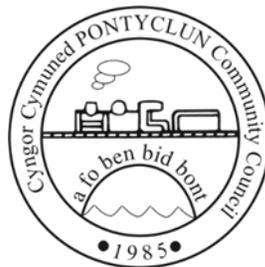


Cyngor Cymuned Pontyclun Community Council

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
Gwefan: www.pontyclun.net

Telephone: 01443 238500
E mail: clerk@pontyclun-cc.gov.wales
Website: www.pontyclun.net

Draft Minutes

Draft Minutes of the **Meeting** of the Pontyclun Community Council held at Café 50, Heol yr Orsaf, Pontyclun at 7.00 p.m. on **Wednesday 14th November 2018**.

PCC Member attendance at meetings												
Member name	2017			2018								
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Ex Oct	Nov
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. To receive apologies for absence – **None received**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. Councillors Margaret Griffiths, Paul Griffiths and Karan lane are members of Pontyclun Environment Group (item 4)
 - b. Councillors Margaret Griffiths & Anne Jackson are governors at pontyclun primary School (item 6)
3. To Confirm minutes of the Council meeting of 10th and 17th October 2018 are a true record and discuss matters arising from them
 - a. Minutes of meeting of 10th October confirmed as a true record
 - b. Matters arising – Caterer has been paying rent weekly as required though no arrears of rent have been paid to date. **Council confirmed that Social and cultural Working group should discuss matters and make recommendations on action to take. Action MM613**
 - c. Minutes of meeting 17th October confirmed as a true record
 - d. Matters arising – Chair confirmed that the RCT CBC cabinet met to discuss responses to their consultations. For Pontyclun this included both our suggestion and another from Llanharri CC. The cabinet agreed to forward our proposals as their recommended proposals, though both would be sent to the Boundary commission. The Clerk confirmed that the Boundary Commission had had our proposals and next stage would be them issuing draft proposals for consultation expected in late June

4. To consider report from Environment working group
 - a. Members received the report
 - b. Councillor Margaret Griffiths will ask RCT council to consider separating its high street litter bins
 - c. Council agreed that working group could continue to work with the Pontyclun Environment Trust to draw up a new agreement for the Riverside walk land using the draft heads of terms as a basis for further work. Action MM614
5. To confirm Council payments in October
 - a. Payments confirmed
6. To consider request from Pontyclun Primary School regarding mowing costs for park
 - a. Council considered request from school to reduce their share of the costs of mowing Pontyclun park
 - b. Council noted that when the Council took on the running of the Park the costs to the school were reduced by 50% from prior amount
 - c. Council agreed that until the schools current short-term funding issues were resolved we would ask them to contribute £300 towards the costs of lining the running track and mowing. Action Clerk to advise the school accordingly MM615
7. To consider response to consultation on safe routes for Pontyclun
 - a. Please see appendix 1 to these minutes for details on discussion and agreement on this Safe Routes consultation
8. To consider report from Social & Cultural working group
 - a. Peace at last events are progressing and have been well received so far
 - b. Council wished to express its thanks to Councillor Margaret Griffiths for the work she has put into arranging events
 - c. The Afternoon tea had an issue in that the Milk provided by the caterer was curdled. The Council agreed that the Clerk is to write to caterers to express its disappointment and to seek assurances as to what steps they are taking to ensure that such a serious incident does not occur again. Action MM616
 - d. Approx £84 was raised for Café 50 running costs by way of a raffle.
 - e. Christmas event is in hand with a full complement of stalls.
 - f. Councillor Ashford agreed to judge the Shop fronts in our annual shop front competition
 - g. Council agreed that the Clerk should review options for a new "Logo" to be used for events and revert to the Council with options in due course Action MM617
 - h. The Working group recommended that the Council ran the following events in 2019
 - i. A dark Sky event – though with marketable differences from last year
 - ii. Easter Egg hunt
 - iii. Walking festival – with less walks than last year and targeted to specific audiences if possible
 - iv. Community Picnic in the park
 - v. Christmas festival and lights
 - vi. An appropriate budget will be requested
9. To consider supporting a public firework display in Miskin for 2019
 - a. Councillor Mike Davies advised that he has been in discussions with the organisers of past Miskin firework displays and he reported what the Scout group leader had advised him. A copy of this letter is attached in the appendix 2
 - b. The Council agreed that Councillor Jones should go back to potential volunteers, draw up a plan to arrange a display in 2019 and approach the Council for financial support once this was completed Action MM618
10. To consider sponsorship request from Full Stop law (FSL)
 - a. Council discussed this request with some additional clarity provided
 - b. FSL will provide Wills with no charge for writing them but will ask for the person whose will is being draw up to make a donation of £25 to Café 50. If the donations do not reach £1500 FSL will make a donation to reduce the shortfall up to a maximum of £500
 - c. Council agreed to invite Victoria Cannon from FSL to meet with the council just before of one of it's normal meetings to discuss further. Chair will arrange this Action MM619
11. To consider adopting Welsh Government Credit card scheme
 - a. The Council agreed to the Clerks recommendation. Action MM620 Clerk to progress accordingly
12. To consider Report from the Clerk
 - a. Update on mining at Miskin Quarry
 - i. There has been an issue at the Quarry where a blast was above what was allowed
 - ii. Councillor Davies has spoken with the Quarry; RCT CBC and local residents and actions agreed to mitigate this going forward
 - iii. As Quarry is planned to close within 6m no further action is to be taken at this time.
 - b. To discuss action required for trees along Millfield
 - i. Councillor Margaret Griffiths has been asked if we can trim back these trees as they are causing a potential risk to phone lines
 - ii. Clerk has contacted BT whose policy is that if these trees were to damage the lines they would reinstate and pay to have the trees cut back. If we did this in anticipation that lines might be damaged, then it would be at our cost. BT will inspect its lines on a periodic basis and take appropriate action then if needed.
 - iii. The Clerk will ensure that these trees are inspected in the New Year to ensure they are safe and if not appropriate action will be taken
 - c. Councillors Paul Griffiths, Carole Willis and Anne Jackson were delegated to undertake the Clerk's appraisal
 - d. Council agreed to allow the Council Officers to post Community notices promoting surgeries by duly elected representatives of the Community on Council Notice boards. This included MPs, AMs, MEPs and County Councillors. Any

These minutes are confirmed as a true record of the Council meeting of 14th November 2018. The actual signed minutes are held at the Council Offices

Discussions relating to RCT CBC Safer Routes consultation

Councillor Gwyn Jackson introduced the discussion

We are asked to give a view on the RCT Council's proposals for creating safer walking routes in Pontyclun

The proposals are detailed and quite complex. They include

- Creating uncontrolled pedestrian crossings with refuges at two points on Cowbridge Rd between Pontyclun and Brynsadler
- Moving the Bus stop from outside Tesco to outside the Masonic Hall
- Upgrading the layby by the florist
- Creating uncontrolled pedestrian crossings on Llantrisant Rd by St Paul's Church, on Clun Avenue and near the mini roundabout in Miskin
- Creating a new pedestrian bridge alongside the bailey bridge to improve access to Tyla Garw
- Creating a 20-mph max speed zone around Pontyclun Primary School on Heol y Felin, Palalwyf Avenue, Cerdin Avenue, Llwynfen, Rhyd y Nant, Station Terrace and a short section of Cowbridge Rd between the railway bridge and Park Crescent

The background to these proposals are important.

In 2017 RCT Council invited suggestions which could inform a its bid to the Welsh Government for funding of safer walking routes in communities.

Pontyclun Community Council worked with Pontyclun Primary School, and Community & day Centre users and other residents to gain views on what improvements would make walkers feel safer. We worked with the school and centres as these were the local amenities most likely to be accessed by walkers.

In total about 250 responses were received with over 170 being from families with children in the school. We mapped the most used walking routes and identified specific proposals for these routes. These submissions were made to RCT CBC and Community Councillors also took the opportunity to walk RCT officials along the routes identified.

RCT CBC were successful in obtaining grant funding to formulate the proposals into definitive actions and these have now been presented for consultation. Once plans are finalised RCT Council will apply for further Welsh Government funding to implement the recommendations.

Council noted

1. that ROSPA states
 - If you are hit by a car at 40 mph 9 out of 10 people would be killed
 - If you are hit by a car at 30 mpg 5 out of 10 people would be killed
 - If you are hit by a car at 20 mph 9 out of 10 would survive
 - They also advise that older people would be worse effected
2. that uncontrolled crossings would not be zebra crossings but dropped curbs with possibly some markings
3. that the RCT proposals will have been checked by an independent assessor to check on their safety and compliance with statutory guidance.

4. That RCT CBC has written to residents living in the effected areas for their views, has published information on its website and put up street notices asking for feedback

Appendix 2a

One resident, Mr Tony Lane spoke. He advised that the suggestion to move the bus stop from Tesco to by the Masonic Hall had been proposed on at least 5 occasions and each time had been rejected. He believes the lay by there is too narrow and not long enough for a bus and that the pavement was not suitable.

He has objected to RCT CBC directly on this point raising his concerns.

The Council agreed that we would support the proposals. We will also express our disappointment that as there is an urgent need for a pedestrian crossing in Groesfaen, that this has not been included in these proposals suggesting that this is added. **Action MM621**

The Council also agreed to look at Groesfaen specifically in 2019 with a view to putting forward some comprehensive suggestions to improve safer walking routes in the village. **Action MM622**

RE: Miskin Fireworks

From: Acumen AFS <mail@acumenifa.com>

Sent: Mon, 5 Nov, 2018 at 3:56 pm

To: mikedavies@pontyclun-cc.gov.wales

Hello Mike

I appreciate very much that you have taken the time to contact me personally regarding the annual Firework and Bonfire event down at Miskin. It is very kind of you to offer your help and support as only one other person has to date, so I think it's only fair that I inform you of the reasoning behind this decision to no longer hold the event.

A short but brief statement was put out on 1st Miskin Mill Scout Groups Bonfire page saying it was being cancelled as we were being asked if it was going ahead. We have been promised help in the past but when it actually came to the time for the planning and execution of the event suddenly people were not available! We also took this opportunity on Facebook to thank Dave Williams and his family after his recent death, but this was not the main reason for the cancellation as it was and always has been a team effort from the leaders/parents in the running of it. I would have liked to have seen more comments on Face Book from people thanking past and in particular present volunteers for putting on such a fantastic event, but that's life!

This annual event was always run with the intention of raising funds for the Scout Group and was never a community event as claimed through social media! It was a way of ensuring that children from all backgrounds could attend the scout group and most importantly, through this fundraising helped to ensure the running costs, subscription and capitation fees were kept to a minimum so that scouting was affordable to all.

The event has become much bigger than when it first started, but most importantly which not everyone is aware of we have to look at the safety of the village, roads and the general public on the day down at Miskin. The policing of the event had become an issue this year so this was also a major concern for the scout group. Over the last three years it has become more and more difficult to run and there have been times when we have incurred losses. The event has been well supported by the general public over many years to which we have been extremely grateful.

As you can see many factors have contributed to the event being cancelled and the decision by the groups Executive Committee and ourselves, I can assure was not taken lightly and we are all saddened at not being able to continue with the event. The costs involved to the group and the health and safety issues, along with the lack of parental support during and after the event are but a few.

I have been part of this annual event for the last 28 years as a parent volunteer then as a leader and 9 years ago I took over the role as Group Scout Leader. We are but a few at Miskin and more importantly we are all volunteers, I or my leaders do not get paid for the time we give to the running of the scout group for 3 nights a week and fund raising events. Myself or the scout group have never asked for help from the community, only from parents/families within the scout group and the reason being behind this is that I have a duty of care to all and scouting requires DBS checks on all helpers as they would be in contact with my scouters at some point during the event.

We will be actively looking at ways to continue with fundraising to sustain the group financially and with help towards capitation and subscriptions. We also need help with the general up keep of the scout hall inside and out and hope that people like yourself will get involved and support us. I am more than happy to keep you informed of our working days/weekends and would be more than delighted to welcome you with a cup of tea and a biscuit.

May I conclude by thanking once again Pontyclun Community Council, who were so kind and generous to the scout group in the past when I have asked for help with the repairs to the scout hall and hope that they would continue to help us in the future.

Yours in scouting
Shelley Spiller
Group Scout Leader
1st Miskin Mill Scout Group

From: mikedavies@pontyclun-cc.gov.wales <mikedavies@pontyclun-cc.gov.wales>

Sent: 02 November 2018 15:09

To: Acumen AFS <mail@acumenifa.com>

Subject: Miskin Fireworks

Hello Shelley.

I am the Community Councillor for Miskin and read with sadness of the demise of the annual fireworks display at Miskin Mill.

The reasons are well explained on the message on Facebook and clearly, on reading, nothing could be done to save this year's display. It was encouraging to read so many messages of support and help posted on the Facebook page.

My name can of course be added to the list of helpers, and the Community Council, as it has in previous years, will consider requests for help.

In the meantime, please contact me if I can be of assistance.

Regards

Mike

Mike Davies

Cynghorydd / Councillor

Cyngor Cymuned Pontyclun Community Council

Canolfan Gymunedol Pontyclun Community Centre

Heol yr Orsaf

Pontyclun

CF72 9EE

Tel: 07546 251526

<http://pontyclun.net/>

Please consider the environment and think before you print this message

Ystyriwch yr amgylchedd a meddwi cyn argraffu'r neges hon os gwelwch yn dda

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to an undue delay. Let us know your language choice if Welsh or bilingual
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

Cyngor Cymuned PONTYCLUN Community Council

Council payments summary

1. List of Payments made in November is attached for noting & confirmation by members.
2. The two large items to note are £1320 for hire of stage at Christmas event and £3336 for tree work (both numbers include VAT)
3. Members should also note that we have received our grant of £3k from Bro Taf Health authority via Sheds Wales. This is for setting up walking football;/ rugby and other activities to foster male engagement and reduce loneliness

Action –

1. **Council to note & confirm payments for November**

Date: 05/12/2018

Pontyclun Community Council

Page 1

Time: 11:37

Current Bank A/c General

List of Payments made between 01/11/2018 and 30/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2018	Rhondda Cynon Taf C.B.C.	5381	1,423.06		Pension+Deficit Oct'18
01/11/2018	HMRC	5380	856.01		Tax+NI Oct'18
01/11/2018	Rhondda Cynon Taf C.B.C.	DD	72.29		Trade Refuse Nov'18
01/11/2018	Rhondda Cynon Taf C.B.C.	DD	72.29		Trade Refuse Nov'18
01/11/2018	PEAC UK LTD	DD	226.82		Rental 01/11/18 to 31/01/19
02/11/2018	Hello Print	VISA	164.33		Xmas Banners
06/11/2018	British Telecom	DD	30.00		Office Phone Oct'18
08/11/2018	Lloyds Bank	BANK CHG	5.00		10 Sept'18 to 09 Oct'18
08/11/2018	Leekes Ltd	VISA	3.99		Battery
12/11/2018	Summer Breeze Stage Hire	5390	1,320.00		Stage Hire @01 Dec'18
12/11/2018	Floodlighting&Electr Serv Ltd	5391	156.24		PAT @07 Nov'18 x42 Items
12/11/2018	HMRC	5392	856.01		Tax+NI Conts Nov'18
12/11/2018	Rhondda Cynon Taf C.B.C.	5394	1,423.06		Pens+Deficit Nov'18
12/11/2018	Hexia Web Services Ltd	DD	20.00		Community Website Nov'18
14/11/2018	Royal British Legion	5395	50.00		Donation x2 Wreaths
15/11/2018	OMGHOWCHEAP LTD	VISA	5.78		x80 Foldbackm Clips
16/11/2018	British Telecom	DD	9.60		Mobile November'18
19/11/2018	One Voice Wales	5396	40.00		JR Law Course @08 Nov'18
21/11/2018	K James				November'18
21/11/2018	Darren Norfolk				November'18
21/11/2018	Ray Blank				November'18
21/11/2018	Nuala Wedge				November'18
21/11/2018	Tara Davies				November'18
21/11/2018	Julius Roszkowski				November'18
22/11/2018	Argos	VISA	18.99		Grey Kettle
26/11/2018	Dragon EMS Ltd	5397	150.00		First Aid for Xmas Event
26/11/2018	Auditing Solutions Ltd	5398	264.00		Internal Audit @06 Nov'18
26/11/2018	Orange Forestry Ltd	5399	3,336.00		Ivor Woods Tree Works
26/11/2018	P K Safety	VISA	20.28		x6 Toilet Rolls
27/11/2018	Amazon	VISA	17.49		White Tea Pot Cafe 50
28/11/2018	Dark Green Media	SO	40.00		Website Hosting Nov'18
28/11/2018	Amazon	VISA	17.49		Black Tea Pot
30/11/2018	Toshiba Tec UK Imaging Systems	DD	54.05		Toshiba Tec UK Imaging Systems
30/11/2018	Prestidge Cartridge	VISA	11.89		x2 Printer Cartridges Cafe 50
Total Payments			15,593.97		

Cyngor Cymuned PONTYCLUN Community Council

Grant requests executive summary

Pontyclun Community Council gives grants to local community groups and charities. We allocate a budget each year to these and will consider quarterly against a quarter of the annual budget

Members should note

- Budget for 2018-9 is £2750 of which £250 was committed in March to Community garden this year. Remaining sum is effectively £600 per quarter with £100 reserve
- We have 8 new requests to consider.
- Members should note that we have spent £1350 so far this year so £1400 remains. The total requested this quarter is over £1750 so we do not have the budget to fulfil all the requests in full without using reserves. If we do commit the full budget then the scheme will have to close till the new year unless members wish to utilise reserves.
- Our Policy favours requests for specific purposes rather than general running costs
- All the groups requesting funds this time have received grants in the past.
- Council can decide
 - Grant in full
 - Partial grant
 - Decline
 - Hold over to next quarter (possibly pending further data)

Requests

New requests

1. Pontyclun ladies Bowls Club
 - a. Requesting up to £200
 - b. The purpose of a grant is to help fund purchase of sun shades to use in hot weather
 - c. Approx. 12 people from Pontyclun from a total membership of about 15
 - d. Their last accounts show that to Oct 2018 they made a small surplus of £150 and have about £1600 in the bank
 - e. A grant allocation of the requested amount would be consistent with Council objectives for the grant scheme, though would be slightly larger per head than we normally give.
2. Young at Heart Llantrisant – Tuesday group
 - a. Asking for £200 towards the total cost of over £1500
 - b. Requesting that we help support the rental of Llantrisant Leisure centre and aerobics teachers that are used for their meetings.
 - c. They have 8 members from Pontyclun from a total of 36
 - d. Their latest accounts to March 2018 show their expenditure exceeded income by £500, though they still had nearly £3k in the bank.
 - e. A grant allocation of the requested amount would be consistent with Council objectives for the grant scheme, though would be slightly larger per head than we normally give.
3. Afternoon Club for over 50s (Young at Heart – Monday Club)
 - a. Asking for £200 towards the total cost of over £500

- b. Requesting that we help support the rental of Llantrisant Leisure centre and aerobics teachers that are used for their meetings
 - c. They have over 50 members from Pontyclun from a total of over 80
 - d. Their latest accounts to Jan 2018 show their expenditure exceeded income by £509, though they still had nearly £1700 in the bank.
 - e. A grant allocation of the requested amount would be consistent with Council objectives for the grant scheme.
4. Merched y Wawr
- a. Requesting £100 towards the total costs of over £150
 - b. The group is responsible for holding the South East Wales district Christmas Service and this entails additional costs.
 - c. 6 members from Pontyclun from a total of 24
 - d. Their latest accounts to Sept 2018 show income broadly matching expenditure and about £450 in the bank.
 - e. A grant allocation of the requested amount would be consistent with Council objectives for the grant scheme, though would be larger per head than we normally give.
 - f. The Council should note that this organisation is keen to promote the Welsh language and was pleased to see the Council offering the ability to apply for grants in Welsh.
5. Llantrisant & District History Society
- a. Requesting £100 towards a total cost of £100
 - b. This is to pay for printing costs of a history paper on local disused water mills & windmills
 - c. They have 130 members the majority of whom live in Pontyclun
 - d. Their last accounts to March 2018 show expenditure exceeded receipts by £1200 though they still have nearly £3.5k in the bank
 - e. A grant allocation of the requested amount would be consistent with Council objectives for the grant scheme.
 - f. This society have published a number of historical papers on Pontyclun and the area and we could aim to work closer with them to try and publicise these via our website going forward.
6. Pontyclun WI
- a. Requesting £100 towards their £1k annual running costs
 - b. They have 34 members in our ward from their total of 55
 - c. Their latest accounts top Dec 2017 show receipts exceeded payments by £186 and they had nearly £1600 in the bank
 - d. A grant allocation of the requested amount would be consistent with Council objectives for the grant scheme.
7. Miskin Manor Cricket club
- a. Requesting £750 towards a cost of £1k
 - b. They wish to cover the cost of Junior coaching/playing equipment and hire of winter facilities
 - c. Members should be aware they are applying to other grant awarding bodies for other things such as Coaching courses
 - d. They have a total of 200 members of whom 95% live in our ward. 120 of these members are juniors

- e. Their latest accounts to Sept 2018 show income exceeded expenditure by about £7k with nearly £24k in the bank.
 - f. A grant allocation of the requested amount would be consistent with Council objectives for the grant scheme. This would be our largest grant in 2018-9
8. Perkin Elmer ladies Bowls Club
- a. They are requesting “whatever the Council may be able to offer” towards the £400 cost of purchasing a new bowling mat
 - b. They currently have 26 members of whom 19 live in Pontyclun
 - c. The latest accounts for 2017/8 show a surplus of about £1k with nearly £1.7k in the bank.
 - d. A grant allocation of £100-200 would be consistent with Council objectives for the grant scheme

Actions required by members-

- 1. Consider and approve/decline grants**
- 2. If the full budget is allocated do members wish to close the scheme for the rest of this financial year or keep open to be funded from reserves.**

Application form

Your organisation

Name of Organisation	PONTYCLUN LADIES BOWLS CLUB
Purpose of organisation	To provide a Sport and Leisure facility covering all Ages.
Number of Participants / members	FIFTEEN MEMBERS
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen, Mwyndy	TWELVE MEMBERS
Age group of participants / members	FROM FIFTEEN YEARS TO EIGHTY PLUS YEARS

Your application

(1) Why do you need a grant?	There is no shelter around the Green and during sunny weather we are all in danger of heat stroke. We are desperate to purchase Sun Shades and Stands, plus more Bowls Gatherers. At the moment we only have enough for 3 Rinkles plus our wooden Benches and rackets. Our priority at present though are the Sun Shades
(2) What is the total cost of your requirements?	Approx. £200 (Two Hundred Pounds) for Sun Shades and Stands
(3) Will the grant generate revenue? If so, how much is the projected revenue?	YES - By view of visiting Teams and Supporters which in turn is advantageous to both the economy and the local community
(4) How much are you asking the Community Council for?	HOPEFULLY £200
* (6) Will anyone outside your group benefit from this grant? How?	Visiting Teams and Supporters are quite impressed with our Village and never fail to praise what we have to offer with either partaking in our eating venues and/or browsing in our varied shops. It will also support the Athletic Club as both a Sports and Social Institution.
SORRY * (5) How will the grant support the achievement of the Community Council objectives?	YES - Visiting Teams and Supporters will benefit by not suffering heat stroke from lack of shelter from the sun

Additional Information: Please attach (if possible)

1. your last income and expenditure accounts ✓ (ENCLOSED)
2. your constitution or aims and objectives

Our aim is to encourage more people to join us in what is a most enjoyable pastime, suitable for all age groups. Our objective is to become a larger club, which will then become more attractive in the competitive sphere. To encourage the local community and surrounding areas, we are hopefully holding 2 open days before next seasons. With regards to the improvement of our environment, we have an on-going garden project around the Green which will be both visually attractive to the local community and the club. We are also, the cheapest Bowling Club in the district to become a member of, and should the need arise we will adjust to aid the disabled where necessary.

Application form

Your organisation

Name of Organisation	YOUNG AT HEART. LANTIRISANT TUESDAY CLUB
Purpose of organisation	FOR MEMBERS TO MEET SOCIALLY FOR EXERCISE & COMPANY.
Number of Participants / members	36
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen, Mwyndy	8
Age group of participants / members	50 - 90

Your application

Why do you need a grant?	AS A CONTRIBUTION TOWARDS RENTAL PER QUARTER FOR LANTIRISANT LEISURE CENTRE & HIRE OF FACILITIES IN AEROBICS PROVIDING TWO TEACHERS PER WEEK WE ALSO HOPE TO SUBSIDISE COST OF COACHES FOR TRIPS OCCASIONALLY
What is the total cost of your requirements?	over £500
Will the grant generate revenue? If so, how much is the projected revenue?	no
How much are you asking the Community Council for?	£200
Will anyone outside your group benefit from this grant? How?	no
How will the grant support the achievement of the Community Council objectives?	- encourage exercise for over 50s - centres nearby - certainty for over 50s

Additional Information: Please attach (if possible)

1. your last income and expenditure accounts
2. your constitution or aims and objectives

Application form

Your organisation

Name of Organisation	afternoon Club for over 50s
Purpose of organisation	to encourage and support older people socialize and keep well.
Number of Participants / members	approximation: 80 +
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen, Mwyndy	at a guess 10 in each area plus Talbot Green
Age group of participants / members	50+

Your application

Why do you need a grant?	increase in cost: - ① venue cost ② payment to instructors, ③ costumes
What is the total cost of your requirements?	£500
Will the grant generate revenue? If so, how much is the projected revenue?	no, we are a 'not for profit' organization
How much are you asking the Community Council for?	£200
Will anyone outside your group benefit from this grant? How?	indirectly: Trainers/instructors Leisure Centre, bus companies public institutions ie museums etc
How will the grant support the achievement of the Community Council objectives?	by encouraging social/physical participation, to support each other and be inclusive.

Additional Information: Please attach (if possible)

1. your last income and expenditure accounts ✓
2. your constitution or aims and objectives ✓

Ffurflen Gais

Eich Sefydliad

Enw'r sefydliad	Merched Y Wawr, Cangen Tonysguboriau a'r ardal
Diben y sefydliad	Mudiad Cymraeg i ferched ydyw Merched y Wawr gyda dros 280 o ganghennau a chlybiau yng Nghymru. Amcanion y mudiad yw i hybu unrhyw achos er budd merched yng Nghymru a ystyria trwy gyfraith yn elusennol ar hyn o bryd neu ar unrhyw adeg yn y dyfodol, ac yn arbennig i rymusd addysg gyhoeddus ac i hyrwyddo diwylliant Cymreig, addysg a'r celfyddydau yng Nghymru trwy gyfrwng yr iaith Gymraeg. Mae y Mudiad yn fudiad gwladgarol yn amhleidiol yn boliticaidd ac yn anenwadol yn grefyddol.
Nifer y cyfranogwyr / aelodau	Mae 24 o aelodau yn perthyn i Gangen Tonysguboriau ar gychwyn y tymor hyn (Mîs Medi)
Nifer y cyfranogwyr / aelodau sy'n byw mewn ward Cyngor Cymuned Pontyclun: Pontyclun, Brynsadler, Talygarn, Meisgyn, Cefn yr Hendy, Groesfaen, Mwyndy	Ar hyn o bryd mae 6 o'n aelodau yn byw yn y ward ac mae gwahoddiad i unrhyw un o'r ardal ymuno â'r gangen. Rydym yn awyddus i groesawi dysgwyr i ymuno â ni.
Grŵp oedran o gyfranogwyr / aelodau	Mae'r mudiad yn croesawi menywod o unrhyw oedran. Mae tua 70% o aelodau ein cangen o oed pensiwn

Eich Cais

Pam mae angen grant arnoch chi?	Mae costau ychwanegol yn cwmpo ar y gangen eleni gan mae ni sy'n gyfrifol am gynnal Gwasanaeth Nadolig Rhanbarth y De Ddwyrain o Merched Y Wawr. Golygir hyn logi lleoliad, paratoi taflenni ar gyfer trefn y gwasanaeth a chynnig luniaeth (tê prynhawn wedi'r oedfa i bawb sydd yno).
Beth yw cyfanswm cost eich gofynion?	Amcangyfrif o gostau printio taflenni gan Trustmark(120) - £60 Costau llogi lleoliad ar gyfer y gwasanaeth £50 Prynnu eitemau ar gyfer y lluniaeth £40
A fydd y grant yn cynhyrchu refeniw? Os felly, faint yw'r refeniw arfaethedig?	Bydd dim refeniw
Faint o arian yr ydych yn gofyn i'r Cyngor Cymuned am?	Bydd cael grant o £100 yn hwyluso'r faich o baratoi ar gyfer y gwasanaeth ac hefyd yn cynorthwyo gyda costau sy'n codi o gael siaradwyr i'n cyfarfodydd a llogi ystafeli ar ein cyfer. (Ma ein aelodau yn cyfrannu hefyd trwy dâl aelodaeth a gwirfoddoli i gyfrannu lluniaeth ar gyfer y gwasanaeth)
A fydd unrhyw un y tu allan i'ch grŵp yn eiwa o'r grant hwn? Sut?	Rydym yn awyddus iawn i gael mwy o ddysgwyr o'r ardal i ymuno a'r gangen yn enwedig gan mae dysgwyr sefydlodd y gangen yn y lle cyntaf yn yr 80au o'r ganrif ddiwethaf. Ar hyn o bryd mae cyfran uchel o'n aelodau yn ddysgwyr. Byddwn fel aelodau, yn cefnogi elusenau lleol a chenedlaethol ac fe fydd casgliad yn ystody gwasanaeth Nadolig yn mynd i elusen CWTCH
Sut bydd y grant yn cefnogi cyflawni amcanion y Cyngor Cymuned?	Da yw gweld fod y Cyngor Cymuned yn cefnogi'r iaith Gymraeg. Rydym ni, fel mudiad, yn unigryw yn yr ardal trwy gynniig cyfleoedd i fenywod ddefnyddio'r Gymraeg mewn sefyllfa cymdeithasol ac i fod yn rhan o'r diwylliant Cymreig yn yr ardal trwy gynniig rhaglen o gyfarfodydd a digwyddiadau trwy gyfrwng y Gymraeg.

Gwybodaeth ychwanegol: Atodwch (os yn bosibl)

1. eich cyfrifon incwm a gwariant diwethaf
2. eich cyfansoddiad neu nodau ac amcanion

Merched y Wawr is a women's movement with over 280 branches and clubs in Wales. The aim of the movement is to promote causes for the benefit to women in Wales which are considered by law to be charitable now or at any time in the future. We especially seek to empower public education and promote Welsh culture, education and the arts in Wales, through the medium of the Welsh language. We do not represent any political party or religious church.

We have 24 members at present

At present 6 of our members live in Pontyclun but anyone can join if they wish. We are keen to welcome Welsh learners to our group.

We welcome women of any age. At present around 70% of our members are of pensionable age.

The branch is facing extra costs this year because we are responsible for holding the South East Wales district Christmas Service. This means hiring a venue, printing programmes for the service and providing afternoon tea for everyone who attends.

Estimate of printing costs (Trustmark) £60 for 120 copies

Hiring a venue - £50

Purchase of items for tea - £40

No revenue will be raised.

A grant of £100 would help towards the event and would also help to pay costs to speakers and hiring venues for meetings. (Our members also help by paying a membership fee and contributing items for refreshments)

We are very keen to attract more Welsh learners to our group especially as the branch was set up by learners in the 1980s. A good proportion of our members are also learners at present. We support local and national charities and there will be a collection during our Christmas service for the CWTCH charity.

It is good to see that the community Council is supporting the Welsh language. As a movement we are unique in this area by giving women opportunities to use Welsh in a social context and contributing to Welsh culture by offering a programmes of meetings and events in Welsh.

Application form

Your organisation

Name of Organisation	LLANTRISANT & DISTRICT LOCAL HISTORY SOC ^y
Purpose of organisation	TO SEARCH (RECORD LOCAL HISTORY) ALSO TO PUBLISH FOR THE MEMBERS & LOCAL POPULATION.
Number of Participants / members	ABOUT 180 MEMBERS
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen, Mwyndy	THE MAJORITY OF MEMBERS; SOME ARE FORMER RESIDENTS WHO RETAIN AN INTEREST IN THE AREA.
Age group of participants / members	FROM ABOUT 40 - 85 YEARS

Your application

Why do you need a grant?	TO ASSIST WITH PRINTING COSTS OF A PAPER ON LOCAL DISUSED WATER MILLS & WINDMILLS.
What is the total cost of your requirements?	£100
Will the grant generate revenue? If so, how much is the projected revenue?	NO; COPIES WILL BE DEPOSITED IN LOCAL LIBRARIES ETC FOR LOCAL PEOPLE TO PICK UP.
How much are you asking the Community Council for?	£100
Will anyone outside your group benefit from this grant? How?	YES; SCHOOLS, LOCAL POPULATION AND THE WELSH MILLS SOCIETY WHICH ARE CREATING A DATABASE ON ALL WELSH MILLS.
How will the grant support the achievement of the Community Council objectives?	IT WILL ENCOURAGE AN INTEREST IN OUR HERITAGE & COMMUNITY

Additional Information: Please attach (if possible)

1. your last income and expenditure accounts ✓
2. your constitution or aims and objectives ✓

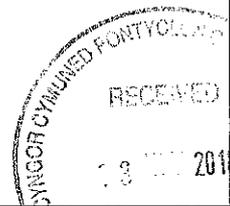
SEE PURPOSE OF ORGANISATION (ABOVE)



2018/19

Your organisation

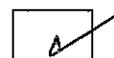
Name of Organisation	PONTYCLUN W.I.
Purpose of organisation	TO PROMOTE SOCIAL AND EDUCATIONAL EVENTS FOR WOMEN OF ALL AGES AND RACIAL BACKGROUNDS
Number of Participants / members	55
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	34
Age group of participants / members	40 - 85

**Your application**

Why do you need a grant?	TO ENABLE US TO CONTINUE OPERATING THE BUSINESS SUPPLEMENTING THE SUBSCRIPTION PAID BY MEMBERS
What is the total cost of your requirements?	£1000 ANNUAL COSTS AND SPARENS.
Will the grant generate revenue? If so, how much is the projected revenue?	NO
How much are you asking the Community Council for?	£100
Who will benefit from this grant?	ALL MEMBERS.
How will the grant support the achievement of the Community Council objectives?	BY ENHANCING THE SOCIAL LIFE AND AMENITIES OF RESIDENTS WITHIN THE COMMUNITY AND PARTICIPATING IN SOCIAL EVENTS.

Additional Information: Please attach

1. your income and expenditure accounts for 2016/2017
2. your constitution or aims and objectives



THE NATIONAL WOMENS INSTITUTE CONSTITUTION
OBJECTIVE: INSPIRING WOMEN

Application form

Your organisation

Name of Organisation	Miskin Manor Cricket Club
Purpose of organisation	To promote the game of cricket in the Pontyclun and Miskin Community
Number of Participants / members	Players: Junior 120 Senior 50 Committee and social members.: 30
Number of Participants / members living in the Pontyclun Community Council Ward : Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen, Mwyndy	95% live in Pontyclun Community Council Ward
Age group of participants / members	Juniors 5 to 15 years . Seniors 16 to 50 years Committee and Social Members 20 to 70 years & older.

Your application

Why do you need a grant?	We need a grant to cover the cost of. 1. Junior coaching equipment. 2. Junior playing equipment. 3. Hire of winter facilities for junior coaching.
What is the total cost of your requirements?	£1,000
Will the grant generate revenue? If so, how much is the projected revenue?	No direct revenue apart from increased membership.
How much are you asking the Community Council for?	£750
Will anyone outside your group benefit from this grant? How?	Local schools will benefit because we provide coaching sessions for pupils and allow the use of our ground for school matches. Improvement in player development, creates greater opportunities for players to play at county and international level. During season 2018 we had 20 Mid. Glam. County players and 2 Welsh internationals.

*Have applied
County
club
for
other
stuff
↓
County
Council*

ECB clubbank account at us

Application form

Your organisation

Name of Organisation	Miskin Manor Cricket Club
Purpose of organisation	To promote the game of cricket in the Pontyclun and Miskin Community
Number of Participants / members	Players: Junior 120 Senior 50 Committee and social members.: 30
Number of Participants / members living in the Pontyclun Community Council Ward : Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen, Mwyndy	95% live in Pontyclun Community Council Ward
Age group of participants / members	Juniors 5 to 15 years . Seniors 16 to 50 years Committee and Social Members 20 to 70 years & older.

Your application

Why do you need a grant?	We need a grant to cover the cost of. 1. Junior coaching equipment. 2. Junior playing equipment. 3. Hire of winter facilities for junior coaching.
What is the total cost of your requirements?	£1,000
Will the grant generate revenue? If so, how much is the projected revenue?	No direct revenue apart from increased membership.
How much are you asking the Community Council for?	£750
Will anyone outside your group benefit from this grant? How?	Local schools will benefit because we provide coaching sessions for pupils and allow the use of our ground for school matches. Improvement in player development, creates greater opportunities for players to play at county and international level. During season 2018 we had 20 Mid. Glam. County players and 2 Welsh internationals.

*Have applied
County
club
for
other
stuff
↓
County
Council*

ECB Clubmark account at us

Application form

Your organisation	
Name of Organisation	Pontyclun Sport Green PERRIN KEMER LANS BOWLS CLUB.
Purpose of organisation	To Promote Sport Green Bowling
Number of Participants / members	26
Number of Participants / members living in the Pontyclun Community Council Ward: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen, Mwyndy	19
Age group of participants / members	60 +

Your application

Why do you need a grant?	TO HELP US PURCHASE NEW MAT
What is the total cost of your requirements?	APPROX 70000
Will the grant generate revenue? If so, how much is the projected revenue?	No
How much are you asking the Community Council for?	WHAT EVER COUNCIL WOULD BE ABLE TO OFFER
Will anyone outside your group benefit from this grant? How?	POSSIBLY - IF WE CAN RECRUIT NEW MEMBERS.
How will the grant support the achievement of the Community Council objectives?	WE ARE PREPARING A RECRUITMENT DRIVE + ALSO WE ADVISE ON YOUR WEB-SITE.

Additional Information: Please attach (if possible)

1. your last income and expenditure accounts
2. your constitution or aims and objectives

Cyngor Cymuned PONTYCLUN Community Council

Pontyclun Floral arrangements

The admin group met to start discussions on recommendations for the 2019-20 budget which will be presented to Council in January

We purchase our flowers from a firm based in the Vale and to allow for their planting they need to know our order before Christmas. We therefore need to review this separately or be too late for any flowers.

This paper covers the Admin groups recommendation to the Council regarding floral arrangements

Background

The Council has been amalgamating the various flower arrangements that we have from sporadically placed small displays into a few impactful and powerful arrangements.

A good example of this is in Groesfaen where there is one large display re-replacing what was previously a number of dispersed hanging baskets.

Current position

- a. In total we spend £1800 a year purchasing flowers - plus time to plant, maintain; water/feed and wear and tear
- b. We now use bulbs to supply winter/spring flowers which hopefully will self-perpetuate. This changed in 2017-8 from flowers costing about £400 pa. Except at war Memorial where winter flowers are still used.
- c. The planter at the Windsor requires replacing and Environment working group have recommended that it is replaced by a new planter to be placed under the Rugby Club sign (cost £350 from reserves)
- d. The table below shows the displays we have. The cost quoted is for the flowers only

	Low impact	Medium impact	High Impact
Low visibility	Miskin planter (£22) Miskin hanging baskets (£102) Hanging baskets by War memorial (£68)		
Medium visibility		Hollies planter (£55) Library planters (£11)	
High Visibility	Windsor Planter (£22) Planter by garage (£22)	Millfield planter (£22) War memorial garden (£230- for summer & winter)	Pontyclun High Street (£280) Groesfaen (£366) Railway station (£340) Ynysddu Bridge (£150)

Recommendation

The Group recommends that we replace all the current Miskin flowers with one impactful display (A tub with hanging baskets similar to what is on Pontyclun’s main street). The display to be set up on B4264 opposite the entrance to manor Hill. This will provide a great “Welcome to Miskin “ focal point

Remove 2 of the flower tubs on Ynusddu bridge – using one of the tubs to replace the current planter by the Windsor

Remove the 4 hanging baskets by the War Memorial

Remove the small flower bed by the Hollies – allowing this to grass over.

The cost of this recommendation will be (approx.)

Reserves

New planter for Miskin - £1250

From reserves but saving the £350 planned from reserves to replace the Windsor planter

This would be a plastic planter – we could build a wooden cladding round it to look nicer or buy in pre-made specific to fit for £500

As the planters on the bridge are designed to sit on a rail, we may need to purchase metal rail to sit planter on at Rugby Club.

Ongoing costs for flowers

Remove Hollies planter	-55
Remove 4 baskets at War Memorial	-68
Remove old Miskin planter	-22
Remove 6 baskets from Miskin	-102
Remove 2 planters on Ynusddu bridge	-60
Remove Windsor planter	-22
New planter in Miskin	+22
4 baskets for new Miskin arrangement	+68
New planter for Rugby Club car park	+22
 Net change (annual)	 -217

There will also be some time saving in watering/maintenance

We will now have some spare baskets/planters to replace damages over time

Action – Members to consider recommended changes and agree floral arrangements for 2019-20

Cyngor Cymuned PONTYCLUN Community Council

Interim Internal Audit 2018-9

The Council's internal auditor visited us in early November to carry out the half year interim audit

Their report is attached for members to note and accept.

There are no action points.

We asked the auditor for her experience on Electronic Banking and how this is working in the other Councils which she audits. This was reference to the way some banks link user's profiles to the business profile and her comments are included in this report. The Clerk is trying to get written assurances from Lloyds Bank that if we set up electronic banking we would not be affected, though the auditor believes that with Lloyds it will. It may be that to benefit from Electronic Banking where the profiles are not linked, we would need to change banks – probably to Unity Trust Bank which is a specialist in this area of banking (and many of the local Community Council's have moved banking to them as a result)

Separately the auditor also passed comment on her general impression of the Council which is below

"It was great to see you to, and it is always a joy to visit PCC which is one of the best run councils that I audit. There are things that I cannot mention in my report as they have no technical relevance, but your team and your members being so actively involved in the community is great to see, it doesn't happen much elsewhere and that is a credit to you all."

Action – Members to note and accept interim audit report

Pontyclun Community Council

Internal Audit Report 2018-19 (Interim)

Claire Lingard
Consultant Auditor

For and on behalf of
Auditing Solutions Ltd

Background

All town, parish and community councils are required by statute to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. We at Auditing Solutions Ltd were re-appointed to provide the service to the Council in 2018-19 and this report sets out the work undertaken in relation to that financial year during our interim visit to the Council, which took place on 6th November 2018.

Internal Audit Approach

In commencing our review for the year, we have as previously had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/Annual Return. Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have followed up the recommendations made in our 2017-18 reports and acknowledge that the members have noted and considered these in their deliberations and enacted the recommendations and that the council continues to make great progress in its processes and performance. We also report that, on the basis of the work undertaken to date in the current year, that the Council continues to operate adequate and effective internal controls in all areas of our review to date.

Once again, we commend the Clerk/RFO and his team for their continued professional management and administration of the Council's finance and governance functions. The logical manner in which this information is stored and presented both for the purposes of the day to day running of the council, and for external scrutiny has made the interim Internal Audit review process straightforward.

We ask that members consider the content of this report and acknowledge that the report has been formally reviewed and adopted by Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and that no anomalous entries appear in cashbooks or financial ledgers. We have:

- Agreed the opening trial balance detail with that in the 2017-18 Statement of Accounts;
- Ensured that the ledger remains “in balance” at the present date;
- Ensured that the cost and expenditure coding structure remain appropriate for purpose;
- Checked detail in cashbook 1, which contains the transactions on the Business current account with Lloyds Bank, agreeing the detail for the year to 30th September 2018 to the underlying bank statements;
- Similarly reviewed the monthly bank reconciliations for the year to 30th September 2018 to ensure that there are no long-standing reconciling items or other anomalous entries.

Conclusions

There are no issues arising in this area of our review warranting formal comment or recommendation. The Finance Assistant did mention that is the intention of the Council to move towards Electronic Banking: We take this opportunity to remind the Clerk that the Financial Regulations and Standing Orders should be revised to reflect the new banking process to be used and the Council’s GDPR policies should be updated in this regard. On a cautionary note; we are aware that there have been issues with a number of the high street banks concerning the use of bank account holder’s personal IDs and their association with the business ID of a council. These issues have lead to consequential personal and council losses, instances of fraud and association of personal credit ratings with the council and vice versa. These situations have occurred where both the Council and the persons having access to the Council’s bank account have held accounts with the same bank: all account signatories have been able to view each other’s account details which has led, in some cases credit scoring details have affected because the accounts have been linked. Obviously, such a situation is in conflict with the GDPR, and could also lead to significant and other unforeseen consequences.

Members should seek assurances from their selected banking services provider that no signatory will have the ability to view or access any other signatories personal banking details, that personal credit ratings will not be affected by association via the electronic banking system and that the service provided will be fully GDPR compliant before a move to the Electronic Banking service is made.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance policies, procedures and documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we may reasonably be expected to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We noted that Standing Orders (SOs) and Financial Regulations (FRs) have been reviewed and adopted in May 2017 using the model documents supplied by One Voice Wales. We have also commenced our review of the minutes of the Full Council and Working Group meetings for the year to date to establish, whether any issues exist that may have an adverse effect, through litigation or other causes, on the Council's current or future financial stability.

Conclusions

No issues arise in this area of our review warranting formal comment or recommendation. We take this opportunity to remind the Clerk of best practice in relation to the creation of Minutes and Agendas as detailed in Charles Arnold Baker. We shall continue to assess the Council's approach to governance at future visits.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have reviewed the procedures in place for processing payments and are pleased to note that there was clear evidence of all payment documents being subject to proper scrutiny by members with each invoice being properly coded and initialled.

We have tested all payments processed in the financial year to 30th September 2018 with no issues arising.

We note that VAT returns are prepared in Rialtas Alpha and submitted to HMRC. We have reviewed and agreed the first two reclaims prepared and submitted to date in 2018-19 to the underlying Alpha accounting records.

Conclusions

There are no issues arising in this area of our review warranting formal comment or recommendation: We shall extend our test sample to include transactions for the remainder of the year at our final visit, also examining the content of the final two quarters' VAT reclaims and ensuring the accurate disclosure of the year-end VAT debtor.

We take this opportunity to suggest that the Council's Payroll information be kept in a separate file to ensure confidentiality is maintained and that current year invoices are kept, in cashbook order in a lever-arch file for convenience.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. We have: -

- Examined the Council's current insurance policy covering 2018-19, to ensure that appropriate levels of cover are in place, noting that subsequent to a formal review that cover is provided by Hiscox under a fixed three-year discounted agreement which has provided significant savings to the Council: both Employers, Products and Public Liability remain set at £10 million with Officials Indemnity cover at £500,000 and Business Interruption cover at £10,000, all of which we consider appropriate for the Council's current requirements;
- Noted that the Council continues to a strict Risk Management regime and has a full Risk Management Policy in place. We also note from the minutes that the Council's risk assessments are due for further review during the municipal year, we shall undertake a further review of the Council's risk registers during the Year End Audit; and
- Examined the Council's arrangements for the regular inspection of playgrounds and recreation areas.

Conclusions

There no matters arising in this area of our review warranting formal comment or concern. We shall continue to monitor the Council's approach to risk management at future visits.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the Borough Council. We have noted / ensured that:

- At the time of the interim audit, a comprehensive budget setting and precept determination process was being undertaken by the Clerk and Members;
- Members receive regular reports identifying the budget position throughout the year;
- The Council has formally approved the establishment of specific reserves; and
- The utilisation of reserves and the return of unused balances to the General Fund are reported to the Council at regular intervals.

We have examined the latest budget performance detail, as set out in the Alpha accounts with no unexplained or unanticipated variances existing warranting further enquiry.

Conclusions

There are no issues arising in this area of our review warranting formal comment or recommendation: we shall extend our testing at our final visit, including testing the Council's General Reserve, the budgets assigned to each of its EMRs and the examination of any significant budget variances.

Review of Income

The Council receives income from a relatively limited range of sources in addition to the annual precept, primarily by way of VAT reclaims, Community Council Grants, A Footpath Grant, rental income from Café 50, donations and income from ad hoc events.

Our aim here is to ensure that income due to the Council is identified and recovered within a reasonable timeframe, and that fees have been levied in accordance with the approved scales of fees and charges.

We have visually examined the Alpha nominal ledger income transaction reports for the year to date ensuring that, as far as we are reasonably able to ascertain, all income due to the Council has been received appropriately and that no significant miscodings have arisen.

Conclusions

There are no issues arising in this area of our review warranting formal comment and recommendation: We shall extend our review of income streams during the year-end review.

Petty Cash Account

The Council does not operate a petty cash account, all incidental expenses being identified on reclaims submitted monthly by staff, which are subject to the normal expenditure approval controls. We note that a Visa debit card remains in use for ad-hoc purchases and to take advantage of internet pricing, which is held securely for utilisation by the Clerk. Statements are settled in full each month, with the statements and supporting documents presented to members for the same level of scrutiny as other trade payment documents.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation in accounting for the deduction and payment over of income tax and NI contributions, and meeting the requirements of the local government pension scheme as last revised in relation to employee contribution banding values from 1st April 2018. To meet that objective, we have:

- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff, with the 2018-19 national pay award agreement duly applied;
- Checked all staff salaries paid in April and August 2018, agreeing the gross amounts paid to the approved 2018-19 pay scale by reference to each employee's contract of employment;

- Ensured that PAYE, NIC and superannuation deductions have been made accurately by reference to the April and August 2018 payroll detail following central government's budget changes;
- Checked that any overtime or variable hours payable to casual employees is appropriately supported by authorised timesheets; and
- Ensured that individual salaries and the total payments to HMRC and the Pension Fund Administrator are in accord with the April and August 2018 payroll detail.

Conclusions

We note the successful conclusion of the review of employees roles and responsibilities and the result amendment to NJC SCP points and the resultant salary payments from the 1st April 2018. There are no issues arising in this area of our review warranting further comment or recommendation.

Investments and Loans

The Council has no funds invested, other than by way of the Business Current Account with Lloyds Bank plc. Similarly, the Council has no loans either repayable by, or to it. Subsequently, there are no issues arising in this area of our review warranting formal comment or recommendation.

Cyngor Cymuned PONTYCLUN Community Council

Council event logo

At the November meeting the Council tasked the Clerk to prepare a logo which could be used by the Council at outside events

The aim was to have a simple logo which could be used on banners and advertising materials retaining our current logo for formal correspondence

Recommendation

The clerk recommends that we use a logo that looks like this



The picture here matches what is on the Pontyclun.net website and the flags which Council approved earlier this year

Councillors should now consider approving and deciding where it can be used –

- Banners
- Signs
- Flyers
- Posters
- Other?

Action – Councillors to approve logo and uses

Cyngor Cymuned PONTYCLUN Community Council

Planning application

1. We have been advised of planning application 18/1199/10
2. This is to change the use of the Pavillion at Talygarn from a cricket pavilion to residential use

Action –

1. **Council to decide response**

Meeting Of Economic Group December 4th. 2018

AGENDA

- 1. Apologies for absence**
- 2. Further consideration on parking in Pontyclun**
- 3. Update of walking routes/maps around Pontyclun**
- 4. Update of Pontyclun.net**
- 5. Our relationship with local businesses**
- 6. AoB**

Meeting was held in Café 50 on 04/12/2018 at 6pm.

The following Community Councillors attended:- Gwyn Jackson,(Chairman) Anne Jackson, Margaret Griffiths, Mike Davies and Paul Griffiths.

No apologies for absence were received.

Actions arising:

Parking for commuters, local businesses and visitors is essential for the economic well-being of Pontyclun

The Athletic Club car park surface is in need of repair but no funding has been found to assist with this as yet. There is an urgent need to repair the surface at the entrance to the car park and this will be brought to the attention of RCTCBC.

The working group will continue to investigate means of assisting PAC in funding repairs which may encourage commuters to utilise it.

The car park at Heol yr Orsaf has been under discussion by the Admin working group. This may lead to the freeing up of more spaces for shoppers and visitors.

Walking Routes/maps:

Discussion on promoting Pontyclun as a centre for walkers and therefore an increase in visits to the area is seen as a benefit. More work is needed to improve the design of the route maps and Councillors M Griffiths and M Davies agreed to form a working group to progress this. RCT CBC tourism are known to be working on a design for RCT walks and we may be able to leverage this work to produce leaflets faster and cheaper than doing our own.

The Economy working group will require an agreed budget for the production of route maps.

Pontyclun.net

Further progress had been made and more is promised. Local businesses have been contacted to confirm their continued presence in our area. The group will look at ways Council can be advised of local events in a more systematic and consistent way

Local Business Contacts:

No progress has been made on this as the working group chairman had been unable to attend a planned meeting with the Pontyclun Business Community. Further contact will be made in the New Year.

Crime Prevention:

The working group chairman attended the PACT meeting held at Bethel Baptist Church on November 7th.at 7:00 pm. Three PCSO's were in attendance but there were no other members of the public. Reassurance was given as to the relatively minor offences that take place in our locality.

The Economy Working Group requests that regular statistics on crime in our locality is presented at the Community Council meetings.

AoB

There was no other business.

Gwyn Jackson.