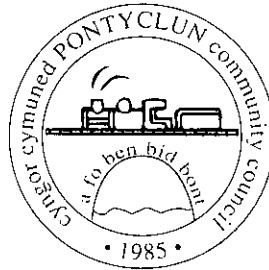


Cyngor Cymuned Pontyclun

Clerc i'r Cyngor
 J.H.G. Lewis, A.C.I.S., D.M.A.
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Pontyclun Community Council

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Minutes of the monthly meeting of the Pontyclun Community Council held at the Pontyclun Community Centre, Pontyclun, at 7.00 pm on Wednesday, 1 October, 2003.

PRESENT: Community Councillors C Davies, J G Davies, R G Norman, M Rea (Chairperson), S Rogers, and Mrs P Thomas

ALSO IN ATTENDANCE:

Inspector Mence and P C Keddle of the South Wales Constabulary for part of the meeting.

1. **Apologies for absence**

Apologies for absence were received on behalf of Community Councillors C G Bendle, Mrs V A Cale, J R Dilworth, J V Huish

2. **Declarations of interest**

Declarations of interest were invited from Members.

There were no disclosures.

3. **Chairperson's/Leader's business**

There were no items of business.

4. **Police matters**

Inspector Mence thanked the Council for its invitation to speak at the meeting.

Inspector Mence stated that he had recently been appointed to the Talbot Green Police Station and planned to attend 3 or 4 meetings of the Community Council in a year. He would bring along with him crime figures and detection figures for the information of the Council.

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Inspector Mence stated that his appointment coincided with the reorganisation of the Rhondda Cynon Taf policing area. The sector covering the Community of Pontyclun had been reorganised. East and West Tonyrefail, together with Gilfach Goch, no longer formed part of the sector. Instead, the sector now included Beddau, Church Village and Tonteg.

Some of the challenges facing the police were outlined by Inspector Mence. He highlighted the reluctance of members of the public to make statements and the relatively low esteem in which members of the special police were held by the public. Inspector Mence's intentions were to deliver policing and be accountable for his actions. To deliver, he wanted the support of the public.

Reference was made by Inspector Mence to the much publicised increase in police numbers in recent years. Although the increase sounded significant, in reality, it had resulted in only two more officers within his sector.

Inspector Mence answered a series of questions from Members about policing issues within their wards.

The Chairman, Councillor Rea, thanked Inspector Rea and P C Keddle for attending the meeting and said that he looked forward to seeing them again in the near future.

5. **Minutes of the Community Council's meeting of 3 September, 2003**

RESOLVED: That the minutes of the Community Council's meeting of 3 September, 2003, be approved as an accurate record.

6. **Matters arising**

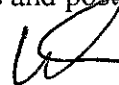
(a) **Proposed Special Meeting**

The Clerk reminded the Council that a Special Meeting of the Council had been proposed to discuss the proposals for One Voice Wales. It had subsequently been discovered that the closing date for the receipt of comments is 31 October, 2003. As a result, it had not been necessary to convene a Special Meeting.

The matter was noted.

(b) **Noah's Ark Appeal**

The Clerk advised the Council that he had written to the organisers of the Appeal indicating the Council's willingness to take part in the fund raising. In return, supplies of newsletters and posters were



received. The newsletters were distributed to Members and the posters had been displayed in the Council's noticeboards throughout the Community.

(c) **Variations to refuse collection arrangements at Bank Holidays**

The Council discussed the letter at Appendix 2 from the Borough Council dealing with variations to refuse collection arrangements at Bank Holidays.

RESOLVED: (i) That the Clerk respond to the Borough Council expressing its disappointment at the unwillingness of the Borough Council to return to the arrangements where posters giving a month's advance notice of variations to refuse collection arrangements at Bank Holidays.

(ii) That the Clerk ask the Borough Council whether it would be possible to produce a year's calendar showing, in advance, the variations to refuse collection arrangements at Bank Holidays.

7. **Matters reported for decision**

(a) **One Voice Wales**

Members received copies of the consultation document on the Future Shape and Functions of One Voice Wales. A lengthy discussion took place to formulate the Council's comments on the document.

RESOLVED: That the following comments be made:

Role & Function

The Council is satisfied with the proposed roles and functions suggested.

Organisational Structure

The Council is, initially, satisfied with the proposal that the National Executive will comprise 32 members with each of the 16 area committees providing 2 representatives. This provision needs to be reviewed in the light of experience after 12 months' operation.

The Council is satisfied that the Executive Committee will appoint the Chair, Vice Chair and Chief Executive of the new body. The appointment to the post of Chief Executive should be for a period of three years only in the first instance and should be reviewed in

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the light of the postholder's success in meeting performance targets contained in the organisation's business plan. The duration of the appointment should not be open-ended.

The Council believes that representational areas should fairly mirror the population of community and town councils throughout Wales. Where large centres of population do not have community or town councils they should be excluded from representation.

The Council believes that while the concept of special interest groups is forward thinking, they are not necessary at this time. The position should be reviewed after the new organisation has been functioning for a year.

The Council believes that, in addition to sending one member to the Area Committee, provision should also be made for the attendance by the Clerk of each Council. The provision for each Area Committee to send two members to the National Executive is acceptable.

The Council believes that any proposals to establish regional committees should be deferred for the time being – but reviewed after the first year's operation.

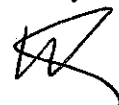
Management & Administration

The Council fails to see the need for an office in Newtown. On balance my Council would prefer to see the Headquarters close to the WLGA and Welsh Assembly Government in Cardiff but would not object to the headquarters being in North Wales.

The Council recognises the importance of an office based in Cardiff. Realistically, it would not be feasible, or cost effective, for the Chief Executive to spend a significant amount of his time in travelling between offices at other locations and Cardiff.

The Council does not object to the provision of a point of contact office in North Wales.

The Council believes that the volume of work in the new organisation cannot yet be quantified. Given the uncertainty over the volume of work the Council cannot see how an establishment of between 6 and 8 members of staff can be justified at this time. The Council believes it to be vital that job descriptions and person specifications are drawn up at an early stage with the intention of creating a lean machine. If the volume of work justifies the appointment of additional staff, these can be appointed at a later date. The Council would envisage the appointment of a Chief Executive, a Finance and Administration Manager, a Policy Officer with one person as admin/secretarial support.



Subscription Levels

The Council would have no objection to basing subscriptions on chargeable dwellings. Another possibility is to base subscriptions on the number of electors within community and town councils. The Council sees it as important in order to maintain fairness that there is a broad co-relation between subscription levels and representation at the area committees.

The Council believes that it is premature to talk in terms of 30p per chargeable dwelling until such time as a projected Income and Expenditure Account for 2004/05 is produced.

Monitoring Achievement

The Council believes that monitoring achievement is vital. While it may be appropriate for the Chairman and Chief Executive to carry out a self assessment programme, the results of the exercise should be independently audited and not carried out by the Executive Council.

The Council agrees that the new organisation should be required to meet an agreed satisfaction rating to an annual performance assessment. Furthermore, there should be a requirement for continuous improvement. In the first year an appropriate satisfaction would be 50%.

The Council is satisfied with the proposal for the Executive Committee to draw up an annual programme of initiatives and establish targets for achievement. An appropriate measure of achievement in the first year would be 50%.

(b) **Council's banking arrangements**

The Clerk reminded the Council that its Internal Auditor had recommended that the Council's banking arrangements be transferred to a bank which would be prepared to offer free banking.

The Council's current bankers, Lloyds TSB, were approached to establish whether they were prepared to waive their existing charges and offer free banking to the Community Council. Lloyds TSB refused to provide free banking.

The Clerk subsequently made enquiries with a number of banks about free banking services. Arrangements were made to transfer banking arrangements to the Bank of Scotland. Shortly after opening an account with the Bank of Scotland, Lloyds TSB contacted the Clerk to inform him that they had reconsidered their



earlier decision and were now prepared to offer free banking to the Community Council.

The Clerk asked the Council to take into account the fact that there is a branch of Lloyds TSB in Pontyclun which is readily accessible. The bank had provided an excellent service to the Community Council since the Council's creation in 1985. As the bank was now prepared to offer free banking the Clerk's preference was to continue to use the local branch of Lloyds TSB, and close its account with the Bank of Scotland.

RESOLVED: That the Council retain its banking arrangements with Lloyds TSB subject to the bank continuing to offer free banking to the Community Council.

(c) **Proposed diversion of Footpath No. 334 - Talygarn**

The Council received preliminary details of an application to divert Footpath No. 334 in Talygarn.

RESOLVED: That consideration of the application be deferred until further details of the application have been received from the Highway Authority.

(d) **Transfer of a Justices' Licence**

The Council received details of an application for the Transfer of a Justices' Licence at the Miskin Manor Hotel.

RESOLVED: That the details be noted.

(e) **Council's meeting of 3 December, 2003**

The Council received a request from the Pontyclun Girls' Club to postpone its meeting scheduled for 3 December, 2003, to 10 December, 2003.

RESOLVED: (i) That the request for a postponement be agreed in principle although 9 December would be more acceptable to the Council than 10 December.

(ii) That the Clerk establish whether the Community Centre is available on 9 December, 2003. In the event that it is not, enquiries be made about the Centre's availability on 10 December, 2003.

(f) **Society of Local Council Clerks**



The Clerk reported that he had received an invitation to attend the 2003 Annual Conference of the Society of Local Councils on 18 October, 2003, in Stratford on Avon.

The Clerk advised that he had been fortunate enough to attend previous conferences of the Society and had found them to be an excellent forum for receiving information and for meeting clerks with similar problems.

RESOLVED: That the Clerk be authorised to attend the 2003 Conference of the Society of Local Council Clerks in Stratford on Avon.

(g) **Planning**

The Council discussed planning applications contained in Weekly Notifications for Weeks Ended 22, 29 August, 5, 12, & 19 September, 2003.

(Councillor Norman advised the Council that he was no longer a member of the Planning Committee in Rhondda Cynon Taf County Borough Council and would not be declaring an interest in this item of business)

RESOLVED: That the following comments be made to the Planning Authority:

Application No 03/1509/10

That the Planning Authority be urged to ensure that, if planning consent is awarded, the applicant is not allowed to build beyond the building line at the front of the premises.

(h) **Payment of creditors**

RESOLVED: That payment be approved to the creditors listed in Appendix 7 to the Council's agenda.

8. **Matters reported for decision since the despatch of agendas**

(a) **Yr Urdd**

The Council discussed an application for financial assistance from Yr Urdd.

RESOLVED: That the application be referred to the next meeting of the Council's Finance Committee.



(b) **Commonwealth Games Council for Wales**

The Council discussed an application for financial assistance from the Commonwealth Games Council for Wales.

RESOLVED: That the application be referred to the next meeting of the Council's Finance Committee.

9. **Matters reported for information**

The Council received a copy of the draft regulations for the Prudential Borrowing System.

RESOLVED: That the information be noted.

10. The meeting ended at 8:35 p.m.

A handwritten signature in black ink, appearing to be 'M. C.', is written over the text of item 10.