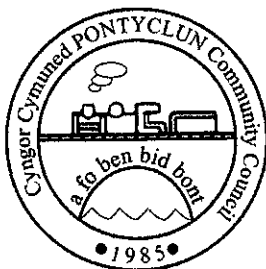


# Cyngor Cymuned Pontyclun Community Council

Clerc - Catherine Craven  
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## M I N U T E S

Minutes of the April monthly meeting of Pontyclun Community Council held in the Pontyclun Community Council Office, Pontyclun Community Centre, Heol yr Orsaf, Pontyclun, at 7.00 p.m. on **Tuesday, 9 April, 2013.**

**PRESENT:** Community Councillors; Ken Forsdyke (Chair), Margaret Griffiths, Len Arthur, Ann Bennett, Gwynn Griffith, Paul Griffiths, Janise Jones, Tony Lane, Brendan O'Reilly and Huw Rees.

### 1. **Apologies for absence**

No apologies for absence were received.

### 2. To consider passing the following motion proposed by the Chair:

"That this meeting of the Council terminate on or before 10.00 p.m."

**RESOLVED:** That the motion was passed.

### 3. **Declaration of Interest**

|                       |  |
|-----------------------|--|
| Councillor L Arthur   | "I am a Board Member and Trustee of Promo Cymru"   |
| Councillor A Bennett  | "I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee" |
| Councillor T Lane     | "I am a Member of the Management Committee of the Pontyclun Community Centre Management Committee" |
| Councillor K Forsdyke | "I am a member of Pontyclun Community Trust"   |

To consider passing the following resolution:

"By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on former Clerks gratuity, on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted."

**RESOLVED:** That the motion was passed.

14.05.13.  
*Margaret Griffiths*

4. **To confirm the minutes of the Council's Special and Monthly Meeting of 12 March, 2013 as accurate records – appendix 1**

**RESOLVED:** That the minutes of the Council's Special and Monthly meeting of 12 March, 2013 be approved as an accurate record. A100

5. **Matters arising – Action Table – appendix 2**

**Item 4:** Review Standing Orders. Convener of Working Group 1, Ken Forsdyke, has circulated new model of Standing Orders from One Voice Wales. Comments have been made by Cllr. Paul Griffiths and Clerk. Cllr. Gwyn Griffith not received an electronic copy. Clerk to send another.

**RESOLVED:** That Members review content for Standing Order and make comment.

**RESOLVED:** That the Clerk includes Standing Orders on May's Monthly Meeting agenda. A4a

**Item 13:** Planning application for new notice board at Credit Union. Clerk spoke with architect who submitted plans on Monday 8/4/13 and are following up delay in reply from RCT CBC Planning Department.

**Item 17:** Lone Working. Clerk has looked through Zurich Seminar Power Point Presentation but is unable to formulate a policy from these as they do not provide sufficient details. Clerk has been informed that One Voice Wales offer a consultancy service and has requested further details. Clerk has booked onto Council as an Employer OVW course in Brecon 18 April, 2013.

**Item 46:** Review Handyman's job description and pay scale. Clerk provided Members with a draft job description which had been written in consultation with Derek Oram. Members also considered the pay scale 5 awarded by other Councils for similar posts. It was agreed the Clerk should further negotiate the amended job description and related pay rates with Derek Oram.

**RESOLVED:** That the Clerk further negotiate the amended job description and related pay rates with Derek Oram. A46a

Clerk also provided members with a draft job description for the Public Convenience Caretaker and will finalise this after the One Voice Wales training course she is due to attend on the 18 April, 2013 Council as an Employee. A46b

**Item 55:** Risk Assessment. As with the Lone Working Policy the Clerk has requested details of costs from One Voice Wales consultancy service. Awaiting response. Clerk has booked onto Health and Safety OVW course in Neath on 13 May, 2013.

**Item 79b:** Cllr T Lane raised the question as restarting the old computer. Members agreed in order to comply with any Freedom of Information requests the Council should have access to the e-mails stored on the old PC's Outlook. Following the Community Liaison Committee meeting, Cllr M Griffiths suggested PCC request assistance from RCT CBC to access the e-mails on the old PC's Outlook. Clerk requested to ask Greg Lewis, former Clerk for password to access Outlook.

- RESOLVED:** (i) That the Clerk requests assistance from RCT CBC to access the e-mails on the old PC.79c  
(ii) Clerk requested to ask Greg Lewis, former Clerk for password to access Outlook.

The Members and Clerk reported on November, 2012 – March, 2013 Action Table. Table has been updated accordingly.

## **6 Reports from Working Groups**

Working Group 1 – Administration submitted a written

The Clerk and Councillor Len Arthur updated the Council on action that had been taken in relation to the previous Clerk's (JHG Lewis) Employment Tribunal claim. Following discussion it was agreed that the Clerk and Councillor Len Arthur would be authorised to negotiate with the Claimant through ACAS on a 'without prejudice' using the Councils power under S111 of the Local Government Act 1972 . Three staged offers were approved:

1. £1052.00 based upon two payments made by the Council into a insurance policy covering the gratuity.
2. £1390.00 based upon the Claimants own advice using the 1996 superannuation regulations.
3. £1523.00 based upon the Councils advice using the 1996 superannuation regulations.

The third offer would be a final one.

The Clerk and Councillor Len Arthur will report on the outcome of the negotiations to a Special meeting of the Council which will be called for Tuesday 16 April, enabling the proper notice to be given.

The Council noted the report from Working Group 1 - Administration

## **7 Police matters**

- a) Reports from the police

No report was received for April 2013

- b) Reports from Members

Councillor K Forsdyke commented on the need for yellow lines on Cowbridge Road at top of Brynsadler Hill. Councillor Forsdyke will write to the two local Rhondda Cynon Taff County Borough Council Councillors Paul Griffiths and Margaret Griffiths outline the issues of parking and obstruction as a result.

**8 Notices of Motion from Councillor**

- i Cllr B O'Reilly That the community council correspond with the local NHS to learn about the proposed changes to the NHS in this area and to learn about any proposed consultation and changes to services at the Royal Glamorgan."

Members discussed the article featured in November 2012 The Diary publication in which Councillors Paul Griffiths and Margaret Griffiths drew attention to the public engagement process that ended last December. Councillor Paul Griffiths went on to inform the Council that the NHS partnership team will be taking steps to contact all community councils in the Cwm Taf Health Board area directly when the consultation dates have been confirmed to ensure they participate.

**RESOLVED:** That the Clerk contacts the Cwm Taf Health Board to ensure that the Councils details are recorded in anticipation of their consultation.

**9 Matters reported for decision**

- i Clerk To approve the payment of creditors

**RESOLVED:** That payment be approved to the creditors listed in appendix 3 of the Council's Agenda A101

- ii Clerk Budget Monitoring Report

**RESOLVED:** That the Council approve the Budget Monitoring Report 2012/13 listed in Appendix 4 of the Council's agenda A102

Clerk reported that an Internal Audit for 2012/13 was now due. The Clerk had experienced difficulty in contacting the accountant who completed the 2012/13 Interim Audit and had followed up recommendations by neighbouring Community Councils. Mr Gwyn Evans, a qualified Chartered Public Finance Accountant who is experienced in Community Council audit work.

**RESOLVED:** That the Council authorise the Clerk to appoint Mr Gwyn Evans to complete the end of year audit for its 2012/13 accounts.A103

- iii Clerk Planning Applications

No comments were made by the Council

- iv Clerk Watering hanging baskets

The Clerk presented the Council with costing for the maintenance of the summer hanging baskets and planters. Members discussed the quotations provided.

**RESOLVED:** That the Council authorise the Clerk to appoint Alan Thompson the contract for the maintenance of the summer hanging baskets and planters. A104

- v Clerk Councillors expenses

**RESOLVED:** That the Council authorise a payment for business travel of 45 pence for the first 10,000 in line with guidance published by HMRC.A105

**10 Matters reported for information/discussion**

- i Clerk Ramblers Association letter 13 March 2013

The Clerk reported that a letter from Mr Tony Yule had been received informing the Council of a problematic fallen tree on footpath 305. Derek Oram, the Handyman had visited the location and the pathway was now cleared.

- ii Clerk Larger Local Councils Committee Meeting 21 March 2013, Newtown.

The Clerk attended the One Voice Wales Meeting. At the meeting Keep Wales Tidy gave a presentation. RCT representative is Richard Barrett. Contact details 07824 504 821. [richardbarrett@keepwalestidy.org](mailto:richardbarrett@keepwalestidy.org). The Clerk reported that Paul Egan of One Voice Wales offer consultancy on a range of Community Council matters. The Clerk had requested more information regarding creating a Health and Safety Policy and Risk Assessment. Paul Egan will e-mail more details and a cost.

- iii Clerk Letter of gratitude from Miskin Cricket Club

Members noted the letter from Miskin Cricket Club

The meeting ended at 9:50 p.m.

Date of next Council Monthly Meeting 14 May, 2013