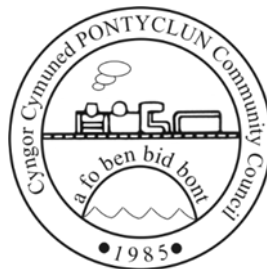


## Cyngor Cymuned Pontyclun Community Council

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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### Minutes

Minutes of the **Annual Meeting & May monthly meeting** of the Pontyclun Community Council held at Café 50, Heol yr Orsaf, Pontyclun at 7.00 p.m. on **Wednesday 16th May 2018**.

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

1. Apologies for absence
  - a. **Alison Theaker**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
  - i. Members are requested to identify the item number and subject that their interest relates to and signify the nature of the personal interest: and
  - ii. Where Members withdraw from a meeting because of the disclosure of prejudicial interest they **must** notify the Chairman when they leave.

**b. None made**

## Annual Meeting agenda

3. Report for 2017-8 from current Chair
  - a. **Members agreed to publish the Chairs' report on website. Action Clerk to arrange MM580**
4. Election of Chairperson 2018-9
  - a. **Members re-elected Paul Griffiths to the Chair**
5. Election of Vice Chairperson 2018-9
  - a. **Anne Jackson was elected to Vice Chair**
6. To confirm the minutes of the Council's Annual meeting of 17 May 2017 as a true record of the last Annual Meeting.
  - a. **Minutes confirmed as a true record**
7. Appointment or Reappointment of any standing Committees, Sub Committees or Working Groups and review terms of reference.
  - a. **Administration working group – Paul Griffiths elected convener**
  - b. **Economy Working Group – Gwyn Jackson elected convener**
  - c. **Environment Working Group – Karan Lane elected convener**
  - d. **Social and Cultural Working Group – Margaret Griffiths elected convener**
  - e. **Council agreed that working groups would be advertised as for normal meetings with minutes published afterwards. Conveners to arrange preparation, clerk will publish when advised.**
8. To confirm subscriptions to other bodies; Council representatives on external bodies and Charter arrangements
  - a. Council is a member of One Voice Wales and pays for Clerk to be a member of Society of Local Council Clerks(SLCC)
  - b. One Voice Wales (up to two/ only one vote) – **the Chair remains our representative**
  - c. County Borough Council/Community Council's Joint Liaison Committee – Council had two representatives in 2017/8 – **Councillors Margaret Griffiths and Carole Willis to remain this year**
  - d. To confirm representation on the Boards of Governors for YGGG Lantrisant (Former Councillor Huw Rees is Governor till Sept 2020) and Pontyclun Primary School – Anne Jackson is current governor
  - e. The Council is a signatory to the Tree Charter and the Armed Forces Charter
  - f. The Council is a signatory to the RCT/ Community Councils shared community charter. This is out of date are currently being revised for re-signature by the Joint Liaison Committee.
  - g. **Councillor Willis is also reserve on RCT Standards Committee and members agreed she may remain as our representative**
9. To confirm Council governance documents
  - a. **Standing Orders; Financial Regulations; Code of Conduct and Complaints policy were all re-confirmed**
10. To review and agree payment arrangements to Creditors for 2018-9
  - a. Review and approve payments via Standing Orders and Direct Debits - **confirmed**
  - b. Review and approve regular payments for 2018/9 e.g. Staff salaries - **confirmed**
  - c. Review and confirm Trade accounts - **confirmed**
11. To confirm the Council's Insurance policies for 2018/9
  - a. **Council & Vehicle policies noted**
12. To review the Council's Asset register
  - a. **Reviewed**
13. To fix the dates and times for the Council's ordinary meeting for the ensuing year
  - a. **Dates fixed for 20<sup>th</sup> June 2018 and thereafter 2<sup>nd</sup> Wednesday of the month, except August when there will be no meeting**
14. To review Council's policies for handling requests under Freedom of Information Act 2000, the Data Protection Act 1998 and General Data Protection regulation and data Protection Bill when enacted and the Council's policy on dealing with Press & Media
  - a. **Reviewed**
  - b. **Admin working group to review data protection charges over the coming year Action MM581**
  - c. **Clerk to revise Press & Social media policies and bring to Council by July Action MM582**

## Monthly Meeting Agenda

1. To Confirm minutes of the Council meeting of 18<sup>th</sup> April 2018 are a true record of the meeting
  - a. **Minutes confirmed as a true record**
  - b. **Admin group to review revised staff Job Descriptions in due course Action MM583**
2. To confirm Council payments
  - a. **Confirmed**
3. To receive an update on the General data Protection Regulation
  - a. **Action plan confirmed**
4. To Consider planning application relating to Ty Carreg, Pontyclun
  - a. Members agreed to request that planning officers/Committee at RCT CBC be requested to ensure that there was full consideration of parking issues and the potential oversupply of services before approving this application
  - b. Members voting for – Paul Griffiths, Margaret Griffiths, Mike Davies, Karan Lane, Gwyn Jackson, Anne Jackson, Martin Ashford, Carole Willis, Neil Holley. Voting against – Kate Jones
5. To consider report from Social and Cultural working group
  - a. **Council agreed to book same stage provider for Christmas event as last year**
  - b. **Council agreed £25 budget to hold Armed Forces day celebration in June**
  - c. **Council agreed that garden group could be referenced in our Great Get together advertising**
  - d. **Next Social & Cultural working group meeting to be on June 4<sup>th</sup> at 5.30 at Café 50 – to discuss arrangements for Great Get together**
  - e. **Members are invited to attend a meeting on Wednesday 6<sup>th</sup> June at 3.45 to discuss the Peace at Last commemorations.**
6. To consider attendance at One Voice wales, Innovative practice conference
  - a. **Council agreed that 1 delegate could attend, and any members interested should contact the Clerk**
7. To consider holding a drop in open day for the Review on Town & Community Councils in Wales
  - a. **As public attendance at meetings can be sparse but online interaction with us is active the Council agreed to ask for comments via website**
8. To consider Report from Clerk
  - a. **Clerk to investigate further regarding online Banking options which would not risk compromising the Council and Members privacy Action MM584**

**This is a copy of the approved minutes of Pontyclun Community Council May 2018 minutes. A signed copy is held in the Council Offices**