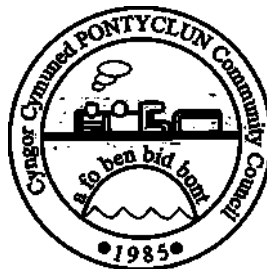


Cyngor Cymuned Pontyclun Community Council

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
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
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Approved Minutes

Minutes of the **Meeting** of the Pontyclun Community Council held at Café 50, Heol yr Orsaf, Pontyclun at 7.00 p.m. on **Wednesday 23rd January 2019**.

PCC Member attendance at meetings												
	2018											2019
Member name	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Ex Oct	Nov	Dec	Jan
Martin Ashford	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Margaret Griffiths	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Paul Griffiths	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Neil Holley	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Anne Jackson	Apologies	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Apologies
Gwyn Jackson	Apologies	Present	Present	Present	Present	Present	Present	Present	Apologies	Present	Present	Apologies
Kate Jones	Apologies	Absent	Present	Present	Present	Present	Present	Present	Apologies	Present	Present	Apologies
Karan Lane	Present	Present	Present	Present	Present	Present	Present	Present	Apologies	Present	Present	Present
Alison Theaker	Apologies	Present	Present	Apologies	Apologies	Apologies	Present	Present	Apologies	Present	Apologies	Present
Carole Willis	Present	Present	Apologies	Present	Present	Present	Present	Present	Present	Present	Present	Present
Mike Davies	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Present	Present											
Apologies	Apologies											
Absent	Absent											

1. Apologies for absence
 - a. **Councillors Anne Jackson, Gwyn Jackson and Kate Libby Jones**
2. Disclosure of personal and pecuniary interest
 - a. **None declared**
3. To Confirm minutes of the Council meeting of 12th December 2018 are a true record and discuss matters arising
 - a. **Minutes confirmed as a true record with 2 minor typographical errors corrected**
 - b. **Council has received confirmation from RCT CBC that a Community garden can be set up within the terms of our lease**
 - c. **Clerk confirmed that the caterer at Café 50 continues to pay current rent, though no progress is being made with arrears**
4. To confirm Council payments in December
 - a. **Council payments noted and confirmed as per list in supporting papers**
5. To discuss sponsorship proposal from Full Stop Law
 - a. **With assurances from Full Stop Law that the Free Will clinic offer was not to be used as a way to cross sell other services; no pressure would be put onto people to name them as executors and that a process to identify any complex wills**

quickly would be in place so that relevant clients would be advised that this service would not cover them, the Council agreed to accept the offer of sponsorship

b. Clerk to arrange logistics etc for one trial clinic for review after this. Action MM629

6. To agree budget and precept for 2019-20
 - a. The Council reviewed the report of the Administration working group, proposed budget and supporting papers in detail
 - b. Having due regard to the Councils current and forecast reserves, both general and earmarked a budget and precept were set.
 - c. Budget was agreed as per recommendation from the Administration Working Group with three changes
 - i. The Council agreed to defer any decision on Car Park in Heol yr Orsaf into a separate meeting later in 2019. This increased planned expenditure by £1700
 - ii. The Council agreed to use a further £1700 from general reserve to fund the transfers into earmarked reserves
 - iii. Council agreed to combine the Stationary/Admin budget lines into one.
 - iv. Agreed budget is in appendix 1 to these minutes
 - v. The Council agreed a precept for 2019-20 of £118480. This is an increase in the precept of just under 4.5% on 2018-9. It would lead to an increase in the community council tax charge for Band D properties of 4%. The Council concurrently agreed its budget for 2019-20 which is attached to these minutes. The Council took account of projected changes in its reserves which are referenced in the budget statement. **Clerk to advise RCT CBC. Action MM630**
7. To consider grant request from Miskin manor Cricket Club
 - a. The Council noted the links the Cricket club advised with local schools and that this did not include the local Welsh schools
 - b. Council agreed a grant of £500 with the request that the Club seeks to engage with YGGG Llantrisant and Ysgol Llanharri. Councillors agreed to facilitate engagement if needed
 - c. Council also agreed to invite the club to arrange some activity at the annual Picnic in the Park event
 - d. **Clerk to advise Cricket club accordingly. Action MM631**
8. To consider verbal report from feedback meeting on Christmas Event
 - a. There was a very productive meeting held between representatives from MacMillan cancer support and the Council to discuss last years Christmas Event and proposals for 2019
 - b. The Council agreed to support the recommendations from this meeting for 2019 which were
 - i. Event to be held on 30th November 2019
 - ii. Timing to be 2pm to 6.30pm
 - iii. Light switch on at 5pm
 - iv. MacMillan will organise the indoor market – which will be for traders only
 - v. Council to consider how we can give local community groups and charities an opportunity to raise funds outside.
 - vi. Council to look at options to have a large marquee and stage outside for the music festival. Focus on bands which will bring in people – eg Pontyclun primary; YGGG Llantrisant; Y Pant; Ysgol Llanharri.
 - vii. Aim to arrange a Twmpath for after the lights switch on with the Llantrisant Folk Club playing
 - viii. Santa Grotto and face painting by school PTAs
 - ix. Food stalls and fairground outside
9. To receive Community Crime report from South Wales Police
 - a. Councillors noted the low crime figures reported
 - b. Councillors also discussed reports that South Wales was seen by Police as a major “County Lines” drug area and that in due course the Council might ask the Police to give us a presentation about the issues this causes

This is a true copy of the Council’s January 2019 meeting. An original signed copy is can be inspected at the Council Offices

Expenditure

Item	2017-8	2018-9		2019-20	
	Actual	Budget	Projected	Budget as is	Budget with recommendations
Staffing costs	73448	79250	86700	91900	91900
Utilities	3600	4700	4500	4500	4500
Non domestic rates	1978	5500	2200	5500	2100
Grass cutting	1748	1960	1600	1700	1700
Maintenance & minor projects	2743	3500	1970	3500	3500
Tree costs	540	1000	7030	1000	1000
Vehicle running costs	1715	2100	1550	1600	1600
Insurance	1217	1400	1240	1200	1200
Website	720	720	720	720	520
Software/Hardware	780	700	615	650	650
Telephony/Broadband	1110	900	830	920	940
Training	1091	1750	500	1250	1250
Travel expenses	98	100	30	100	100
Cleaning costs	949	1050	950	800	800
Tools & Equipment	1070	800	800	800	800
H&S / Protective equip	492	500	504	720	720
Audit cost	855	700	700	720	720
Admin	754	600	400	450	450
Licences	316	340	340	360	0
Postage	143	150	100	100	70
Bank Charges	80	100	60	100	100
Subscriptions	1213	1200	1230	1270	1270
Planting	1700	2000	1763	1740	1740
Office rent	3709	3800	3794	3870	3870
printing	908	1030	1030	1050	1050
Street lighting	64	120	120	120	120
Refuse	920	1250	1050	1100	1100
Remembrance Sunday	120	120	100	120	120
Community Grants	2600	2750	2750	2500	2500
Community Meetings	0	50	0	50	50
Community Events	2681	4500	3500	3250	3250
Litter Picking equip	0	250	0	0	0
Total costs	109362	124890	128676	133660	129690

INCOME

Item	2017-8	2017-8	2017-8	2018-9	2018-9
	Actual	Budget	Projected	Budget as is	Budget with changes
Caterer rent	2463	3300	3055	3300	3300
Grass cutting	940	980	300	300	300
Café 50 hire	1815	1500	1500	1500	2350
Donations	5983	4500	3500	3500	3500
RCT grant for Café 50 welcome officer	6976	9720	9720	9720	9720
Other Community Council grants	0	0	0	0	0
Footpath grant	480	480	480	480	480
Fundraising events	314	350	360	360	360
Total income	18657	20830	18915	19160	20010

Net expenditure	104060	109761	114500	109680
Transfer to reserves in annual budget	9250	9250	12500	8800
Precept	113410	113410	127000	118480
From General reserves		5601		3700 For EMR 3600 For one off items above - if all happen

Ear Marked Reserves position

Reserve	Amount in fund	Recommended amount by end 2018-9 – if different from actual	Policy recommends to trf	Transfer in 2018-9	Transfers out in 2018-9	RFO recommendation for 2019-20 trf
Street furniture	500	5000	700	500	0	500
Pontyclun park	11654		4350	2000	0	3000
Trees	250	1500	500	250	0	2000
Hardware/Software	2335	1000	250	0	0	0
Vehicle	6000		2000	2000	0	2000
Machinery/tools	2232		800	300	0	800
Elections	2450		1600	1600	0	1600
Café 50	2500	5000	1500	1500	0	1500
Office	100		100	100	0	100
Toilets	1000		1000	1000	0	1000
Café 50 RCT Homes	559	Sinking fund to pay for licences at café 50	0	0	170	0
Café 50 chairs		Fund closed			250	0
Mens Shed activities	3000	Fund was grant funded	0			0
TOTALS	32580		12800	9250	420	12500

One off and capital items

Community spend - from General reserves

Item	2017-8		2019-20
	Planned	Expected spend	bids
Replacement of planter by The Windsor	250	0	100
Place plan	250	0	250
Parking initiatives	1500	0	1500
Signage	500	500	0
Initial spend on Walking routes	0	0	500
Miskin Floral display	0	0	1250
marquee/banners	500	350	0
Total	3000	850	3600