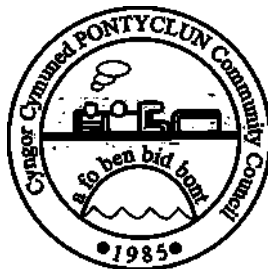


## Cyngor Cymuned Pontyclun Community Council

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  
Pontyclun  
CF72 9EE



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

Ffôn: 01443 238500  
E-bost: [clerk@pontyclun-cc.gov.wales](mailto:clerk@pontyclun-cc.gov.wales)  
Gwefan: [www.pontyclun.net](http://www.pontyclun.net)

Telephone: 01443 238500  
E mail: [clerk@pontyclun-cc.gov.wales](mailto:clerk@pontyclun-cc.gov.wales)  
Website: [www.pontyclun.net](http://www.pontyclun.net)

### Notes from Administration working group

The Administration working group of Pontyclun Community Council met in Café 50 at 6pm on Tuesday 15<sup>th</sup> October

The notes to update full Council meeting are below

1. Potential Cost pressures for 2020-21
  - a. Working group noted following key cost pressures
    - i. Inflation likely to add about £2500 to budget
    - ii. In current year we used £2k from general fund to fund earmarked reserves. If Café 50 rates issue resolved as we would like it, we may have enough to do so again, otherwise precept may have to fund
    - iii. Budget will need to increase to cover cost of Christmas Tree and if we decide to retain large marquee option then that too.
    - iv. Grant funding for Café 50 welcome officer was only guaranteed till end March 2020. Councillor Margaret Griffiths is in discussions regarding renewal. If this is not renewed Council will have to consider options
    - v. Flower planters are reaching the end of their operating lives. Group recommends not replacing until autumn 2021. The Council could seek sponsors from local businesses.
    - vi. Group recommends to Council that action on Car park ownership is deferred until additional 66 spaces are created at railway station. We understand that final plans have been prepared and agreed.
    - vii. We are in discussion with RCT CBC regarding Café 50 rates with a view to them confirming that discretion allowed to reduce rates to zero will be applied.
2. Pontyclun place plan
  - a. Group noted that progress with content for this has been made and much of the consultation document is prepared
  - b. Key issue is mapping. We do not have access to any and we will need to purchase some.
  - c. Clerk will prepare indicative costings for mapping software ahead of annual budget discussion

3. Pontyclun Community Council document retention guidelines
  - a. When Council reviewed these the concern was that under standard guidelines some documents relating to issues which were contentious might be removed whilst still potentially relevant.
  - b. Group recommends that standard guidelines are adopted with the proviso that Officers are to use judgement when reviewing document retention regarding Council asset ownership or any contentious issues where there is likelihood of recurrence. In those instances, documents should be retained until asset is disposed of and/or the objections/issues raised become obsolete
4. Review of Pontyclun Community Council Welsh Language policy
  - a. Working group noted the simplifications to current policy and the only change which could cause an issue going forward would be that we would consider providing translation facilities at meetings if a request was received at least 14 days before the meeting. The group noted we currently had 3 welsh speaking members who could do this on our behalf.
5. Potential updates to Council policies, including as a result of external review by RCT CBC Staying Well at work team.
  - a. Clerk has obtained an independent review of 9 Health & safety/ Staff wellbeing policies by the RCT Staying well at work team.
  - b. They have suggested a few minor nonmaterial updates which are being incorporated.
6. Supporting Christmas Fayre set up/take down
  - a. Group discussed option for making set up/down easier
  - b. Air cadets have agreed verbally to support
  - c. Gwyn will ask the Athletic Club if the marquee can be put up on Friday and Julius will see if the marquee firm would do so.
  - d. This would allow us to move the tables/chairs/marquees over on Friday, storing in the large marquee, and reduce workload on set up. The materials could stay overnight on Saturday and be moved Sunday
7. Managing woodlands
  - a. The group discuss briefly how we manage Ivor Woods
  - b. We are currently reactive and only remove trees required following inspections
  - c. Clerk believes that the £3k that we set aside this year should be enough for this minimal work going forward