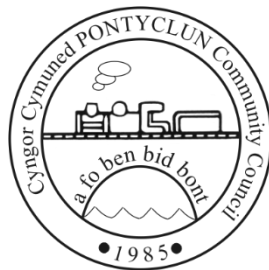


Cyngor Cymuned Pontyclun Community Council

Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
CF72 9EE



Community Council Office
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE

Ffôn: 01443 238500
E-bost: clerk@ponyclun-cc.gov.wales
Gwefan: www.pontyclun.net

Telephone: 01443 238500
Email: clerk@ponyclun-cc.gov.wales
Website: www.pontyclun.net

Minutes of the Annual Meeting of Pontyclun Community Council 2017

Minutes of the Annual Meeting of the Pontyclun Community Council held at Café 50, Heol yr Orsaf, Pontyclun at 7.00 p.m. on Wednesday 17 May 2017.

Attendees

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

Other attendees – Julius Roszkowski (Clerk) Janis Jones (Current Chair); 5 members of the public

1. Election of Chairperson
 - a. Marg Griffiths nominated Paul Griffiths. Gwyn Jackson seconded. There were no other nominations
 - b. Paul Griffiths was elected Chair of the Council**
2. The Chair then made a short statement outlining
 - a. Thanks to Janice Jones and previous council for their good work
 - b. A short history of the Council and what we do
 - c. All councillors are equal and no separate executive
 - d. The Council will need to prepare a plan for what it wants to achieve over the next 5 years
 - e. Chair wants the Council to be an influential and creative voice in all the decisions others make about our community.

3. Election of Vice Chairperson
 - a. Anne Jackson nominated Alison Theaker; Martin Ashford seconded. There were no other nominations
 - b. Alison Theaker was elected Vice-Chair of the Council**
4. To receive apologies for absence
 - a. None received
5. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. None declared
6. To confirm the minutes of the Council's meeting of 18 May 2016 as a true record of the last Council Annual Meeting.
 - a. Council Confirmed**
7. To confirm minutes of the Councils' meeting of the 5 April are a true record of the last meeting.
 - a. Mr Lane, former Councillor had some queries regarding the minutes
 - b. Action MM511 The Clerk to revisit the record of the meeting of 5 April to clarify the decision on the terms of the Council's response to the letter from the selected Café 50 Coordinator in which she reported her decision not to continue her appointment and advise Council at next meeting so minutes can be confirmed**
8. Appointment or Reappointment of any standing Committees, Sub Committees or Working Groups and review terms of reference. Currently the council has 4 working groups
 - a. Four current groups are
 - i. Administration working group
 - ii. Local Economy Working Group
 - iii. Local Environment Working Group
 - iv. Social and Cultural Working Group
 - b. Clarified that these were set up in 2012 with no delegated powers and could only make recommendations
 - c. The terms of reference relate to the priorities at that time and do not reflect the Council's new responsibilities such as Café 50 & Pontyclun park
 - d. Chair recommended deferring decision on these until the Council agrees its objectives and then they can be redrawn to meet those needs
 - e. Council agreed to defer pending agreement of new Council objectives. An initial brainstorming session was agreed for Tuesday 30th.**
9. To review subscriptions to other bodies and appoint Council representatives
 - i. Council is a member of One Voice Wales and pays for Clerk to be a member of Society of Local Council Clerks(SLCC) - **Confirmed**
 - ii. One Voice Wales (up to two/ only one vote) – **The Council Confirmed that the Chair would be its representative subject to relevancy of agenda of meetings. Clerk to confirm to OVW MM512**
 - iii. County Borough Council/Community Council's Joint Liaison Committee – **Council confirmed Margaret Griffiths and Carole Willis to be our representatives and also that Carole Willis' name be put forward to RCT standards Committee. Clerk to Confirm to RCT MM513**
 - iv. To agree how representation will be made on the Boards of Governors for YGGG Lantrisant- Former Councillor Huw Rees to stay for his term (Sept 2020) and Pontyclun Primary School –Janis Jones has advised that she cannot continue. Anne Jackson nominated by Neil Holley; Seconded by Alison Theaker – **Council elected Anne Jackson to be our representative. Clerk to advise School MM514**

10. To review Pontyclun Community Council Bank mandate and appoint new signatories
 - a. Current mandate
 - i. Two members to sign from a pool plus
 - ii. Council Clerk
 - b. **Council agreed to leave signing policy as is with the following Members to be in the signing pool**
 - i. **Margaret Griffiths; Paul Griffiths; Anne Jackson; Gwyn Jackson; Neil Holley; Karan Lane; Alison Theaker and Carole Willis**
 - ii. **Wherever possible Paul and Margaret and Gwynn and Anne should not sign together**
 - iii. **Clerk to advise bank of new arrangements MM515**
11. To Adopt new Council Standing Orders
 - a. Council adopted the new Standing Orders as presented with one change
 - i. Amendment to paragraph 3g – “Subject to standing order set above a member of the public shall not speak for more than 5 minutes and shall not speak on more than one agenda item unless previously agreed with the Chair”
 - b. The Council agreed by vote of 6 votes to 3 with one abstention to Co-opt a new member to Miskin ward
 - i. It was noted that we could choose to declare a casual vacancy and have a by-election.
 - ii. Advice from RCT after guidance from Electoral Commission was that as there had just been an election where no-one had offered to stand Co-option was allowed- **Provided there is a quorum, the community may co-opt to fill the remaining vacant seats (S21(2) Representation of the People Act 1985 (RPA)) with whoever they so wish**
 - iii. **Council agreed suggested addendum to Standing Orders to allow Co-option and Clerk instructed to start the process MM516**
12. To Adopt new model Financial Regulations
 - a. **Council adopted Financial regulations with one amendment**
 - i. **Section 4.1 amended to say – “Expenditure on revenue items may be authorised by up to the amounts included for that class of expenditure in the approved budgets. This authority is to be determined by**
 1. **Council for all items over £1000**
 2. **The Clerk in conjunction with the Chair of the Council (or Vice Chair if not available) for any items between £100 and £1000**
 3. **The Clerk for items less than £100”**
 4. **This to be reflected throughout the document**
 - b. **Councillors Kate Jones & Martin Ashford will undertake quarterly bank reconciliations**
13. To review 2017/8 budget
 - a. **Council agreed to retain the Car park in Heol yr Orsaf for 2017/8 pending a formal resident consultation about its future**
 - b. **Clerk to draft initial questions and members to share with the public. MM517**
 - c. **Consultation to end in time to inform out 2018/9 budgeting which will be in approximately 6m time**
 - d. Council noted that when the sale of the old toilets completed RCT will be creating 15/20 car parking spaces there.
 - e. **Council confirmed that no allowances would be paid to Councillors this year.**
 - f. **Council agreed that the Office staff should have basic First aid training. Clerk to arrange MM518**

- g. **Further advise to be sought by Clerk about need for Stem injection training MM519**
 - h. **Clerk to ascertain requirements for performance licence to replace TV licence and report. MM520**
 - i. **New Councillors to attend OVW training on 6th July. Clerk to advise OVW and circulate details. MM521**
 - j. **Council agreed the following Cleaning arrangements**
 - i. **Sickness cover for Cleaner to be caretakers**
 - ii. **Cleaner to clean office once a week around main duties which take precedence**
 - iii. **Afternoon groups to be advised that they must finish on time so cleaner does not have to work late**
 - iv. **Groups making bookings for evenings or weekends to be advised that premises are to be left clean and tidy or they will be billed for cleaning costs**
 - v. **Cleaners holidays to be covered by outside firm using the initial £500 set aside in budget.**
 - vi. **Clerk to make all relevant arrangements to meet above MM522**
14. To review and agree payments to Creditors
- a. Agree payments to current creditors
 - i. **Council agreed to pay £420 plus VAT bill to Auditing Solutions for internal audit**
 - b. Review payments made since last meeting that need to be approved by Council
 - i. **Payments since last meeting approved including 3 emergency items**
 - c. Review and approve Standing Orders and Direct Debits
 - i. **Reviewed and agreed for payment without further reference unless budget exceeded**
 - d. Review and approve regular payments for 2017/8 eg Staff salaries
 - i. **Reviewed and approved for payment without further reference unless budget exceeded**
 - ii. **Council agreed that staff would be paid direct to bank by Standing Order going forward.**
15. Councillors to confirm adoption of Pontyclun Community Council Code of Conduct.
- a. **Council confirmed adoption**
 - b. **Council confirmed that all gifts and hospitality was to be recorded irrespective of amount**
16. To review the Council's Insurance policies for 2016/7
- a. Council noted – and noted that the main policy had only just gone through a formal review in 2017
 - i. Council – this policy has been agreed for 3 years at a discounted fixed price
 - ii. Vehicle
17. To review the Council's Risk Management Policy
- a. **Council agreed methodology**
 - b. **Individual members with experience in risk management to discuss further with Clerk and see what improvements could be made.**
 - c. **Regular updates to relevant working group once terms decided**
18. To review the Council's Trade register
- a. Trade register reviewed
 - b. Clerk clarified that whilst we had arrangements with suppliers to purchase good this was not exclusive and purchases were made at best price found whilst meeting usage needs
 - c. **Council confirmed that Clerk to have a VISA debit card**
 - d. **Clerk to review options on pre-payment cards and report back MM523**

19. To review the Council's Asset register
 - a. Asset register reviewed
 - b. Council agreed to disposal of laptop, Shredder and Trailer as recommended**
 - c. Clerk to arrange disposal in due course MM524**
20. To fix the dates and times for the Council's ordinary meeting for the ensuing year
 - a. Dates agreed to be 3rd Wednesday of the month at 7pm till May 2018**
21. To review existing policies and adopt new policies
 - a.
 - i. Internet and IT security (new) **Adopted**
 - ii. Social Media (new) **Adopted**
 - iii. Complaints policy (existing) **Confirmed**
 - iv. Press & Media (existing) **Confirmed**
 - b. Council agreed to adopt a Welsh Language Policy and Clerk to prepare a draft MM525**
 - c. Council agreed to create new e-mail Chair@pontyclun-cc.gov.wales and review options for individual councillors to have the same. Clerk to report back with options MM526**
22. To review and adopt new processes for
 - i. Out of hours callouts
 - ii. Council agreed that a call out list should include local Councillors and Martin Ashford, Paul Griffiths, Margaret Griffiths and Neil Holley agreed.
 - iii. No payment to be made for any call outs.
 - iv. Clerk to progress requirements MM527**
23. To review Planning Applications
 - a. **Council had no issues with planning applications presented at meeting**
 - b. Chair advised that the Cefn y Hendy housing project application had been updated. The Council had objected previously. He will be making further representations personally and would circulate his letter to other Councillors for their thoughts and similar action themselves**
24. To review Café 50 Pricing policy
 - a. Current charges confirmed**
 - b. Deferred decision on exceptions and donations for relevant working group to discuss once terms set**
25. Clerks report
 - i. Actions from last meeting
 1. Action 465 – agreed to close this. To be picked up by new relevant working group post setting terms
 2. Clerk to chase Tesco again regarding response
 3. Price agreed for signage. **Clerk to instruct The studio to create**
 4. Jon Bunyon contacted re mud
 5. **Clerk to prepare guidance for relevant working group to review contract before renegotiation MM528**
 6. **Council agreed to re-advertise post of cafe50 Co-ordinator and Clerk to take this action after reference with Margaret Griffith and Kate Jones MM529**
 - ii. Requests to use playing fields
 1. **Council agreed the two requests**
 2. **Clerk to draft appropriate policy & "terms of use" for future MM530**
 3. **Caretaker to meet with PAG to confirm which parts of park they can use MM531**
 - iii. Requests for Contractor references
 1. **Council agreed that a reference could be provided for Beaver Bridges**

2. Council adopted policy that all such requests are to be considered on an individual basis and agreed by Council

iv. Communication with Councillors

1. Council agreed communication recommendations

2. Future correspondence to be primarily by email with allowance where members might not have access.

26. Public representations

i. There were no questions and comments from the public

ITEMS FOR NOTING

1. The following materials will be circulated to Councillors for information
 - a. Good Councillor Guide
 - b. Staff handbook
 - c. Council Publication scheme
2. The Council has a number of other Policies. Copies of these policies will be circulated to members for reading so that they can be confirmed at the next meeting of the Council
 - a. Disciplinary policy
 - b. Grievance policy
 - c. Equality & Diversity
 - d. Sickness
 - e. Protocol, Roles and responsibilities in Councillor and Officer relations
3. University of the Third Age has sent us a donation of £250 as a thank you for allowing them to use Café 50. An acknowledgement and thank you has been sent.
4. The Council is registered with ICO (for data protection). Current registration runs to May 2018.
5. Footbridge at Nant Dyfrgi

The old footbridge was removed and the new one installed on the 9 March 2017.

The old bridge was built into the buttresses whereas this new footbridge was placed on the existing structure and as a result there is a high step to access/exit which needs to be adjusted to ensure safe use.

The Caretaker has assessed the problem and devised a structure using the same wood as the footbridge to build a platform and reduce the height of the step.

The Clerk, in consultation with Councillors Paul Griffiths and Ken Forsdyke, authorised an emergency spend of £343.70 to order the wood. The additional amount of £65.15 was due as the order placed did not match the lengths of wood as they are sold.

Timber has been delivered and Caretakers have now commenced building works.

6.