the Clerk has offered.
- The pink dot is the location the requested has suggested.



Using the requesters alternative would be easier for our staff to service the bin but would be a long way from the field and therefore be less useful for walkers.

In reviewing the request members should consider 3 legal principles which potentially apply:-

1. Caveat Emptor – Let the buyer beware. The bin was there when they purchased the house and they purchased on basis that it was there
2. Precedent – we have not been asked to move a bin due to smells before, but where we have had requests to take action which has no benefit to the community and only benefits the requestor we have usually declined – e.g. cut down a tree in Ivor woods to potentially improve TV signal/view. If we agree to this it would it set a precedent for future requests.
3. The Council has no legal powers to spend monies which only benefit one party. In this case the requestor has agreed to pay all costs so will be fine.

The Council's options here are –

1. Accept the request.
2. Agree to a pilot move of the bin to see if issues arise. If they do move the bin back.
3. Decline the request

A further option might be to place a new bin in the proposed new location (Members have already asked for an extra bin in Misken subject to location) This would reduce the usage of the existing bin and might therefore reduce smells.

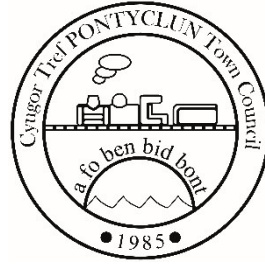
If the Council agrees to the move Clerk will need to ask RCT for agreement to place the bin in the new location as it is RCT land, but not expecting that to be an issue.

Action – members to consider request.

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
Gwefan: www.pontyclun.net



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

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

Draft Minutes

Draft minutes of the April monthly meeting of Pontyclun Town Council held at 7pm on Thursday 11th April 2024.

PCC Member attendance at public Council meetings											
Member name	2023									2024	
	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Feb	Mar	Apr
Wayne Owen	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Jordan Thorne	Present	Present	Present	Present	Absent	Present	Present	Absent	Present	Present	Present
Kelly Sherratt	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Absent	Absent
Rhys Williams	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present
Susan Owen	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Jamie Daniel	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Amanda Sparks	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Paul Binning	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Carole Willis	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Sian Assiratti	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Gareth Summers	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Present											
Gave Apologies											
Absent											

1. To receive apologies for absence
 - a. Councillor Jordan Thorne gave his apologies, Councillor Kelly Sherratt did not attend
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. None made
3. Public presentations to Council
 - a. No presentations were made
4. To confirm minutes of the Council's monthly meeting of 14th March are a true record and discuss minor matters arising from them
 - a. The minutes were confirmed as a true record
5. To consider report on Council Payments and finances
 - a. The Council authorised payment to One Voice Wales for membership, for new benches and in payment for tree works at Ivor Woods as requested in meeting papers
 - b. The Council agreed to accept the quote of £635 plus vat for repair of the garage door

- c. The Council noted that our Internal auditing firm were ceasing providing the service and authorised the Clerk to take steps to provide the Council with a list of potential new auditors for future consideration. The Council's preferred option is to see if the current auditor might continue in their personal capacity.
6. To receive update on Community Events
- a. The Clerk advised that the recent Easter market was attended by 700+ people.
 - b. The organiser was pleased with these numbers bearing in mind that the weather on the day was very poor
 - c. The Council agreed to allow another market at Easter 2025
 - d. The Community Easter Egg hunt was not particularly well used with about half of the 100 eggs claimed. Again, the weather was poor during this period, which would have put people off. Eggs were donated by Tesco and Blakemore's (Spar).
 - e. There was an "Easter Tea" in Café 50 funded by a grant from Interlink. The Liaison officer used this as an opportunity to question the 35 attendees about their use of Café 50 and receive suggestions on improvements and changes. A report will be prepared for the Caterer and Council in due course.
 - f. The Councillors advised they were still considering Sponsorship recommendations for this years events and will revert at a future meeting
 - g. The Council agreed the following additional improvements for Christmas 2024
 - i. Placing of battery fairly lights onto the hanging basket brackets in Pontyclun
 - ii. Decorating the planters in Pontyclun and potential other sites in our wards with a "Festive wrapping"
 - iii. To try and light up the front of Tabernacle Chapel with lighting for Christmas
7. To receive report on Town improvements
- a. YGGG School garden
 - i. We have a planned visit by a large group of volunteers in June to do community work and we would use some of these for work on bringing the garden to a ready state.
 - ii. Councillor Binning agreed to co-ordinate regular ongoing work to maintain the garden
 - iii. We will recommend to the school that they seek help from their PTA with funding for additional plants for the garden
 - iv. The planter which has been donated by a resident is not required at the school. We will aim to now place this in Cefn y Hendy at the junction of Fordd Cefn y Hendy and the road towards Mwyndy. Councillor Binning will check with the housing developer that they do not have plans to use this piece of land for a path prior to installation.
 - b. Community art
 - i. The Council agreed to implement some street art
 - 1. Paint the bin at the war memorial in Pontyclun
 - 2. Paint a mural in the stone bus shelter in Groesfaen
 - 3. Have a decorative design added to the planter in Miskin by way of vinyl stickers
 - 4. The designs and quotations provided were agreed with final choice for the Groesfaen shelter to be made by residents of Groesfaen. Councillor Willis is to arrange and confirm to Clerk
 - 5. We have permission to paint 2 more BT cabinets. The Town improvement working group to consider a large number of designs put forward by pupils of Y Pant school and select 2 to be used on these cabinets.
 - 6. The Council has an earmarked reserve for murals to fund these costs
 - c. Other
 - i. The Council wish to ensure that when the new benches (and other improvements) are installed we ensure that suitable publicity is arranged and where possible it is noted on the benches that they have been installed by the Council
 - ii. The Council agreed to add one rail at the steps opposite the war memorial in Pontyclun to help older residents who may wish to ascend and use the new benches being sited in that area.
8. Update on Pontyclun 175 anniversary activities
- a. There were no significant updates. The working group will meet shortly to discuss and prepare recommendations for Council
9. To receive report from LDP working group
- a. The Council noted the comments provided on RCT CBC's planned revised LDP strategy and the decisions made regarding candidate sites
 - b. The Council also discussed the land going from Cefn y Hendy down to the River Clun and agreed to request that this was designated to be left undeveloped, remaining as green space.
 - c. The Council agreed a response the RCT CBCs consultation (which is provided as an appendix to these minutes)
 - d. The Council confirmed that whilst they supported the candidate site decisions this does not preclude the Council from supporting suitable future developments in those areas (or any other sites in Pontyclun) should they come forward for planning and be considered as beneficial to the area.

10. To consider report on options for environmental and climate actions
 - a. **The Council noted the potential recommendations for an action plan and agreed the following**
 - i. **The Clerk is authorised to prepare a plan based on these suggestions and present to Council for agreement ahead of the 2025-26 budget discussions**
 - ii. **The plan should reflect that for many suggestions further research and investigation will be needed ahead of implementation and that this investigation may result in the suggestions not being implemented as they were impractical. In these cases the planned action would be “To investigate feasibility of..... with a view to implementation”**
 - iii. **The plan should reflect a genuine desire to reduce carbon emissions over time with the stated aim to reach a “Net Zero” type goal at a specific date**
11. To consider report on the Council’s assets
 - a. **The Council noted the position. No actions were needed**
12. To confirm Council plan for 2024-25
 - a. **The Council confirmed the plan for 2024-25**
13. To consider Council policy on donations and sponsorships
 - a. **The Council confirmed the proposed Donations and sponsorship policy with one addendum – that the Council as a whole was to agree to event sponsorships**
14. To consider report on staff contracts
 - a. **The Council accepted the new Staff contracts to be used for new staff on the basis that the notice clause was amended to reflect notice of termination (post probation) by both sides should be 1 week per year of service minimum 4 weeks max 12 weeks**
 - b. **The annual holiday year for each individual will start on first day of service**
 - c. **Existing contracts to remain unchanged.**
 - d. **The Council noted and confirmed the methodology for calculating holidays for part time staff**
15. To receive crime figures from South Wales Police
 - a. **The Council noted the report**
16. To receive update on Council’s Welsh language policy
 - a. **The Council accepted the revised Welsh language policy**
 - b. **The Council also noted that officers were now looking to produce separate Welsh and English text where practical to assist with ease of reading**
17. To consider confidential report on Cyber security
 - a. **The Council noted the report and accepted the recommendations and proposed action plan**
 - b. **The Council agreed to replace the damaged laptop immediately with a Windows 11 compatible one**

These are a true copy of the minutes of the Council meeting of April 2024. The original signed copy can be seen at the Council Offices

Pontyclun Town Council response to RCT CBC revised LDP strategy

The Council has considered RCT CBC's draft revised LDP strategy and decisions regarding candidate sites and wishes to provide the following comments and suggestions.

The Council generally supports RCT's preferred strategy and in particular the recognition of Pontyclun as part of the Principal Settlement in Southwest RCT (Talbot Green/Pontyclun/Llantrisant)

We support the listing of our smaller settlements as "Settlements outside the settlement boundary" and not suitable for further development (Groesfaen, Mwyndy, Pantaquesta, Castell-y Mwnys, Talygarn and Talygarn House).

The Council has two further specific comments/questions regarding settlements

1. We note that Miskin and Brynsadler are not included on any of the settlement lists and assume that they are considered part of Pontyclun but would seek confirmation of this from RCT CBC. Our preference would be for these to be specifically listed within the strategy document.
2. The Council notes that the list of "Settlements outside the settlement boundary" lists Castell-y-Mwnwys as being in Llanharry, when in fact it is in Brynsadler, and the Strategy document should be updated accordingly.

Candidate sites

The Council supports all of RCT's decisions regarding candidate sites put forward within this Council's wards.

We would ask that RCT adds a further site being that area of land under Land registry title number CYM640595 and that the designation of this land is to be a "Green space" not for development and to be used as a community amenity. This would provide valuable habitat for wildlife and a green wedge at the edge of the settlement. We believe that the nature of the land and access makes it unsuitable for development.

The Council has concerns that the candidate site approvals in surrounding areas (Llanharry, Llantrisant, Tonyrefail and Llantwit Ffardre) could lead to issues with infrastructure across the Talbot Green/Pontyclun/Llantrisant principal settlement area. In particular, Health, Education and Transport. We ask RCT to ensure that these are urgently addressed as the LDP progresses in detail and in the strategy, accepting that Health is not directly within the Council's sphere of responsibility.

Development plans

We note that the strategy notes that RCT has development plans for Porth, Pontypridd and Aberdare but none for Talbot Green/Pontyclun/Llantrisant.

Whilst we acknowledge that the Talbot Green/Pontyclun/Llantrisant area is not in as urgent need of redevelopment as Porth, Pontypridd and Aberdare it is being designated one of RCT's 3 principal settlements and as such a plan should be in place for improvements.

We ask that RCT work with ourselves and Llantrisant Community Council to develop a plan for this principal settlement.

Cyngor Tref PONTYCLUN Town Council

March payments for confirmation

The schedule of payments made in March is provided for confirmation.

Action – members to confirm.

Payments for authorisation

The Council authorised payment of a bill for benches last month based on initial quote received. The final bill was actually £270 less than quoted so amount paid was £4536.25 plus vat.

The bill has been received for the two bespoke benches the Council ordered.

There is the owls/Hedgehog bench for opposite the war memorial and the Pontyclun FC/Welsh FA commemorative one for by the Football club.

Total is £3173 plus VAT. This are being funded by Public subscription and CIL.

Action – members to confirm payments

Summary position at year end 2023-24

The year end budget position is provided in Appendix 7b and comments about our position and significant variances is provided below.

We ended the year with earmarked reserves of £118k and general reserve of about £40k. We have now also received the £17k owing from RCT which further improves the position. Most of this is due to reduced planned budgetary capital spend – funded by CIL payments received and the fact that RCT has not given permission to install storage or repair the phone box door in Miskin (this saved £5k)

Comments

VAT -we assume in our budgeting that VAT in and out match – this year the monies received was about £500 more than paid out.

The significant differences by line from budget are listed below.

Receipts

1. Other income was significantly above plan due to CIL monies received (£58400)
2. Other grants received is short £17100 due to RCT paying funds to another party. They have confirmed that this will be sent to us once received back by them.
3. Café 50 Hire – approx. £800 less than budget (though this does all go to RCT through our management arrangements). Due to 2 larger paying groups having to move due to lack of space and RCT Youth services stopping their Youth Drop in due to budgetary constraints.
4. Events income £1k above plan. More spaces sold at Christmas and also did not include any income from Food and drink festival in plan as first year.

Payments

1. Salary payments approx. £2.8k under budget due to long term sickness
2. Admin and stationary costs £200 under budget largely due to not needing to order paper.

3. Photocopying/printing approx. £200 over budget due to new copier rental – funded by supplier by way of a payment.
4. Website/software/hardware – approx. £500 under budget as no kit replacements needed.
5. Audit costs - £800 under budget as 2022-23 external audit not yet done.
6. Machinery and tools – approx. £300 underspend – caretaker away for 3m so servicing not done.
7. Overall maintenance and Park maintenance is over under budget by about 3k on maintenance due to caretaker absence at key period when this work would have been done.
8. Tree maintenance – spend significantly over budget funded by reserves due to ash dieback works – effectively funded by utilising reserves.
9. Café 50 Cleaning – significantly over budget due to using contract cleaners – this will be paid back by RCT.
10. One off item from reserves had considerable underspend.
 - a. Funded largely by CIL which was not expected.
 - b. This also led to underspending in ward budgets where no extra items needing action.
 - c. The MUGA line painting was deferred due to poor weather (£800)
 - d. The repair of Phone box in Miskin deferred as awaiting RCT advice on what can be done as it is listed (£1200)
 - e. The works at the Riverside walk was not completed in 2023-4 – finishing over next few weeks (saving approx. £1k in last year's budget)
 - f. Caretaker storage not implemented as permission not received from RCT to site anywhere.

In accordance with policy and Council decisions we will have some funds underspent which will be transferred into earmarked reserves

- £100 to training reserve for when new staff start.
- £1.6k to the Pontyclun 175 fund
- £2.5k grants held over – there are still grants agreed in 2023-24 where we have not been advised of bank details for payment so will be paid out (approx. £400) . Balance Council agreed to use to pay groups to support our activities in 2024-25.

Banking arrangements

The Council agreed to look at additional bankers to spread our funds to maximise the amount covered by the FSA guarantee and increase interest returns without introducing any investment risk (other than due to interest rate changes)

The Clerk has investigated and recommends at this time that -

1. We hold about £20-30k in Current account with Lloyds bank. This is 4-6 weeks typical spending.
2. We place £80k into a 40 day notice account with Charity bank. This pays 3.26% interest. Charity bank uses this to help support various charitable projects nationwide. For example, they have given 6 loans in RCT totalling £960k
3. The balance of our funds is held in Lloyds bank instant access savings account paying 1.3% which can be used to top up the current account during the year.

In this way assuming rates remain unaltered we will earn about £3-£3.5k a year in interest.

Once these arrangements have been established the Clerk will make further recommendations to protect the Council later in the year.

Meanwhile the Clerk recommends adding Tara Davies to the Lloyds bank online access to allow her to pull down statements and initiate transactions giving us a greater resilience in case of staff absences.

Action members to confirm arrangements

Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/03/2024	FPO	50.00		50.00		R	C Carmichael
01/03/2024	FPO	238.34		238.34		R	Cleanmate Ltd
01/03/2024	FPO	1,992.18		1,992.18		R	RCTCBC
01/03/2024	JR	120,000.00		120,000.00		R	Savings account
04/03/2024	DD	22.89		22.89		R	SSE Ltd
05/03/2024	FPIEAGLE		28.00	28.00		R	Receipt(s) Banked
06/03/2024	BCARD	23.28		23.28		R	Amazon Marketplace
06/03/2024	BCARD	8.49		8.49		R	Screwfix Direct Ltd
06/03/2024	BCARD	4.84		4.84		R	Amazon Marketplace
06/03/2024	BCARD	32.72		32.72		R	Amazon Marketplace
06/03/2024	BCARD	16.14		16.14		R	Amazon Marketplace
06/03/2024	BCARD	12.99		12.99		R	Amazon Marketplace
06/03/2024	BCARD	46.99		46.99		R	Amazon Marketplace
06/03/2024	BCARD	99.99		99.99		R	Canva
06/03/2024	BCARD	3.00		3.00		R	Land Registry
06/03/2024	BCARD	3.00		3.00		R	Land Registry
06/03/2024	BCARD	105.44		105.44		R	Tesco
06/03/2024	BCARD	105.00		105.00		R	Amazon Marketplace
06/03/2024	BCARD	-18.00		-18.00		R	SLCC Enterprises Ltd
08/03/2024	DD	65.94		65.94		R	British Telecom
08/03/2024	FPIATWIGG		28.00	28.00		R	Receipt(s) Banked
14/03/2024	DD	13.12		13.12		R	British Telecom
15/03/2024	VISA	3.17		3.17		R	Amazon Marketplace
15/03/2024	BGCTFW		2,000.00	2,000.00		R	Receipt(s) Banked
15/03/2024	FPISRW		525.00	525.00		R	Receipt(s) Banked
15/03/2024	FPIRECTINTE		550.00	550.00		R	Receipt(s) Banked
15/03/2024	FPIBLAKEMO		100.00	100.00		R	Receipt(s) Banked
18/03/2024	VISA	44.79		44.79		R	Amazon Marketplace
18/03/2024	VISA	19.99		19.99		R	Amazon Marketplace
18/03/2024	VISA	111.97		111.97		R	Screwfix Direct Ltd
18/03/2024	VISA	159.99		159.99		R	D&M Tools
18/03/2024	VISA	269.97		269.97		R	Screwfix Direct Ltd
18/03/2024	VISA	672.00		672.00		R	Alpine Marquees
18/03/2024	FPO	446.88		446.88		R	Cleanmate Ltd
20/03/2024	BP	1,673.61		1,673.61		R	HMRC
21/03/2024	SO					R	
21/03/2024	SO					R	
21/03/2024	SO					R	
21/03/2024	SO					R	
21/03/2024	VISA	40.72		40.72		R	Amazon Marketplace
21/03/2024	VISA	70.00		70.00		R	SQ TCG Experience
21/03/2024	VISA	85.47		85.47		R	Amazon
21/03/2024	VISA	89.97		89.97		R	Amazon
21/03/2024	VISA	33.96		33.96		R	Amazon Marketplace
21/03/2024	VISA	12.73		12.73		R	Amazon Marketplace
21/03/2024	VISA	45.57		45.57		R	Amazon Marketplace
21/03/2024	VISA	3.99		3.99		R	Amazon Marketplace

3 pay

Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
21/03/2024	VISA	15.98		15.98		R	Amazon Marketplace
21/03/2024	VISA	141.98		141.98		R	Screwfix Direct Ltd
21/03/2024	VISA	153.83		153.83		R	Screwfix Direct Ltd
21/03/2024	VISA	21.88		21.88		R	Amazon Marketplace
22/03/2024	VISA	246.61		246.61		R	Screwfix Direct Ltd
25/03/2024	VISA	9.99		9.99		R	Screwfix Direct Ltd
25/03/2024	VISA	-9.99		-9.99		R	Screwfix Direct Ltd
25/03/2024	VISA	225.00		225.00		R	Helloprint Ltd
25/03/2024	VISA	250.00		250.00		R	The Pipeworks
25/03/2024	VISA	-9.99		-9.99		R	Screwfix Direct Ltd
25/03/2024	VISA		9.99	9.99		R	Receipt(s) Banked
25/03/2024	VISASCREWF		-9.99	-9.99		R	Receipt(s) Banked
26/03/2024	DD	15.64		15.64		R	EE Ltd
27/03/2024	BGCWELSHW		20.00	20.00		R	Receipt(s) Banked
28/03/2024	DD	22.89		22.89		R	SSE Energy
		<u>134,423.96</u>	<u>3,251.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



Pontyclun Town Council

Annual Budget - By Combined Account Code

Note: Transfers to EMRs included in total YTD

		<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Budget Income</u>										
115	VAT Reclaims	5,000	9,646	6,000	12,729	12,750	0	0	0	0
1076	Precept	132,584	132,584	205,255	205,255	205,255	0	0	0	0
1077	Interest on Deposit Bank A/c	0	0	0	47	0	0	0	0	0
1090	Footpath Grant	480	0	480	480	480	0	0	0	0
1091	Other Income	600	5,566	800	60,785	61,000	0	0	0	0
1200	Donations Received	3,000	2,450	0	1,180	900	0	0	0	0
1220	Other Grants received	9,720	23,383	16,150	2,550	19,100	0	0	0	0
1230	Fundraising Events	500	0	500	0	500	0	0	0	0
1240	Caterer Rent Current Year	3,380	602	0	0	0	0	0	0	0
1250	Cafe 50 Hire	3,800	3,033	2,000	1,122	2,000	0	0	0	0
1251	Events income	0	0	1,000	2,002	2,000	0	0	0	0
Total Income		159,064	177,264	232,185	286,150	303,985	0	0	0	0
<u>Overhead Expenditure</u>										
515	VAT on Payments	5,000	8,569	6,000	12,296	13,000	0	0	0	0
4001	Staff Salaries	104,600	74,970	126,500	80,873	126,000	0	0	0	0
4040	Pension Conts Er and EE	0	21,573	0	22,109	0	0	0	0	0
4050	NI Contributions and Tax	0	15,553	0	20,753	0	0	0	0	0
4060	Community Office Rent	3,990	4,133	4,600	4,550	4,550	0	0	0	0
4070	Stationery	200	198	200	107	500	0	0	0	0
4080	Printing/Photocopying	380	238	380	562	900	0	0	0	0
4090	Postage	20	0	20	0	0	0	0	0	0
4100	Telephone/Internet	960	779	920	850	910	0	0	0	0

Continued on next page

08:40

Pontyclun Town Council

Annual Budget - By Combined Account Code

Note: Transfers to EMRs included in total YTD

		<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4110	Insurance	1,500	1,357	1,500	1,405	1,405	0	0	0	0
4120	Website	300	300	300	390	300	0	0	0	0
4130	Software/Hardware	700	984	1,200	678	1,100	0	0	0	0
4150	Subscriptions	1,420	1,406	1,500	1,506	1,506	0	0	0	0
4160	Audit Costs	750	470	1,700	890	1,200	0	0	0	0
4170	PCC Staff Conf/Travel Expense	50	32	50	62	70	0	0	0	0
4180	Training/Conferences Staff	500	120	500	353	500	0	0	0	0
4190	Training/Conferences Members	0	0	0	38	40	0	0	0	0
4210	Miscellaneous Admin Costs	0	114	0	3	0	0	0	0	0
4220	H&S/Protective Equipment	840	390	900	951	620	0	0	0	0
4300	Maintenance/Minor works/Repair	5,010	1,646	1,500	1,710	1,500	0	0	0	0
4310	Repairs	0	108	0	0	0	0	0	0	0
4315	Bus Shelter Repair	700	0	3,350	0	0	0	0	0	0
4320	Machinery/Tools Purchase	600	821	900	564	400	0	0	0	0
4340	Vehicle Running costs	3,700	2,869	4,100	2,319	2,500	0	0	0	0
4380	Footpath Lighting	130	196	600	454	600	0	0	0	0
4400	Refuse Collection	1,144	1,048	1,170	595	600	0	0	0	0
4410	Pontyclun Park Maintenance	5,500	11,125	16,235	2,473	4,000	0	0	0	0
4415	Tree Maintenance	3,000	320	8,000	19,032	19,050	0	0	0	0
4450	Community events	5,000	5,142	10,600	7,949	9,600	0	0	0	0
4470	Plants & Baskets	1,870	1,942	2,600	1,913	2,050	0	0	0	0
4500	Grants to Other Bodies	2,500	3,833	8,000	5,385	8,000	0	0	0	0
4510	Remembrance Sunday	160	120	160	110	110	0	0	0	0
4520	Cleaning Materials	400	295	400	188	400	0	0	0	0

Continued on next page

08:40

Pontyclun Town Council

Annual Budget - By Combined Account Code

Note: Transfers to EMRs included in total YTD

		<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4530	Non Domestic Rates	2,100	2,016	2,120	2,005	2,005	0	0	0	0
4540	Utility Costs/Maintenance	0	40	500	0	500	0	0	0	0
4600	Gas	1,400	882	0	0	0	0	0	0	0
4605	Water	600	0	0	0	0	0	0	0	0
4610	Electricity	3,000	0	0	1,143	1,150	0	0	0	0
4611	Shed Grant	0	205	0	0	0	0	0	0	0
4612	Dementia Support Grant	0	880	0	0	0	0	0	0	0
4630	Cafe 50 Cleaning Resource	500	759	950	6,081	7,950	0	0	0	0
4650	Administration Cost	280	0	270	70	0	0	0	0	0
4660	Bank Charges	100	109	110	88	80	0	0	0	0
4680	Licences	400	870	0	36	40	0	0	0	0
4695	Elections	1,600	3,267	1,350	0	0	0	0	0	0
4750	IWoods Tree Maintenance	0	0	0	0	0	0	0	0	0
4771	One off items from Gen reserve	0	9,385	7,000	8,322	8,500	0	0	0	0
4773	Small Grants in year	3,340	12,298	0	755	2,300	0	0	0	0
4776	Action for elderly grant	270	266	0	0	0	0	0	0	0
4777	Councillor Allow. & Training	1,000	600	1,000	1,009	1,200	0	0	0	0
4778	Pontyclun east Ward budget	0	0	4,000	3,986	4,000	0	0	0	0
4779	Pontyclun Central ward budget	0	0	4,000	2,345	2,500	0	0	0	0
4780	Pontyclun West ward budget	0	0	4,000	1,320	2,000	0	0	0	0
Overhead Expenditure		165,514	192,229	229,185	218,228	233,636	0	0	0	0

Continued on next page

Pontyclun Town Council

Annual Budget - By Combined Account Code

Note: Transfers to EMRs included in total YTD

	<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	159,064	177,264	232,185	286,150	303,985	0	0	0	0
Expenditure	165,514	192,229	229,185	218,228	233,636	0	0	0	0
Net Income over Expenditure	<u>-6,450</u>	<u>-14,966</u>	<u>3,000</u>	<u>67,922</u>	<u>70,349</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	19,517	0	8,252	0	0	0	0	0
less Transfer to EMR	0	3,325	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(6,450)</u>	<u>1,226</u>	<u>3,000</u>	<u>76,174</u>	<u>70,349</u>		<u>0</u>		

Cyngor Tref Pontyclun Town Council

Town Improvements

Public Toilet in Pontyclun

The public toilets in Heol yr Orsaf Pontyclun are open 9-5 Monday to Friday and with an informal agreement with caretaker of the Community Centre they were also open 9-1 on Saturday mornings.

Unfortunately, this agreement cannot continue so we are not able to open the toilets on Saturday. We were not cleaning then on Saturdays so to open and close would only be a quick job but unlikely to be able to employ someone to do just that as will not be cost effective unless other duties were added. A volunteer may be found to do the opening/closing.

Council has a few options.

- Close toilet on Saturdays
- Try and find a volunteer to open/close toilet.
- Employ someone to open/close toilet.
- Employ someone to do some works on Saturday including opening/closing toilet – e.g. litter picking, gardening etc. This could free up some time for caretakers to do other work.

Action – what does Council wish to do?

Volunteering

There is a scheme designed to encourage volunteering. Details can be found at <https://wearetempo.org/>

Essentially, we would register with the scheme as would volunteers and as they do voluntary work we allocate time credits to them. The volunteers can convert the time credits into discounts/rewards.

We are still investigating but it would seem that we are eligible to register with the Welsh Government who will pay our costs as part of their programme to encourage volunteering in the community.

If this is possible, we will do so to help promote our volunteering initiatives.

Action – Council to confirm agreement.

Street art

We have now found groups/artists to paint all 6 BT cabinets where we have permission to paint.

We have also joined the Valleys Street art initiative.

This initiative matches artists with owners of walls to try and work on street art. This is proving very successful with some fine art being done in the valleys.

The artist has full control of what is painted, the owner of the wall can basically only set a theme and has no veto of the design. The costs are met by the scheme, though owners are encouraged to make a donation.

We are going to identify some suitable walls (there is a set criteria) and see if any artists are able to paint here.

For us this will include the insides of our 3 unpainted shelters and some of the walls outside Café 50

Action – Council to confirm agreement.

New Benches

First batch of new benches are being installed and we aim to finish most of the work by the time the meeting is held.

This includes benches at

The Hollies – funded by TFW – brand new.

Clos Brenin – funded by TFW – brand new.

Pontyclun FC – Replacement part funded through a collection by a local resident. We are hoping to arrange a small “ceremony” with someone from Pontyclun FC and Welsh FA to celebrate this new bench.

Pontyclun War Memorial - replacement

Pontyclun Library - replacement

Pontyclun Fire station – replacement

Cycle path in Ynysddu – Brand new.

Cefn y Hendy – 2 brand new benches

We should shortly be receiving 2 benches from Southeast Wales Rivers Trust. One of them will be a replacement for one in Ivor Woods and the other will go onto the Riverside Walk.

Riverside Walk

Work to complete the fencing and steps will be complete shortly.

Southeast Wales rivers Trust preparing an information board to be sited there in due course.

Dog Poo bins

We will be installing new bins at Ynysddu and Llwynfen Rd soon.

Councillors had asked for extra bins in Miskin and Groesfaen though no locations have yet been suggested. The bins are held awaiting installation at locations.

Litter bins

We are seeing increased litter issues by two of our stone bus shelters – Brynsadler and Heol Miskin

We ask Council to consider using CIL funding to install a bin at each location. Cost will be about £300 each plus concrete

As these are on main routes we will ask RCT if they will empty the bins, though the time saved by having less litter at the bus stops would allow us to do so anyway

Action – Council to agree to 2 new litter bins

Biodiversity initiatives

Pontyclun Scouts recent installed a large bug hotel near to the Community Centre and we will be installing a Water butt there to help provide water for the plants there.

The Clerk has also applied to Dwr Cymru for grant funding for Bug houses/Hedgehog hotels/ Bird/bat boxes. The request is for £500 a year for 4 years installing about a dozen items a year.

Muga line repainting

This has now been completed

Other improvements in plan

The following other improvements are in plan and being actioned in due course.

Street art – commissioned with artist/groups.

1. Paint inside bus shelter in Groesfaen.
2. Paint bin at War memorial.
3. Decoration to add to planter in Miskin.
4. Painting of 4 BT cabinets – groups allocated.
5. Painting of 2 BT cabinets – artist found.

Agreed by Council – awaiting installation.

1. Railings to steps at war memorial – Clerk aims to arrange contractor.
2. New defibrillator at Ivor Arms – Clerk aims to arrange contractor.
3. Additional planter (donation) to be sited – location TBC
4. 2 new hanging baskets for Pontyclun

Cyngor Tref Pontyclun Town Council

Picnic in the Park

We have 25 stalls /vans plus the rides/slides. We are still awaiting 5 replies.

There is some entertainment booked.

- TCG experience are.
 - Playing music through the event
 - Bubble machine.
 - Kids & family races
 - Glitter tattoos & Funny photo booth.
- Taekwondo main display
- Family Yoga and a Mindfulness session
- Facepainting
- Nature activities run by Environment group and the community garden.
- The Fire service and police will be in attendance with vehicles.
- There will also be a variety of campervans on show.

We are looking for helpers to support the day and need as many Councillors as possible to be there. Helpers will be allocated specific tasks between 10am and 5pm

Action – members to confirm when they will be attending so a schedule can be drawn up.

Food festival & Christmas 2024

Planning continues for these events. Updates include.

- Food festival now only has 6 spaces left.
- Agreement from RCT received confirming Xmas tree power supply for Ynysddu tree.

Pontyclun 175 anniversary

2025 is a year of three anniversaries with relevance to Pontyclun.

- 175 years from the opening of Pontyclun Railway station – effectively the founding of the Town
- 75 years since the War memorial was unveiled.
- 40 years of the Council's existence

It is also the 80th anniversary of the end of WW2.

The working group looking after this have not yet met but the following are updates since last month.

- Network Rail/TFW have agreed to allow us to put information boards up at the station commemorating 175 of the station. We are now starting work on the design.
- Commemorative bench to place opposite War Memorial will be installed by end May.

New suggestions which have been put forward for consideration include

- Publishing a pamphlet/booklet on history of Pontyclun
- Running a “Holi” style event
- Commemorative tree planting or Floral beds instigated

Cyngor Tref Pontyclun Town Council

Internal audit report 2023-24

The Council uses a specialist auditing firm to undertake its internal audits.

Our external audit is undertaken by Wales Audit Office, who due to issues at their end, have not yet completed our 2022-23 audit.

Meanwhile, our internal auditors completed our audit, and a copy of the final report is attached.

There are no new action points advised, though auditor has recommended in covering correspondence that the Clerk's role should be re-evaluated.

“On a matter that is out of scope of the official audit I would like to draw your attention to the growth of the Council, both in terms of its budget and precept over the past five or so years, and also in terms of your engagement as a Clerk/RFO. Compared with the remuneration package for other Clerks in your area, with a similar portfolio of duties, yours does seem to be lower than I would anticipate at this point.”

Members should note the last evaluation of this role was in July 2017, since then the scope of the Council's activities have increased significantly.

Council should now accept the report and agree to complete Annual return.

Action

Council to accept Internal audit.

Council to confirm signing Annual Return by Chair and responsible Financial Officer

Council to consider how best to respond to recommendation to re-evaluate the Clerk's role.

Future internal audits

As previously advised the auditing firm we use has advised that they are not able to continue to audit us going forward.

The individual who does our audits currently has advised that she can carry on for us and we will meet her separately to discuss arrangements and costs so Council can formally agree this.

Accounting statements 2023-24 for:

Name of body: Pontyclun Town Council

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	106742	91776	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	132584	205255	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	44680	80895	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	112128	123796	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	80101	94432	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	91776	159697	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	91776	159697	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	91776	159697	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	341437	358096	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

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

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

Additional disclosure notes*

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

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

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling £759.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

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

Council approval and certification

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

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.</p>	<p>Approval by the Council</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:</p>
<p>RFO signature:</p>	<p>Minute ref:</p> <p>Chair signature:</p>
<p>Name:</p>	<p>Name:</p>
<p>Date:</p>	<p>Date:</p>

Annual internal audit report to:

Name of body: **Pontyclun Town Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

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

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

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.					
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.					
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.					

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

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

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

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

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated _____.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:
Signature of person who carried out the internal audit:
Date:

Cyngor Tref Pontyclun Town Council

Potential initiatives to benefit the environment and biodiversity.

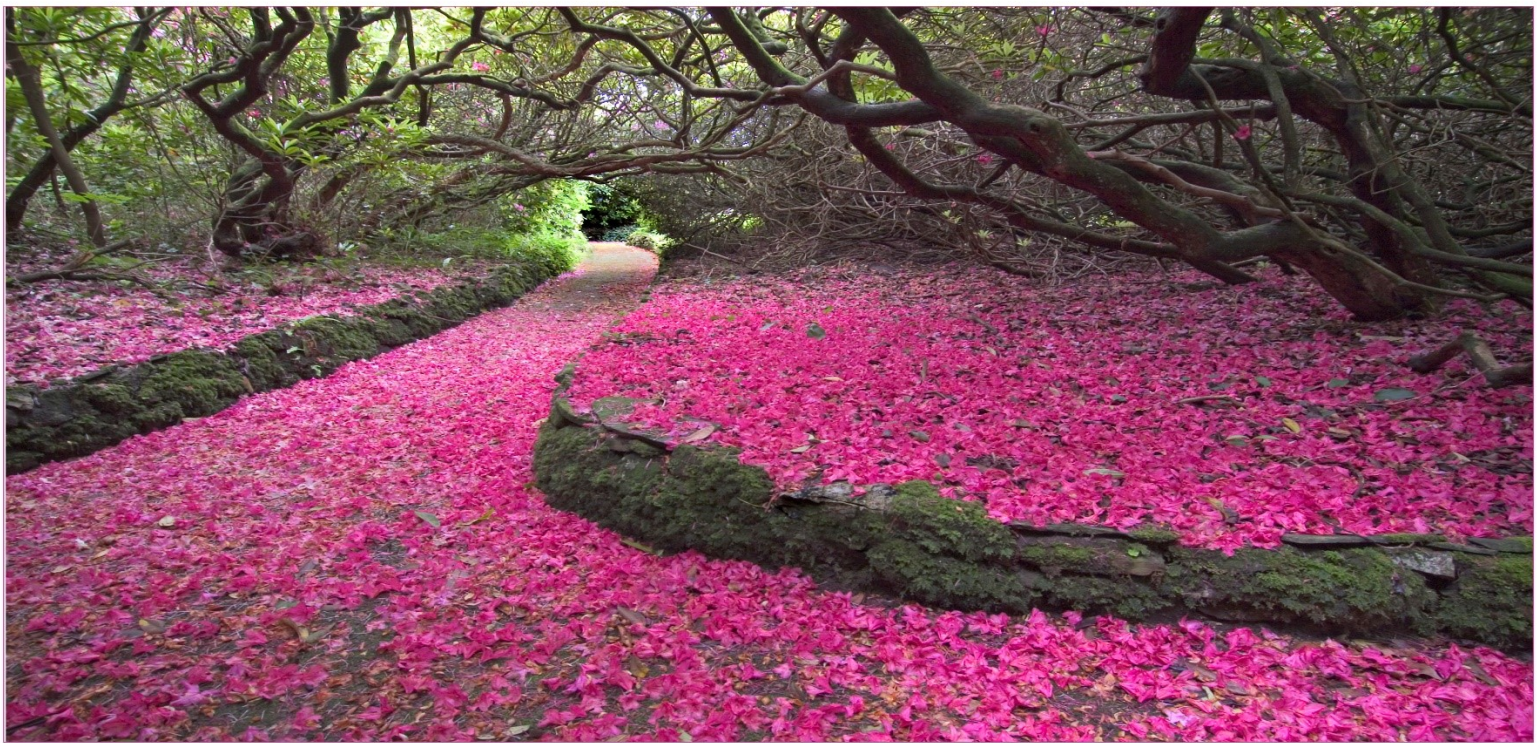
This Council agreed to implement an action plan to improve the environment, sustainability and biodiversity with the aim of reducing our carbon footprint significantly over the coming years.

The Clerk has prepared a plan which is attached for approval. The plan will be reviewed regularly as new initiatives are identified.

As discussed last month many action points are to review options for and then implement if practical.

Action – members to confirm plan for Council.

PTC Green initiatives



Cyngor Tref
Pontyclun
Town Council

2024

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Pontyclun Town Council “Green” initiatives plan

This plan is written as a guide about the activities and initiatives which the Council will be undertaking in support of Biodiversity, sustainability and moving towards Net zero.

The Council recognises that its role can also be to support others in taking action and to act as a potential leader and influencer of businesses and residents to take action in their own right and the plan reflects this in addition to actions which we will take.

The Council’s action plan to support the environment and biodiversity is collated into groups of actions based on the intended outcomes.

The Council will seek grant funding where possible to bring these initiatives to fruition, particularly where that can help us to implement them faster.

Educating ourselves to improve actions – as we learn more of what can be done this will allow us to review and improve our plan over time		
Action	Timescale	Comments
Investigate what other local Councils are doing with a view to implementing best practices	Ongoing	
Attend Climate action for smaller Councils SLCC webinar	By summer 2024	
Review Climate action materials provided by SLCC with a view to implementing suggestions into our action plan	By Oct 2024	
Undertake Council Climate scorecard	By Summer 2025	Designed for borough Councils but some sections are relevant
Carry out an energy efficiency audit in Council owned buildings with aim to implement recommendations	By Oct 2025	
At least one staff member/Councillor to achieve Carbon Literacy qualification	By end 2025	8 hours training course with assessment
Carry out a Carbon footprint analysis and prepare a tangible carbon reduction plan to set a formal reduction target	By Oct 2026	
Reduce fossil fuel usage in the Community		
Action	Timescale	Comments
When equipment is replaced aim to replace with new equipment which is more efficient in energy use	Ongoing	

Where practical at time of replacement, replace “petrol” driven tools with electric (eg Mowers and Brushcutters)	Ongoing	
When the Council’s van has reached the end of its useful life, replace with Hybrid or Electric vehicle	Ongoing	Est 2028-30 EV is preferred option if practical
Look at options with a view to launch a Car share scheme for Pontyclun	End 2024	Traffic WG
Look at options to add cycle racks in Pontyclun	By end 2024	Traffic WG
Look at options with a view to launch “Slow way” routes across community and to link with nearby communities including - <ul style="list-style-type: none"> • Pontyclun -Miskin • Pontyclun to Llanharry • Pontyclun to Talbot Green 	By end 2024	
To review how the Council responds to planning applications with a view to implementing responses encouraging a greater than “standard” environmental outcome with applications	Report to Council by year end 2024	
Consider options and practicality to install a Wind generator at Café 50/Community centre to reduce requirement of electricity from the grid.	End 2025	
Look at options and practicality to install manual/solar phone chargers at bus shelters, Café 50 and at Park	End 2025	
Apply through Safer routes to school scheme to	When applications are launched	Traffic WG

<p>improve routes in our area and encourage walking–</p> <ul style="list-style-type: none"> • path through park to PPS. • lighting from Lon y Awel to YGGG school. • Lighting along cycleway from Ynysddu to Pontyclun. • Roadway from Pontyclun to Llanharry 		
Other initiatives to encourage recycling/reuse and reduce the amount of resources used.		
Action	Timescale	Comments
When looking at suppliers/purchases make environmental regards an integral part of selection choice	Ongoing	
When purchasing items, we should try to buy things which use recycled materials more – e.g. benches in rural locations.	Ongoing	
In conjunction with other groups run 2 Clothes/Toy swap events each year	Ongoing	
Install a water butt at Community Centre to reduce water usage on plants in that location	Summer 2024	
Discuss the options with other local Community/Town councils to share equipment	By Oct 2024	Reducing need to buy/hire tools.
In conjunction with Pontyclun library aim to deliver a community fridge service (if practical)	By summer 2025	

In conjunction, where practical, with Pontyclun Library run a “Library of useful things”	By end 2025	
Initiatives to support biodiversity		
Action	Timescale	Comments
In conjunction with local groups and businesses, install a range of bug hotels, butterfly houses, hedgehog houses etc across the community	Ongoing	Seeking grant funding from Dwr Cymru to fund £500 a year on this from 2024-25
Annually plant crocus bulbs in suitable grassed areas to provide early pollinator friendly flowers	Ongoing from autumn 2024	Approx 250 bulbs a year
Change our floral arrangements to increase the proportion of floral planters which are pollinator friendly to at least 50%	Ongoing to be complete by 2030	In 2022 no planters were pollinator friendly 2023 1 out of 24 planters was
To review the Council’s mowing regimes to identify additional “one-cut” areas and any where the start of mowing can be delayed to help wildlife	Complete by March 2025	Includes with RCT land
Aim to run a one off special recycling day eg electrics, laptops	In 2025	Review and decide repeatable
Review process to process invoices to reduce need to printing	In 2025	Inc electronic authorisation
Review all checklist processes to see if they can be delivered electronically reducing printing	In 2025	
To consider options for a Community Composting scheme and introduce it if practical	By Spring 2026	

Initiatives to provide thought leadership and influence others		
Action	Timescale	Comments
Press TFW for additional trains to/from Pontyclun. This would allow for more public transport usage and a reduction in road traffic.	Ongoing – but meet TFW in June or July 2024	
Promote sustainability and biodiversity actions on our social media	Ongoing	
Encourage local businesses to take action to support the environment. Including things like <ul style="list-style-type: none"> • This could be as little as agreeing that we can arrange to attach a bee hotel to their building through to funding activities themselves. • Encourage employees to car share 	Economy working group to discuss with businesses at future meetings	Economy WG
Press Welsh Government to change law requiring T&CC to hold paper copies of minutes./agendas etc	End 2024	

2023-24 actions by the Council

Each year the Council seeks to increase the actions we take to promote biodiversity and increase sustainability by supporting the environment where we can.

In 2024 we are :-

1. Supporting a used bike sale; books, jumble by providing free space and promotion.
2. Working with Pontyclun Scouts to provide a new large bug Hotel by the Community centre
3. Working with Dewis Cymru and Transport for Wales to create new raised beds and pollinator planters in Brynsadler

In 2023 we undertook the following additional new activities.

1. We agreed to the installation of a Clothes bank in our Car park. This recycled over 1 ton of material in its first year.
2. We supported delivery of a Swishing clothes swap event and a new jigsaw swap facility at Café 50
3. We became a collection point for the Taf Ely foodbank (this helps reduce food waste as well as supporting our more disadvantaged individuals)
4. For the first time we facilitated the sorting of waste at the Christmas fayre into recyclable and non-recyclable
5. One of our floral planters was planted up with mainly pollinator friendly plants similar to our hanging baskets. This was a trial to see if it could work and is being extended in 2024, plus there will be additional hanging baskets in 2024 too.
6. Working with Pontyclun primary school a new planter has been placed by the library. This will be looked after by the school's children and planted up with wildflowers in spring 2024. Funds have been earmarked to have similar planters at YGGG school should they wish to do the same.

Appendix 1 Regular Council activities

Ivor Woods

The Council owns and maintains 5 acres of woodland at Ivor Woods. Its woodland management is intended to increase biodiversity and local eco-systems. Where safe, fallen branches and trees are left 'in-situ' or cut branches are placed in piles to encourage wildlife. Where possible, the canopy is managed to control light and encourage biodiversity.

In 2023 due to increasing Ash dieback a significant part of these woods had to be closed to the public. Whilst we will deal with the issue over the next few years this will allow biodiversity to develop whilst the area is closed

Public footpaths

The Council, as an agent of RCT Council, maintains over 20 miles of public right of ways. In managing overgrowth and clearing litter, avoiding chemical interventions, the Council fosters biodiversity and local eco-systems.

Floral displays

Our floral displays mainly use “Pollinator friendly” flowers in our hanging baskets.

The Community Council has a ‘bee friendly’ designation.

Recycling

To encourage recycling the Council runs a Crisp packet recycling scheme in the Community with drop off locations at Café 50 and the Pontyclun Library.

We also promote local recycling opportunities on our social media and offer recycling bags to residents on behalf of RCT CBC

Our Administration

With regards to its administration there are a number of actions we have taken. These include.

- Council meeting papers are only issued in electronic form to Councillors. This saves approx. 200-300 sheets of paper being printed for each meeting. Where papers are printed, 2 pages per sheet and double sided is our preference.
- Wherever possible we now issue all our invoices electronically and make payments electronically. This reduces the need for paper.
- Paper purchased for use in the Office is PEFC certified from sustainably managed forests and controlled sources. It is also Chlorine free.
- The Council replaces light bulbs with LED ones when then need changing (if no suitable LED, then next best more sustainable option used) and in 2018 replaced the bulk of the lighting in Café 50 with LED lights, reducing the number of light bulbs by nearly 60 during the process.
- The soft plastic we generate is sent for recycling – approx. 1 or 2 bags a month and this is in addition to the legal requirements on waste recycling.

Habitat management

The Council seeks to promote and encourage biodiversity and habitats for pollinators and insects. To do this we have taken the following actions.

1. Since 2017 we have operated a Hay cut regime in a section of our park. This runs to about 10m deep along the whole length of the park.
2. In 2020 we started to leave the area of ground to the side of Café 50 in Pontyclun uncut (approx. 3m by 10m)
3. In 2020 we started to leave an area of ground at the Hollies uncut.
4. In 2019 we were asked by residents to look at installing additional fencing/gates at the park and as a result we planted new sections of hedging at the park boundary (rather than metal or wooden fencing)
5. In 2020 we signed up to the Hedgehog Heroes scheme

Appendix 2 – local groups working to support the Environment.

There are many groups who work toward helping the local environment and some of the major ones are listed below. We are aware of many individuals who also personally litter pick in the community

In addition the following have opportunities to recycle materials

- Tesco – accepts soft plastic for recycling and batteries. They also collect foodstuff for donation
- Coop – also has a soft plastic receiving scheme
- Public bottle banks/ Clothes banks can also be found at The Dynevor Arms, Pontyclun Fire station and Pontyclun rugby club
- The Taff Ely Food bank collects surplus food and distributes to residents in need

Pontyclun Environment Group

The Council supports and work closely with the Environment Group.

This is a group of residents whose activities include:

- Coordinating the input of volunteer residents in undertaking litter picks throughout the Pontyclun Community recognising that litter free areas host biodiversity and foster community appreciation of local eco-systems
- Organising local walks with the county ecologist and other experts so that residents can better understand and appreciate the diversity of the local eco-systems.
- Arranging various environmental events across Pontyclun
- Promoting environment issues and actions in the area.

Pontyclun Community Garden

The Council supports and work closely with the Community Garden

Pontyclun Community Garden is a group of volunteer residents who have established and maintained a community garden within the Pontyclun Park which is provided by the Council.

The Community Garden includes.

- Insect friendly flowers and vegetables
- Bug hotel
- Bees nest
- Composting

Groesfaen Gwyrdd

We supported this new volunteer led organisation in Groesfaen to set up and start activities in 2020.

Their purpose is to make Groesfaen a better place to live by taking action to improve the environment and encourage local participation.

We supported them to acquire a “Pollinator Garden” under the Local Places for Nature scheme and also to plant a number of Pollinator friendly bushes and flowers on local waste land which has now been transformed into a valuable “Community Garden”.

The aim is to extend this work into another area where fruit bushes will be planted for the Community and to help wildlife.

Men’s Shed Pontyclun

The Council supported the initial launch of the Men’s shed in Pontyclun.

This group aims to support the health and wellbeing of (mainly) older men in the area.

Amongst the initiatives that they are undertaking are –

- Running a regular Repair café in café 50
- Building floral planters
- Building Bird boxes, bat boxes, bee hotels etc for locals
- Running an allotment

The Drive

This is a Charity supporting people with mental health issues and learning difficulties.

The Council has partnered with them in 2024 to look after land at the Hollies.

Additional raised beds have been placed there for a variety of flowers and vegetables to be grown. The charity is also looking after 6 small planters on our behalf in Brynsadler.

Appendix 3 – Other long-term projects and past actions with partners

Working with Local Schools

The Town Councils seeks to support and work closely with local schools. For example

Refill Pontyclun

Pontyclun school children made agreements with local retailers that tap water will be provided to children bringing their own bottles. The effect is to reduce the use of plastic and reduce the littering of plastic bottles.

The Council formalised these arrangements through the launch of a “Refill Pontyclun” scheme. This scheme currently has 21 local businesses as members.

Pontyclun Christmas Tree

In 2019 to encourage discussion on and the reuse and recycling of plastic waste the Council decided to decorate the Community Christmas Tree with waste plastic.

Local schools were asked to create garlands or paint empty plastic bottles which were then used to decorate our community tree.

This generated significant comments locally bringing recycling issues to the fore.

Working with Rhondda Cynon Taf County Borough Council

The Council seeks to support and work closely with Rhondda Cynon Taf County Borough Council.

RCT Council has innovated in the development of a grass cutting and collecting machine which allows vegetation a long growing season before it is cut and collected so as to foster local eco-systems and encourage greater biodiversity.

The Council worked with RCT Council to identify and reserve sites for this ‘hay cut’ regime. The sites include:

- A half-acre of land along the perimeter of Pontyclun Park
- 5 acres of land on the top end of the cycle path which runs from Pontyclun Railway Station to the A473
- 20 acres of land enclosed by Ffordd Cefn yr Hendy.
- Land on Cowbridge Road, Talygarn and by the motorway Talygarn Drive

Cyngor Tref Pontyclun Town Council

Café 50 user feedback meeting

In early April we held a feedback event with a selection of users. All groups were invited to nominate delegates to attend as were a number of diners.

We have had 39 responses with a summary of replies provided in appendix 13a.

There were many suggestions for activities and actions which we can look at and these are detailed below.

The Clerk and Café 50 Liaison officer have put in comments and suggested actions for the Council to consider.

User suggestion	PTC comments	Action points
What new groups/activities would you like to see		
Book club	Which groups run is dependent on volunteers/leaders coming forward to help run them	PTC will put a call out to see if we can find additional group leaders to run some of these
More exercise classes for mobility x 4		
Bingo x 2		
Yoga x 3		
Film / TV Club		
Art / Music classes		
Sundowner Disco		
Wine Tasting x 2		
Central information hub for dementia care	The Council will look at what options can be introduced to help with this	PTC to review options and implement what is practical
Youth club facilities	Council has stated we want a Youth Club so aim to progress this if we can find leaders and funding.	PTC is seeking funding to start a Youth club again in Café 50
What improvements would you suggest		
Remove the partition and wall x 7	This would be a significant cost	NFA
More storage x 4	We are one of the few centres that offers some groups storage and there is no space to offer more	NFA
Parking can be an issues x 3	The PTC Traffic Working group are looking at parking in Pontyclun and will make suggestions.	PTC Traffic WG to prepare report

Use the outdoor space more x 2	PTC looking at options including. <ol style="list-style-type: none"> 1. More planters 2. Games outside 3. Doing some of lunch service outdoors on nice days 	Pilots to launch in 2024. Investigating funding for games from Interlink. A raised bed will be installed shortly for groups to use for growing plants
Any other comments		
Start afternoon groups at 2pm so staff can tidy up without disturbing them	We have looked at this before and would be the Council's preference however groups have told us that they want to finish around 3 for grandparent duties so a 2pm start would be too late for them.	NFA at this time
Outside WC open on weekends plus RADAR key system	This is on the Council agenda subject to finding funding	Council to seek suitable funding – approached Interlink for funding for radar key.
Lighting in the toilet	There is suitable automatic lighting in both inside and outside toilets	NFA
More advertising of events & activities	We already promote activities/events as follows. <ul style="list-style-type: none"> • Social media • Website • Notice boards across area. • Flyers in Café 50 • Buddy magazine We are always happy to promote groups but have had some groups ask us not to promote them	Council is reviewing its strategy for promotion/marketing and will consider Café 50 within this.
More planters & use of outdoor space	We put two extra planters in in 2023 and another in car par opposite in 2024. We would be keen to further improve the Gardens at Café 50/Community centre subject to finding people willing to help look after them	PTC to seek volunteers to help maintain grounds so floral offerings can be improved.

Table tennis / Outdoor Chess / Chess or draught boards painted onto tables	Potentially a good idea subject to security of games	PTC to progress with pilot in 2024 – seeking funding from Interlink
Community fridge x 2	PTC already in discussions with Pontyclun library	Aiming to see if we can launch in 2025
Better coordination with the community centre / can we book both venues with Tara and spread the groups out more	PTC already tries informally to do so but will investigate options to see if this can be formalised better	PTC to investigate with PCC management Committee
Better management of the car park	The Council does not have the resources to manage car park more robustly without introducing a charge or restricting hours which we would not necessarily wish to do	PTC Traffic WG is looking at parking as an issue and recommendations may improve this
Free period products in the toilets	Not sure that the demographic is suitable for the inside toilet however we can look at options for outside toilet	PTC to review options/costs and seek suitable funding for a pilot

Action – Council to consider and agree action plan.

[Catering actions proposed](#)

Details of the requests relating to the kitchen with some commentary is provided in appendix 13b.

We have met with the team and the following is being implemented shortly.

1. Revised menu launches this week with wider range of choices.
2. Salad bar/Jacket potatoes will now also be available on Friday by prior order (previously M-W only)
3. Vegan, Vegetarian, Gluten free and Diabetic options will be advertised for prior order – once demand is known this will be reviewed.
4. Last Friday of the month will be a themed lunch – Chinese; Indian; Italian etc.
5. There will be a service launched to formally offer all groups biscuits, cakes etc. This will also be offered to groups at the Community Centre
6. Hot Chocolate will be added to the drinks options.

The cost of a main meal will also rise to £5 (from £4)

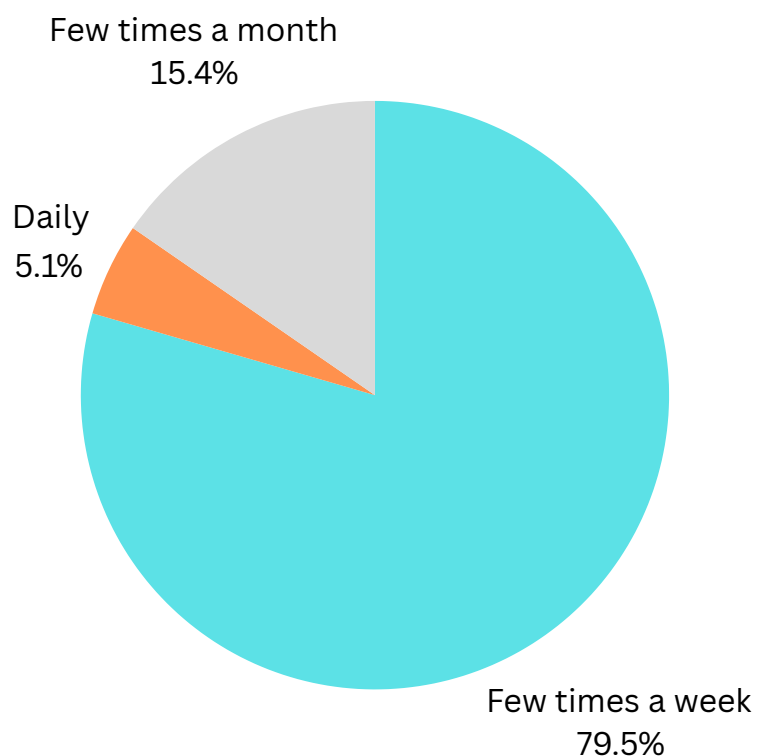
Creating a thorough report on Cafe 50 Community Hub's usage is crucial for understanding its effectiveness, evaluating its impact, and pinpointing areas for enhancement. This report would typically cover:

- Analysis of attendance numbers, types of activities, frequencies, and community feedback.
- Delving into attendance and participation metrics, such as visitor numbers, visit frequency, peak times, and activity patterns to identify popular services and areas needing promotion.
- Examining the demographic using Cafe 50 to tailor services and programs effectively, ensuring inclusivity and meeting diverse community needs.
- Gathering feedback from the community to highlight strengths, desired improvements, and new services, comparing performance against objectives and benchmarks to track progress.

This report serves as a valuable tool for continuous improvement, keeping the hub vibrant, inclusive, and invaluable to the community.

First question - How often do you visit Cafe 50?

The results based on 39 responses, showed that the majority of people visit Cafe 50 a few times a week. Only two of the respondents visited daily.

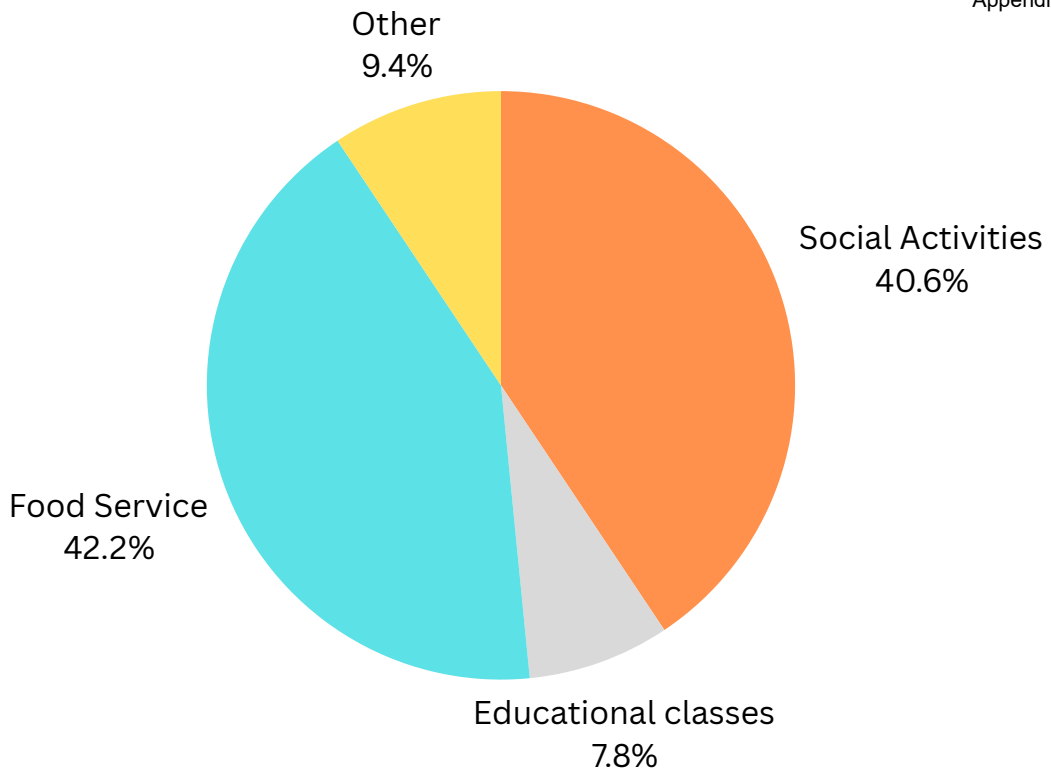


Choice	Total
Daily	2
Once a week / Few times a week	31
Once a month / Few times a month	6

Second question - What are the main reasons for your visit?

This question had multiple answers per person. It was an even split between food and social activities, and the majority of people came for social groups and stayed for food and vice versa.

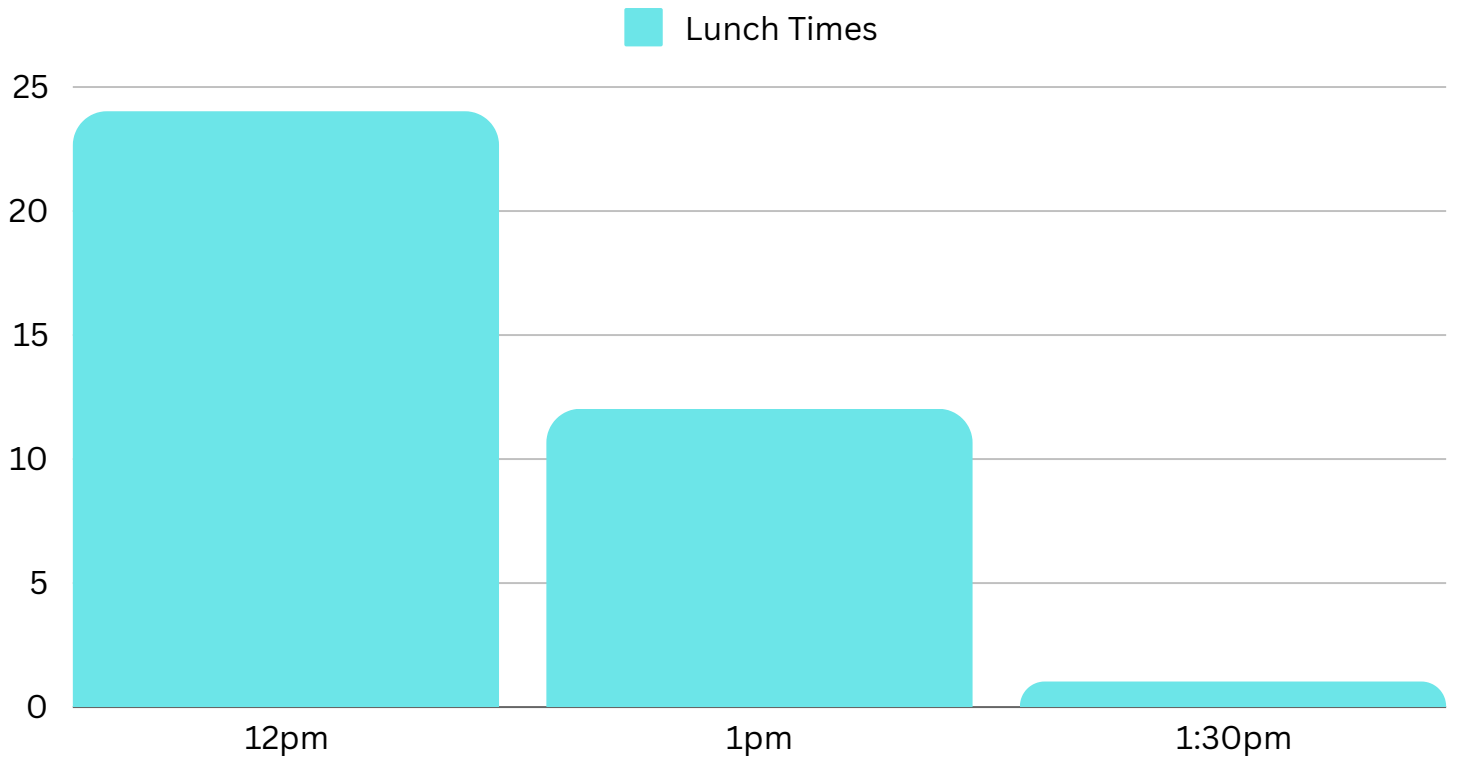
Choice	Total
Social activities / Events	26
Educational classes / workshops	5
Food service	27
Other	6



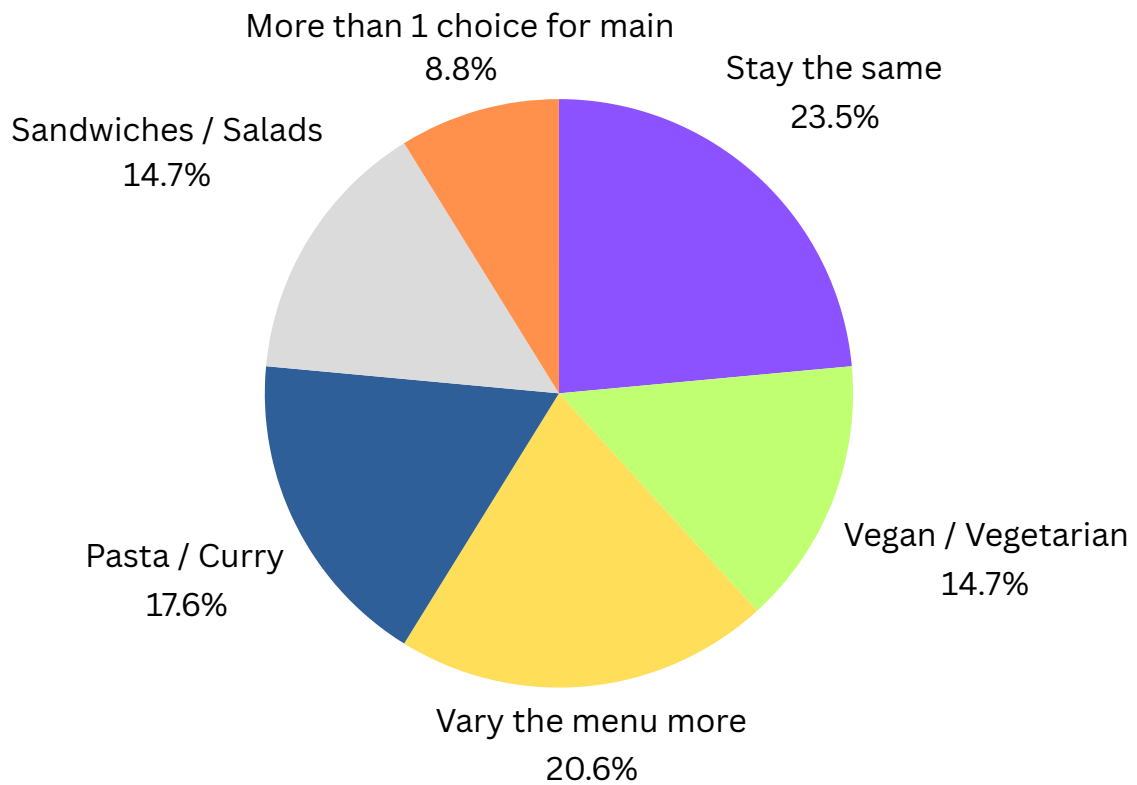
Third Question - What would be your preferred lunch time?

This question was asked as its been verbally conveyed by some users that lunch time is too early and they would like it to be a little later in the day. However, the results have shown that most users are happy with 12pm.

Choice	Total
1:30pm	1
12pm	24
1pm	12



Question four - What type of food would you like to see on the menu? We didnt give options for users here, we wanted to give them the opportunity to give us their ideas.

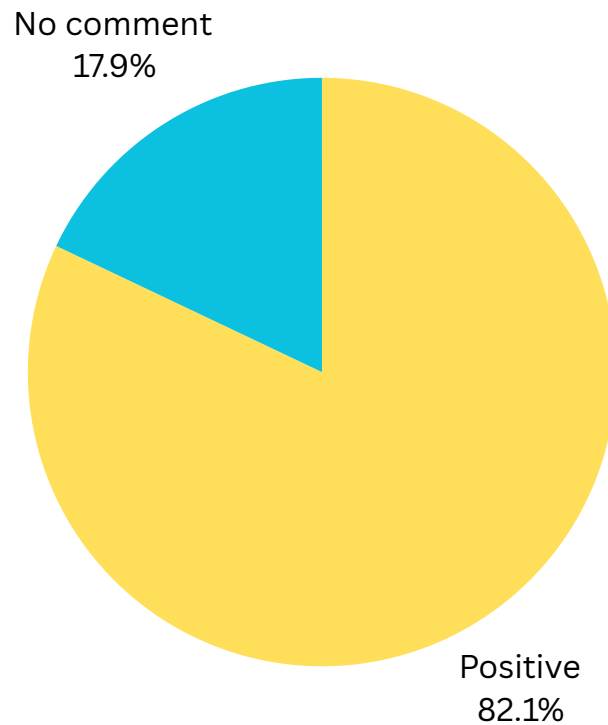


The majority were happy with the menu as it is. Although there was a similar number of people who asked for the rolling menu to be slightly more varied and potentially six week

rather than three week.

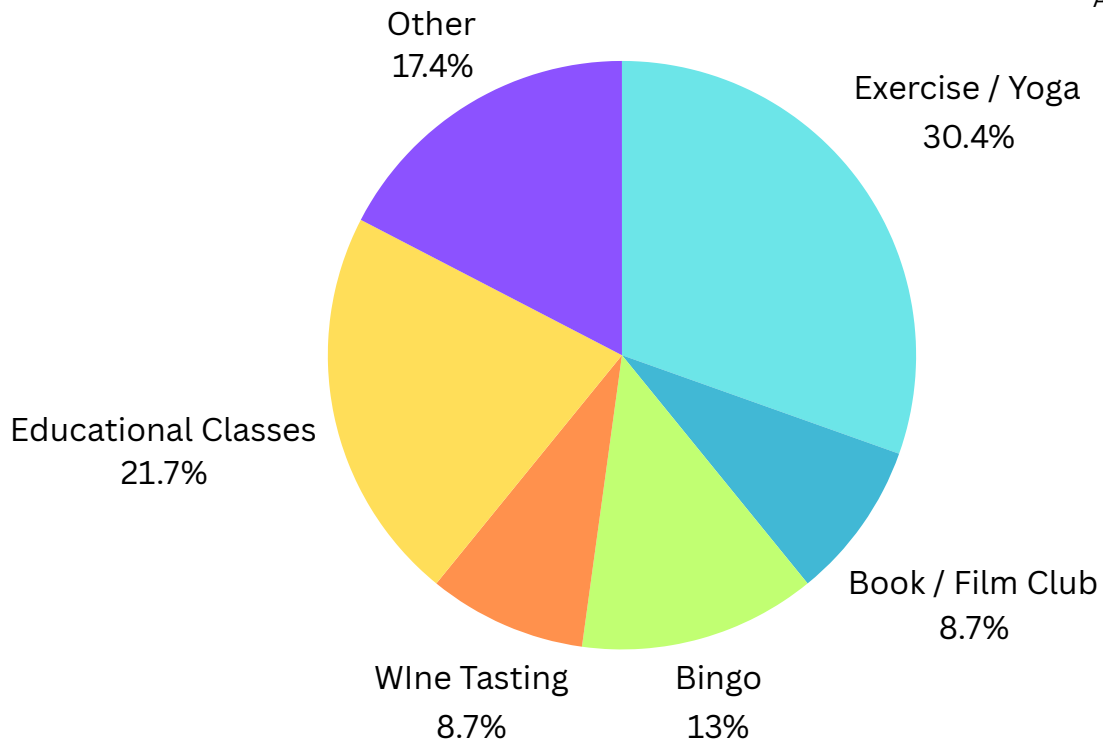
Question five - How does the food service support your personal well being and that of the community?

We wanted to know if the food service is bringing an added value to the facility and whether there was a large requirement for it. Comments were noted.

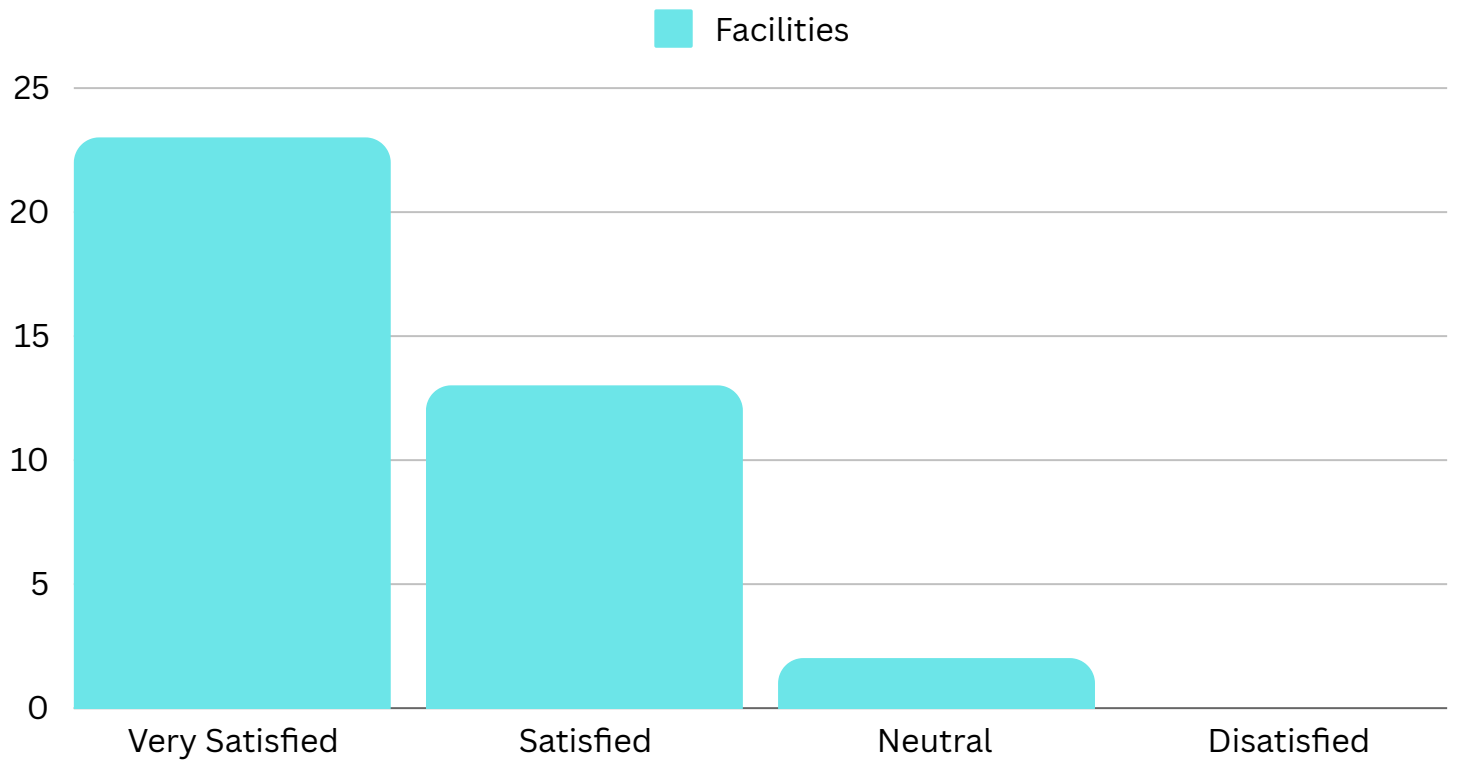


Question six - What new activities, classes or programmes would you like to see at Cafe 50?

Again, this was an open ended question for them to give their opinions and thoughts. Although many of the answers to this were similar.

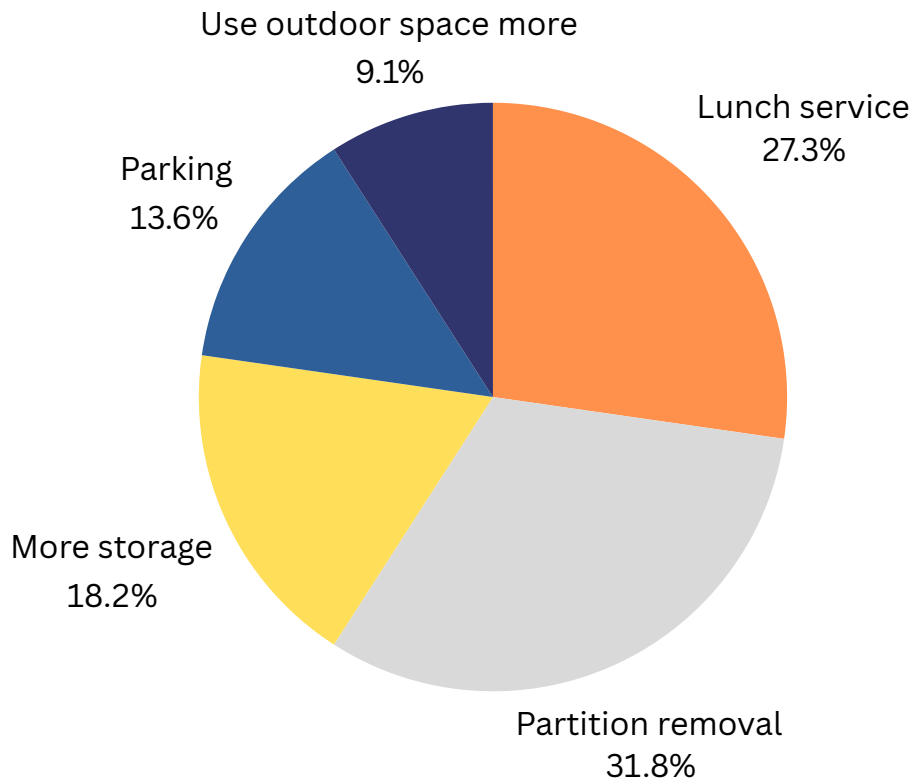


Question Seven - How satisfied are you with the current facilities and amenities? We were interested to know if there were any physical changes we needed to look at changing or updating.



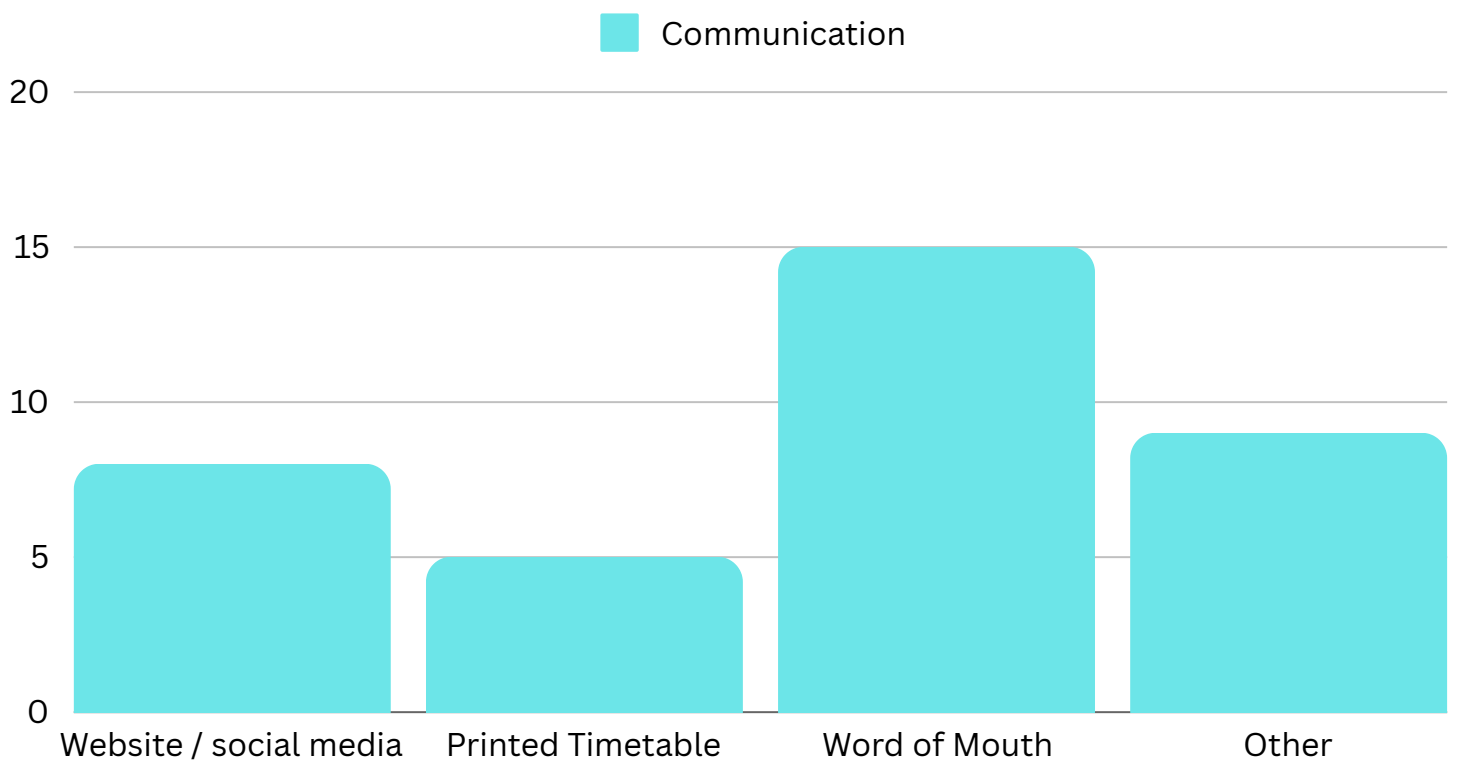
The majority of our users were satisfied with the current set up and facilities at the hub.

Question eight - What improvements would you make to the facilities? This was an open ended question based on the responses from the previous question.



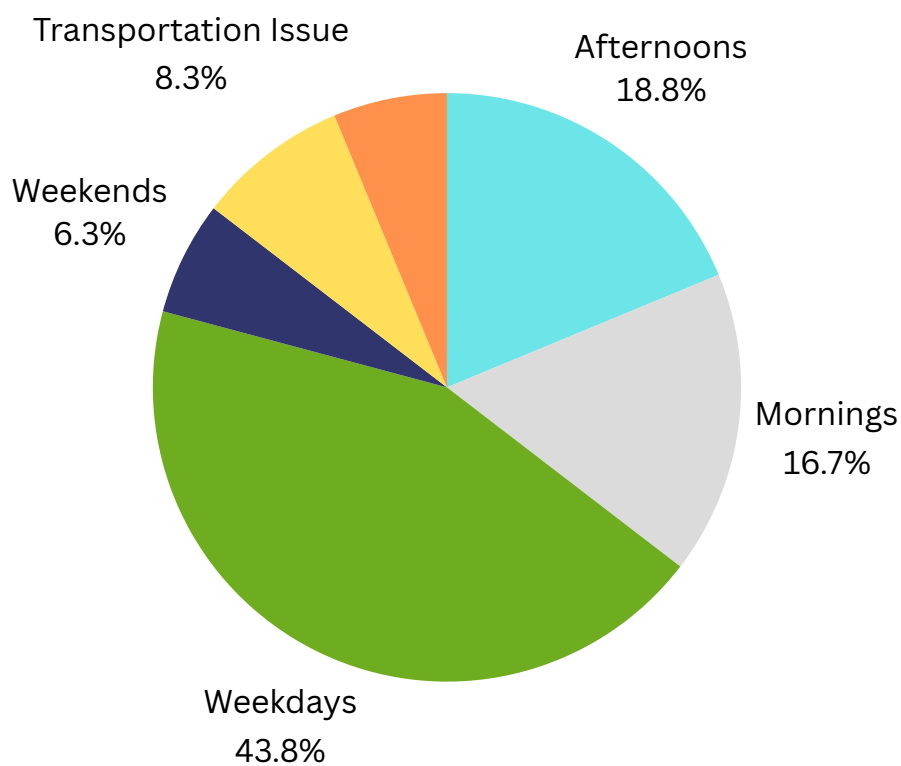
The responses will be discussed in further detail in the summary.

Question Nine - How do you typically find out about activities & events at Cafe 50?



Questions ten and eleven were joint questions regarding use of the facilities at weekends and whether there was a reason no groups or clubs ran and the centre was quiet during these times. We asked what were the best times for groups and if they would use the facilities on weekends if there was a reason to come in.

Choice	Total
Yes	21
No	7
If no please explain why?	8



Question twelve we asked for any other feedback users would like to offer. These have been summarised below.

In Summary

This venue is distinguished by its heart and soul, offering not only delicious food but also a warm ambiance that fosters a sense of community among visitors. By prioritizing community support, it goes beyond being just a dining spot and integrates social assistance and interaction into its core values.

The cuisine served here is more than just a meal; it contributes significantly to the well-being of the community. What makes this place truly exceptional is its emphasis on social connections, supported by a caring staff that ensures everyone feels welcomed and valued. It offers a unique combination of excellent food, a pleasant atmosphere, and a meaningful contribution to the well-being of the older community.

The feedback from surveyed users overwhelmingly praised Cafe 50 and its team. Visitors described it as a charming and relaxing place where new friendships are made. One individual mentioned how the cafe prevented feelings of isolation as they grew older, which was the primary reason for establishing this establishment.

Regarding other community groups and activities, the possibility of providing space for different demographics, such as youth programs, was explored. Although a youth club was initiated in collaboration with YEPS, funding constraints led to its discontinuation. Efforts are being made to explore alternative options through discussions with various support agencies.

Suggestions from respondents included offering a Sunday lunch option and a takeaway service. These requests will be considered for future planning, in alignment with Natashas Law. Additionally, there were calls for better communication with the neighboring Community Centre and exploring the potential of joint bookings with the Town Council to optimize space usage.

Requests for a dementia hub will be further discussed with interested users to understand their specific needs. The survey results highlighted the facility's popularity and frequent use within the community. Continuous feedback collection and analysis will be prioritized to ensure that user needs are met and improvements are made accordingly.

User suggestion	PTC comments	Action points
What type of food would you like to see on the menu?		
<p>More variation / Vary days & weeks</p> <p>Other food options – pasta, vegetarian, more roast dinners, more veg, salad bar every day, sandwiches & crisps</p>	<p>LC will need to look at their menu options and see if this is doable. Rotating the current menu should not be an issue but will it cause the same comments in 6 months.</p>	<p>A new menu and different options to be rolled out in the next few weeks as a trial for a month.</p> <p>Signage to be put up to offer Vegan and Vegetarian foods as long as ordered by 10am on the day.</p> <p>Jacket potatoes, salads, sandwiches and baguettes will also be available Friday by booking ahead (Currently only Mon-Wed)</p>
Theme dinners,	PTC is open to help put on themed lunches and dinners. We have held two this year and have looked at other dates already.	Will trial this doing a theme menu one Friday a week. E.g Italian, Chinese, Indian etc
What improvements would you suggest to the facilities /amenities?		
Call lunch tables up one at a time during busy times.	LC to decide if this is a doable option.	Will be done on Thursdays
Breakfast Club	LC to decide	Not an option due to staff working hours and availability
Any other comments		
Start afternoon groups at 2pm so staff can tidy up without disturbing them	We have looked at this before and would be the Council's preference however groups finish at 3 for grandparent duties so a 2pm start would be too late	NFA at this time
Food Takeaway service	More research required regarding Natashas law and whether that only applies to prepackaged food items. Options to be discussed with LC	LC are not comfortable doing this, due to not being able to guarantee the freshness of the food when eaten.

Pay all Café 50 staff / enable patrons to leave tips for staff daily.	LC to look at options.	They are unable to pay the LC staff as it affects benefits, they are also limited on being able to accept tips due to safeguarding.
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Cyngor Tref Pontyclun Town Council

Planning applications

The Council is a statutory consultee on all applications in our Council area.

The Miskin Manor cricket club are planning to install a new artificial cricket wicket to replace the existing grass one.

The application details can be seen on the RCT planning portal - the number is 24/0406/10.

Action – council to consider its response to this application.