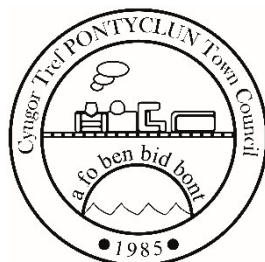


Cyngor Tref Pontyclun Town Council

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

Draft minutes

Draft minutes of the Annual Meeting of the Pontyclun Town Council held at 7.00 p.m. on Thursday 9th May 2024 and the May monthly meeting of the Council held directly after completion of the Council's Annual meeting.

| PTC Member attendance at public Council meetings | | | | | | | | | | | |
|--|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Member name | 2024 | | | | | | | | | | |
| | Apr | May | Jun | Jul | Sep | Oct | Nov | 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 | | | | | | | | | | | |

Draft Minutes

1. To receive apologies for absence
 - a. **Councillors Rhys Williams, Kelly Sherratt and Carole Willis gave their apologies.**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. **No new declarations made**
3. There was a public presentation by the owners of No32 Manor Hill requesting that the Council agrees to move a dog bin adjacent to their property
 - a. **The Council agreed to the move subject to**
 - i. **RCT street cleansing having no issues**
 - ii. **The cost of the move being funded by the applicants**

Annual Meeting agenda

4. Annual report for 2023-4
 - a. **The Council accepted the annual report which will now be published**
5. Election of Chairperson 2024-25
 - a. **Councillor Sian Assiratti nominated Councillor Wayne Owen as Chair, this was seconded by Councillor Jamie Daniel. There were no other nominations and Councillor Owen was elected chair**
6. Election of Vice Chairperson 2024-25
 - a. **Councillor Susan Owen nominated Councillor Jamie Daniel as Vice Chair, this was seconded by Councillor Paul Binning. There were no other nominations and Councillor Daniel was elected Vice Chair.**
7. To confirm the minutes of the Council's Annual meeting of 11 May 2023 as a true record of the last Annual Meeting.
 - a. **The minutes were confirmed**
8. To review terms of reference, appointment and reappointment of any standing Committees, Sub Committees or Working Groups.
 - a. **The Council confirmed the Ward Committee terms of reference**
 - b. **The Council agreed to the recommendation to merge the Council's working groups into 3 (from 6) with the following acting as convenors**
 - i. **Governance – Councillor Wayne Owen**
 - ii. **Developing Pontyclun – Councillor Paul Binning**
 - iii. **Promoting Pontyclun – Councillor Jamie Daniel**
9. To confirm Council governance documents and review policies
 - a. **The Council confirmed the recommended changes in Standing Orders and Financial regulations and reconfirmed the Code of Conduct and Complaints policy**
 - b. **The spending authority levels of the Clerk/Chair remain unaltered.**
 - c. **The Council confirmed the following policies – Freedom of Information; Data Protection; Press, and Health & Safety statement, including accepting the merging of the Press, Media, Social Media, Noticeboard management into one overall policy**
10. To review arrangement for standing matters
 - a. **The Council noted the arrangements for working with other bodies and Charters, reaffirming all memberships. The following were elected to be representatives at our various memberships**
 - i. **One Voice Wales – Councillor Wayne Owen**
 - ii. **RCT CBC/T&CC liaison group – Councillors Jamie Daniel and Wayne Owen**
 - iii. **YGGG Llantrisant School governorship -Councillor Susan Owen will replace Gwyn Jackson when his term is complete in the autumn**
 - iv. **Cardiff North West group and Groesfaen 2020 – Councillor Carole Willis**
 - v. **Pontyclun Refugee support group – Councillor Wayne Owen**
 - vi. **Pontyclun Over 50s forum – Councillor Wayne Owen**
 - b. Council's dates and times for Ordinary meetings for the ensuing year
 - i. **The Council confirmed that they would normally meet on 2nd Thursday of the month, except August and December at 7pm.**
 - ii. **The date of the July meeting was set for the 4th Thursday of the month.**

Monthly Meeting agenda

11. To confirm minutes of the Council's meeting of 11th April are a true record and discuss matters arising from them
 - a. **Minutes agreed, no matters arising**
12. Council Payments and Finances
 - a. **March payments were confirmed**
 - b. **The Council authorised payment of £3173 for commemorative benches. Payment from CIL funds less £500 which was raised by public subscription.**
 - c. **The Council noted the year end 2023-24 financial position**
 - d. **Council agreed to open a 40 day notice account with The Charity Bank**

13. To consider report on Town improvements
 - a. **The Council wishes to keep the public toilets open on Saturday and Councillor Gareth Summers volunteered to open/close**
 - b. **The Council agreed to use Tempo as a way of encouraging volunteering on basis cost was covered by Welsh government**
 - c. **The Council noted plans on street art and agreed that the 3 bus shelters which are not decorated could be under the scheme.**
 - d. **The Council noted progress in installing new benches and work at Riverside walk for relacing fencing, bridge and steps**
 - e. **Councillors are to nominate locations for new Dog bins in Groesfaen and Miskin if required. Agreement was given to offer to replace the damaged RCT bin that was by Shepherds Vets as long as they will empty the bin.**
 - f. **The Council agreed to new litter bins at Brynsadler and Heol Miskin to be funded by CIL. We will request RCT to service them if possible.**
 - g. **The Council agreed contractors could be used to install the steps at the War Memorial and Defibrillator at Ivor Arms**
14. To consider update on Council events
 - a. **The Council noted progress on Community events**
 - b. **Council agreed to progress a "History of Pontyclun" booklet and local resident John Dilworth agreed to help write it**
 - c. **Council suggested asking the public to provide information and photos to be included.**
15. To receive and accept report from Internal Auditor and approve Annual Return
 - a. **The Council noted the internal audit and were pleased with its findings**
 - b. **The Report was accepted and the Council agreed the Annual return for 2023-24**
16. To approve action plan on green initiatives
 - a. **The Council agreed the Green initiatives plan with one additional item – for the Council to review options as to locations where trees could be planted, with particular reference to the Park**
17. To consider feedback from Café 50 user meeting
 - a. **The Council noted the comments of users and the suggestions made.**
 - b. **The council agreed to progress the following –**
 - i. **More groups as suggested if leaders can be found**
 - ii. **To spend up to £100 on outdoor games to be used at Café 50 for a pilot**
 - iii. **To seek funding to add Radar key facility to Public Toilet door**
 - iv. **To work for launching a Community Fridge scheme at the Library in 2025**
 - v. **Councillor Gareth Summers to talk to the contractors at Primary school to see what could be done to reduce issues caused by their staff parking in Pontyclun. It was noted that when the planning application was being consulted on there was a promise to bus staff in from outside to reduce parking issues.**
 - vi. **Other action points would be progressed at a future time.**
18. To consider planning applications
 - a. **Miskin manor Cricket club 24/0406/10**
 - i. **The Council agreed to support this application**
19. To consider confidential staffing update
 - a. **The Council noted the position and confirmed the actions of the Clerk**