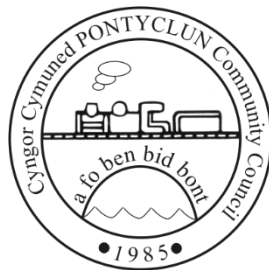


Cyngor Cymuned Pontyclun Community Council

Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
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Minutes

Approved minutes of the monthly **Meeting** of the Pontyclun Community Council held at Cafe 50, Heol yr Orsaf, Pontyclun at 7.00 p.m. on **Wednesday 18th April 2018**.

PCC Member attendance at ordinary meetings

Member name	May	Jun	Jul	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Martin Ashford	Present	Apologies	Present	Present	Present	Present	Present	Present	Present	Present	Present
Margaret Griffiths	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Paul Griffiths	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Neil Holley	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Anne Jackson	Present	Present	Present	Present	Present	Present	Present	Present	Apologies	Present	Present
Gwyn Jackson	Present	Present	Present	Present	Present	Present	Present	Present	Apologies	Present	Present
Kate Jones	Present	Present	Present	Present	Apologies	Present	Present	Present	Apologies	Absent	Present
Karan Lane	Present	Apologies	Present	Present	Present	Present	Present	Present	Present	Present	Present
Alison Theaker	Present	Present	Apologies	Apologies	Apologies	Present	Present	Present	Apologies	Present	Present
Carole Willis	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Apologies
Mike Davies	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Apologies	Apologies	Apologies	Present	Present	Present	Present	Present	Present	Present	Present	Present
Absent	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present

1. Apologies – Carole Willis
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.

1. Members are requested to identify the item number and subject that their interest relates to and signify the nature of the personal interest: and
2. Where Members withdraw from a meeting because of the disclosure of prejudicial interest they **must** notify the Chairman when they leave.

No interests Declared

3. To confirm the minutes of the Council's meeting of 21 March 2018 as a true record of the last Council meeting
 - a. **One change – Social and Cultural meeting was in April not May**
 - b. **Confirmed as true record**
 - c. **Matters arising - None**
4. To confirm Council payments
 - a. **Payments were noted and confirmed**
 - b. **Council approved increase in budget for Mole catching to £400**
5. To agree actions in response to Annual Report of the Independent Remuneration Panel for Wales
 - a. **Council noted the required and optional actions regarding payments to Councillors**
 - b. **The Council resolved not to offer any payments to Chair, Deputy Chair and Senior Councillors**
 - c. **The Council agreed that actual costs incurred by members could be claimed as described in the report for**
 - i. **Travel & subsistence for authorised duties**
 - ii. **actual losses incurred by members by attending authorised duties**
 - d. **The Council must make available a payment of £150 to each member who wishes to accept towards the costs incurred for Councillor duties e.g. IT consumables, telephone costs. Payment to me made as an honorarium in May 2018 and all payments made will be subject to public disclosure. Action Clerk to write to all Councillors asking them to declare whether they wished to accept the honorarium. MM570**
 - e. **The council must provide reimbursement of necessary costs in relation to care of dependent children and adults up to max £403pm, subject to receipts. Councillors wishing to claim this should contact the Clerk**
6. To receive report from Social and Cultural working group
 - a. **Council confirmed dates of Great get Together Picnic as Saturday 23rd June 2018 and Christmas lights event as Saturday 1st December 2018**
 - b. **Great Get Together**
 - i. **Clerk to arrange extra bins for the day. Action MM571**
 - ii. **Clerk to report back on Licences that might be required. Action MM572**
 - iii. **Clerk to advise RCT CBC of dates so they will mark out running track in advance. Action MM573**
 - c. **Walking festival**
 - i. **The Council agreed that the Walking Festival would take place between 29 May and 3 June 2018. Clerk to check on Saturday walk to see if it is wheelchair friendly. Action MM574**
 - d. **Beer Festival.**
 - i. **Council resolved to support a Festival organised by 'The Pipeworks'**
 - ii. **The Council agreed that it would close the Heol yr Orsaf car park on a Saturday if that was the day of the Festival and would arrange for the Public toilets to be open. Clerk to advise the Pipeworks accordingly. Action MM575**
7. To receive a report & update on the European Union's General Data Protection Regulations (GDPR)
 - a. **Council deferred decision on appointing a Data Protection Officer until further clarity on requirement is obtained. Clerk to table for May meeting Action MM576**
 - b. **Council requested Administration Working Group to review revised data retention policy and report back to Council for action. Existing policy remains. Action MM577**
 - c. **Council approved amendment to Data Protection policy and New guidelines for Councillors**
 - d. **Council decided that they wished to retain details of local businesses on our website with a simple process to renew consent to publish being introduced**
8. Clerk's report
 - a. **Members approved opening an account with the Charity bank for its earmarked reserves. Clerk to arrange this. Action MM578**
 - b. **Council requested that the Food hygiene report on Café 50 be shared with the Café 50 steering group**
 - c. **Approval was given to replace chopping boards and to ensure waste oil was being disposed of correctly**

- d. The Council were supportive of a summer “Race afternoon” at Café 50
 - e. Council approved the use of Pontyclun Park for a Saturday morning mothers fitness class.
9. Confidential matters relating to staff pay (confidential matters not included below)
- a. Council agreed to implement the results of the recent Job evaluations in full, with effect from April 2018. For the financial year 2018-19 the Council resolved that the cost would in part be funded by the General Reserve.
 - b. The Council confirmed that they would continue to be party to and follow the agreements on pay and terms and conditions made by the National Joint Council (NJC) for local government services
 - c. Clerk to update Job Descriptions in line with evaluation results, advise staff and arrange changes as required. **Action MM579**

This is a Copy of the approved minutes of the April 2018 Pontyclun Community Council meeting. A signed copy is held at the Council Offices