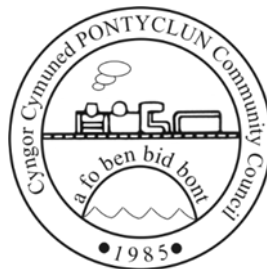


## Cyngor Cymuned Pontyclun Community Council

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  
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Website: [www.pontyclun.net](http://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 12<sup>th</sup> December 2018**.

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

1. To receive apologies for absence
  - a. **Councillor Kate Jones and Alison Theaker gave their apologies**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
  - a. **No interests disclosed**
3. To Confirm minutes of the Council meeting of 14<sup>th</sup> November 2018 are a true record and discuss matters arising from them
  - a. **Minutes confirmed as a true record**
  - b. **Matters arising**
    - i. Minute 3. Caterer has not cleared any arrears, however, continues to pay current rent weekly and has done so since they met with Social and Cultural group.
    - ii. Minute 4 Environment Working Group. It was reported that following a resident's complaint about the Community Garden an Estates Officer of RCT Council had given the view to the Community Council Chair that the presence of the garden was not consistent with the terms of the lease from

RCT Council to the Community Council and should be removed. This interpretation of the lease had been contested by the Chair and by RCT Cllr Margaret Griffiths and the view of RCT Council is now being reconsidered and will be reported to the Community Council meeting in January 2019.

- iii. Minute 6 Grass cutting in Pontyclun park. The Primary School have accepted our offer to reduce their share of the grass cutting costs and expressed appreciation of our consideration.
- iv. Minute 8 – Report of the Social and Cultural working group. It was reported that the ‘Peace at Last’ commemorations had been successfully completed in November and had included:
  - Children’s choirs and a public lecture at Y Pant School
  - An Afternoon Tea at Café 50
  - A historical walk through Pontyclun, Brynsadler and Talygarn led by Edgeley Thomas
  - A ‘1918’ lunch at the University of the Third Age
  - A ‘Music, Poems and Pints’ evening at the Athletic Club organised by Cllr Mike Davies

It was a view of the Council that this programme had allowed the community of Pontyclun to reflect on the events of 1918. The Council thanked the wide range of contributors to the programme including The Athletic Club, Y Pant School, the children’s choir of Ysgol Gymraeg Gymunedol Llantrisant, the children’s choir of Pontyclun Primary School, the U3A, Edgeley Thomas, Llantrisant Folk Club, Cantorian Pontyclun, Hims and Arias.

It was reported that the Christmas Festival at Pontyclun Athletic Club on 1<sup>st</sup> December had been successful. Despite some cold rain all day, over 1100 people attended. The Christmas Market had been organised by the Macmillan Fund Raising Group and had raised over £1500. Santa’s Grotto had been organised by Pontyclun Primary School PTA and had raised over £500. Cllrs Martin Thomas and Gwyn Jackson had acted as Santa Claus. The Community Council had organised the street lights and the Music Stage and the Council gave its thanks to the contributors including the children’s choir of Pontyclun Primary School, The RCT Woodwind Band, Llantrisant Folk Club, Cantorian Pontyclun, the cast of Pontyclun pantomime and Cllrs Martin Ashford and Mike Davies for organising and contributing to the rock music. The Council thanked Cllr Neil Holley for organising the sound system.

The Council agreed that members of the Social and Cultural Working Group should meet with the Macmillan Fund Raising Group during January 2019 to consider lessons learned from the 2018 Christmas festival and plans for 2019.

- v. Minute 10. Sponsorship by Full Stop Law. The Clerk reported that legal advice had now been received regarding this. It was in order to accept such sponsorship and allow Full Stop law to hold sessions at Café 50, however Section 142 of the Local Government Act 1972 would prohibit us from providing information about these services. We could allow use of the room and could also display promotional material provided by Full Stop law.
- vi. Minute 12. Councillor Mike Davies reported that he has been advised that Miskin Quarry is expected to close in the first half of 2019, potentially in quarter 1.

4. To confirm Council payments in November

a. **Payments listed were confirmed**

5. To consider grant requests

a. **The Council considered the 8 grant requests received and approved the following grants**

- i. Pontyclun ladies Bowls club £100
- ii. Young at Heart – Tuesday group £100
- iii. Afternoon Club for over 50s £100
- iv. Merched y Wawr £100
- v. Llantrisant & District History Society £100
- vi. Pontyclun WI £100
- vii. Perkin Elmer Ladies Bowls Club £100

b. The grant request from Miskin Manor Cricket club was also discussed. Members noted that the Club expects local schools to benefit from coaching by them and use of the pitch. As a number of Councillors are Governors on local school bodies they were interested in obtaining more details of this prior to making a decision.

c. **Action – Clerk to distribute grants to bodies where approved and contact Cricket Club for more details MM623**

6. To consider Floral arrangements for 2019-20
  - a. **Members considered Floral arrangements for community in 2019 and agreed the following**
    - i. **The existing floral arrangements will continue except**
      - **The hanging baskets by the War Memorial to be discontinued. These have little impact and are not noticed by many people**
      - **The small flower bed at the Hollies to be discontinued**
      - **2 of the planters on Ynysddu bridge to be removed with one being used to replace the old planter at the Windsor**
    - ii. **The Council would aim to create one new impactful flower display in Miskin to replace the current arrangements which made little impact in their current locations. The location to be at the enlarged pavement opposite the entrance to Manor Hill on the B4264.**
      1. **This will be subject to Highways authority approval**
      2. **The Chair will seek community views by way of an article in "The Diary" in February.**
      3. **In the meanwhile Clerk is authorised to order flowers as previously for Miskin as these will be used in the new display.**
    - iii. **Action – Clerk to order flowers accordingly MM624**
7. To consider and accept Interim internal audit report 2018-9
  - a. **The Council accepted the interim internal audit report**
  - b. **The Council were please to note the satisfactory internal audit and pleasing comments from the auditor and expressed their thanks to the Staff for their work**
  - c. **The Council decided that they felt there would be benefit from the Chair meeting the internal auditor at each audit to discuss issues and or any other suggestions/advice they might have**
8. To consider suggested event logo
  - a. **The Council decided to see what other options Councillors might have before deciding on logo**
9. To consider planning application at the Pavillion, Talygarn
  - a. **The Council discussed this application and the background to the site**
  - b. **The Council agreed it was broadly supportive of the application subject to 2 provisos**
    - i. **That RCT Planning officers received suitable assurances on Access and Parking as the Councillor believed that the Pavillion's land only extended by about 1m around the building.**
    - ii. **That the granting of consent here did not set a precedent for any future development on the field**
    - iii. **Action- Clerk to advise planning authority accordingly MM625**
10. To consider report from Economy Working Group
  - a. **The Council considered the report of the Economy Working group. The following actions were agreed**
  - b. **The Clerk to contact Ceri Lloyd from RCT Tourism to arrange a meeting in February with Councillors to discuss Walks leaflets MM626**
  - c. **The Clerk to contact RCT CBC street lighting team regarding the lights in Heol yr Orsaf and car park which are not working again. In the winter nights it is considered a risk to the public that these are not working again. MM627**
  - d. **The Clerk to proactively contact South Wales Police monthly to obtain an updated Crime report to present to members at Council meetings MM628**

## *Cyngor Cymuned PONTYCLUN Community Council*

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### **Council payments summary**

1. List of Payments made in December is attached for noting & confirmation by members.

### **Action –**

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

Time: 08:49

## Current Bank A/c General

## List of Payments made between 01/12/2018 and 31/12/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/12/2018	Cleanmate Ltd	5403	20.98		Cleaner @23 November'18
03/12/2018	Denise Ellis	5404	50.00		Bugler @11 Nov'18
03/12/2018	Screwfix Direct Ltd	DD	4.99		Bulb for Cafe 50
03/12/2018	Rhondda Cynon Taf C.B.C.	DD	72.29		Trade Waste @Dec'18
03/12/2018	Rhondda Cynon Taf C.B.C.	DD	72.29		Trade Waste @Dec'18
03/12/2018	Julius Roszkowski	5402	43.43		Mileage Expenses @December'18
06/12/2018	Post Office Counters Ltd	VISA	20.88		x3 Books of 2nd Class Stamps
06/12/2018	Norton	VISA	39.99		Software Security
07/12/2018	British Telecom	DD	30.54		Office Phone Nov'18
07/12/2018	British Telecom	DD	30.34		Office Phone @Dec'18
07/12/2018	British Telecom	XDD	-30.34		Office Phone Dec'18
10/12/2018	Hexia Web Services Ltd	DD	20.00		Community Website
11/12/2018	Rhondda Cynon Taf C.B.C.	5405	97.50		Christmas Flyers
13/12/2018	Y-CAM	VISA	32.89		Y-Cam Subscription
13/12/2018	K S Gifts	VISA	1.89		Drawing Pins
14/12/2018	Nyalkaran Limited	VISA	1.74		Blu Tack - White
17/12/2018	Goldies Cymru	5408	40.00		Music @20 Dec'18
			45.00		
17/12/2018	Rhondda Cynon Taf C.B.C.	DD	100.12		Workshop Rates
			45.00		
17/12/2018	Rhondda Cynon Taf C.B.C.	DD	45.23		External Store Rates 2018/19
18/12/2018	Pontyclun WI	5415	100.00		Grant awarded @12 Dec'18
18/12/2018	Pontyclun Ladies Bowls Club	5411	100.00		Grant awarded @12 December'18
18/12/2018	Young at Heart Tuesday Club	5412	100.00		Grant awarded @12 December'18
18/12/2018	After 50 Afternoon Club	5413	100.00		Grant awarded @12 December'18
18/12/2018	Perkin Elmer Ladies Bowls Club	5410	100.00		Grant awarded @12 December'18
18/12/2018	Llantrisant+District Local His	5414	100.00		Grant awarded @12 December'18
18/12/2018	Merched Y Wawr	5409	100.00		Grant awarded @12 September'18
18/12/2018	British Telecom	DD	9.60		Mobile Phone Dec'18
19/12/2018	Hope-Penuel Presbyterian Churc	5416	10.00		Refund re: Xmas Stall Payt
					December'18
			1,500.00		December'18
			1,000.00		December'18
			510.00		December'18
24/12/2018			200.00		December'18
					December'18
21/12/2018	SLCC Enterprises Ltd	VISA	156.00		Subscription 2019
					8
20/12/2018					December'18
27/12/2018	Rhondda Cynon Taf C.B.C.	DD	152.00		December'18
27/12/2018			100.00		December'18
28/12/2018	Dark Green Media	SO	40.00		Website Hosting Dec'18
28/12/2018	Lloyds Bank	BANK CHG	5.00		10 Oct'18 to 09 Nov'18
<b>Total Payments</b>			<b>6,703.66</b>		

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## *Cyngor Cymuned Pontyclun Community Council*

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### **Report on Full Stop Law Sponsorship of Café 50**

#### **Purpose of Report**

To consider future arrangements for the sponsorship of Café 50 by Full Stop Law

#### **Background**

Members first discussed this proposal in November and Victoria Cannon from Full Stop Law will present further details and answer questions from members ahead of the Council Meeting in January.

The proposal as originally presented can be summarised as:-

Since 2014 Full Stop Law have aimed to provide £1500 each year as a sponsor of Café 50. They have been the only law firm in Pontyclun and wish to be seen to contribute to the community.

The Council Chair and the Convenor of the Social and Cultural Working Group recently met with partners of Full Stop Law to review the arrangements for sponsorship.

The partners confirmed their commitment to continued support for Café 50. There was a shared understanding of the need for Full Stop Law to be seen to be using their professional expertise in support of the community.

In discussion, the following proposal was developed as a possible means of achieving the objectives of both the Community Council and Full Stop Law:

- The Community Council organises a number of sessions at Café 50 at which representatives of Full Stop Law offer to draw up free wills for residents. This will be open to all residents not just those who are Café 50 users.
- Full Stop Law will ask anyone who has had a free will drawn up to donate £25 towards Café 50
- Full Stop Law will underwrite the arrangement so that if less than £1,500 is received in donations, Full Stop Law will donate up to £500 per annum towards meeting any shortfall.

This arrangement will require significant input from the Café 50 Coordinator in arranging dates, space at Café 50, marketing the offer of a 'free' will service and making appointments for each session.

No marketing activities will be pledged by Full Stop Law towards this venture and therefore the success in terms of donations will rest with how many people we arrange appointments for and who then subsequently sign up for the service.

Members should note that in addition Full Stop Law will continue to raise funds via Quizzes, raffles etc

Members should note the following –

- With the number of groups using us there will be issues with setting aside time for surgeries. We will be unlikely to be able to arrange whole days, but odd sessions may be accommodated
- The Clerk has sought legal advice to ensure that this is within our powers.
  - Yes we can accept the donations (S139 Local Government Act 1972)
  - We can also set aside space to hold the sessions and put up posters/marketing provided by Full Stop Law
  - We cannot prepare & provide information ourselves. This is contrary to s142 of the Local Government Act 1972 which allows us to provide information about services from Government, Local Government and Non-profit bodies. As Full Stop Law is a for profit body they are excluded

**Action – Members to consider this sponsorship proposal**

## **Council Budget, Precept and Council Tax 2019-20**

### **Report of the Administration Working Group**

#### **Purpose of the Report**

To provide the Council with the information necessary for its decisions on the Budget, Precept and Council Tax for 2019-20

#### **Recommendation**

The Council agrees the budget recommended by the Administration Working Group as set out in Column 5 of Appendix 4a and a consequential precept of £118,480, which is an increase of just under 4.5%.

This will lead to a Band D Council Tax of £33.88 which is an increase of 4% on this year. Note the increase per household is less than the precept due to changes in the tax base of our community. (Appendix 4c)

#### **Background**

Each year the Community Council must agree a **precept**, i.e the amount that it requires RCT County Council to collect from the residents of Pontyclun in the council tax contribution to the Community Council's planned expenditure.

The Community Council is required to agree its precept alongside its agreement on budgeted expenditure and income for the coming year, taking account of whether its reserves are more or less than sufficient to meet their purposes.

#### **Comparisons and Trends**

Between 2012-13 and 2017-17 the Community Council maintained no growth in the precept of £110,000 through a series of cost savings which included:

- A reduction in the number of hours and the grade of the post of Clerk
- A reduction of 3 manual posts to 2
- The relocation of the public conveniences
- The reduction in the number of hanging baskets from 70 to 24
- The elimination of rental payments on the car park
- The withdrawal of shop front Christmas Trees



In 2017-18 the Council agreed to increase its precept to £113,410 and the Council Tax was increased by 2% to £32.57. The Pontyclun Community Council Tax, £32.57, compares with £55 in Llanharan, £59 in Llanharry and £55 in Llantrisant.

## **The Context for 2018-19**

Around 75% of the Council's total costs are staff costs. These are budgeted to increase from £79,250 to £91,900 on the coming year. This is mostly because in the last year the Council agreed to initiate and then implement the recommendations of a 'Staff Evaluation' conducted by One Voice Wales.

If this and all other inflationary factors were simply added to Council expenditure, the precept would increase by 12% (Column 4 of Appendix 4a).

The Administration Working Group met on November 26 and considered the range of budgetary information provided by the Clerk. It focused on the objective of limiting the rate of expenditure increases through a line by line scrutiny of the budget.

## **Staffing Costs**

The Administration Working Group recommends that the projected increases in staffing costs are fully funded by the revenue budget. The Group considered a range of options which would have led to a reduction in the hours of Council staff. For instance the Council could return the responsibility for footpath maintenance to RCT Council and save at least £10,000 in its own staff budget. The Administration Group recommends against such a course of action at this time.

## **Utilities**

The Council has not had any utility bills from RCT CBC since the large catch up of 3 years bills received in March 2018.

Officers have been chasing however as yet no update has been received. Based on the latest bills received we can reduce our 2019-20 budget by £200 from 2018-9

## Non Domestic Rates

The Community Council is potentially liable for NDR payments on 3 of its assets:

- The Garage/Public Toilet:	£400
- Café 50	£3100
- Car Park	£1700

The Administration Working Group noted that RCT Council has not charged NDR on Café 50 for the past two years and the Group recommends that this potential liability is not included in the budget. Should RCT Council resume this NDR Charge it would, in the first instance, be met from the General Reserves.

The Administration Working Group recommends that the Community Council surrenders the lease of the Car Park to RCT Council. This would reduce NDR liability by £1700 and remove the liability for maintaining the car park. The Car Park would then be potentially subject to the four hour maximum parking period which RCT Council enforces on other similar car parks. The Economy Working Group has supported this recommendation taking account of the recent increases in parking opportunities alongside the Windsor and at the Athletic Club.

## Maintenance and Minor Projects

This budget is for the maintenance & repair work which the Council undertakes. By its very nature this is volatile as will largely depend on weather and vandal damage plus any improvements that the Council wishes to make.

Approximately £1200 of this budget covers the regular minor repairs and servicing at Café 50 and the Public Toilet.

This budget has been static at £3500 pa for 3 years and Administration working group recommends it remains at this level for next year

## Tree Works

2018-9 has been an exceptional year. We anticipate spending over £7000 this year, having spent £540 last year and none the year before. In expectation of additional tree work being required in future years the Administration Working Group recommends that next year's budget is set at the same as 2018-9 but there is an increase in transfer to the earmarked reserve for trees to reflect the advice of the Environment Working Group's objective of increasing funding for tree maintenance over time.

## **Vehicle Running Costs**

The Administration Working Group recommends that this budget is reduced from £2100 to £1600, reflecting the most recent budget out-turn.

## **Insurance**

The Administration Working Group recommends that this budget is reduced from £1420 to £1200, reflecting the reduced rates obtained by renegotiation of contract.

## **Website**

The Administration Working Group recommends that this budget is reduced from £720 to £520, reflecting recently renegotiated contractual terms.

## **Software/ Hardware**

The Administration Working Group recommends that this budget is reduced from £700 to £650.

## **Training**

The Administration Working Group recommends that this budget is reduced from £1750 to £1250, reflecting recent budget out-turn and forecast demands next year.

## **Administration**

It is recommended that this budget is reduced from £400 to £250.

## **Licenses**

The Council has recently recognised its obligation to put in places licences for the playing of music and videos. The Council has an EMR which will be used to fund this in 2019-20 (RCT Homes EMR were funds were given for the Television & a DVD player plus ongoing running costs. This EMR will possibly fund this budget line through to 2022)

## **Planting**

In December 2018 the Council agreed to a scheme of rationalising its flower planting with a view to focusing on areas of greatest impact. The result is a budget decrease from £2000 to £1740.

## **Community Events**

The Administration Working Group supported the recommendation of the Social and Cultural Working Group that the budget for community event is reduced from £4500 to £3250.

## **Café 50**

The Administration Working Group considered the option of closing Café 50 which it was told would save around £3000. It recommends that we continue to provide this valued facility. The Working Group considers that there are opportunities to increase revenue from this facility which should be pursued but does not at this time feel sufficiently confident of such revenue sources to include them in the budget.

## **Ear Marked Reserve**

The Clerk has advised that in order to meet its agreed targets for an ear marked reserve which can continuously replenish the Council's assets, then the contribution to the ear marked reserve should increase from £9350 to £12500, with much of this increase for future tree work.

The Administration Working Group recommends that revenue contribution should be limited to £9500 and that the 'shortfall' should be met by a £2000 transfer from the General Reserve (See Appendix 4d for more detail and below for information about the general reserve).

## **General Reserve**

The General Reserve is currently forecast to be £54,000 and above our policy range which is £25k-£50k. The Council has already agreed a number of capital projects which will be funded from the reserves including parking initiatives, new signs, new benches. These will reduce the reserve by up to £3000 when implemented.

The effect of the recommended budget is that this will further reduce the reserve by at least £2000 next year and it may be required to meet liabilities such as a renewed NDR bill and a new planting scheme for Miskin.

The Council has previously recognised the risks of using the reserve for funding on-going revenue commitments and the Administration Working Group does not recommended such a course of action.

**Expenditure**

Item	2017-8	2018-9		2019-20	
	Actual	Budget	Projected	Budget as is	Budget with recommendations
Staffing costs	73448	79250	86700	91900	91900
Utilities	3600	4700	4500	4500	4500
Non domestic rates	1978	5500	2200	5500	400
Grass cutting	1748	1960	1600	1700	1700
Maintenance & minor projects	2743	3500	1970	3500	3500
Tree costs	540	1000	7030	1000	1000
Vehicle running costs	1715	2100	1550	1600	1600
Insurance	1217	1400	1240	1200	1200
Website	720	720	720	720	520
Software/Hardware	780	700	615	650	650
Telephony/Broadband	1110	900	830	920	940
Training	1091	1750	500	1250	1250
Travel expenses	98	100	30	100	100
Cleaning costs	949	1050	950	800	800
Tools & Equipment	1070	800	800	800	800
H&S / Protective equip	492	500	504	720	720
Audit cost	855	700	700	720	720
Admin	608	400	200	250	250
Licences	316	340	340	360	0
Postage	143	150	100	100	70
Stationery	146	200	200	200	200
Bank Charges	80	100	60	100	100
Subscriptions	1213	1200	1230	1270	1270
Planting	1700	2000	1763	1740	1740
Office rent	3709	3800	3794	3870	3870
printing	908	1030	1030	1050	1050
Street lighting	64	120	120	120	120
Refuse	920	1250	1050	1100	1100
Remembrance Sunday	120	120	100	120	120
Community Grants	2600	2750	2750	2500	2500
Community Meetings	0	50	0	50	50
Community Events	2681	4500	3500	3250	3250
Litter Picking equip	0	250	0	0	0
<b>Total costs</b>	<b>109362</b>	<b>124890</b>	<b>128676</b>	<b>133660</b>	<b>127990</b>

**INCOME**

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

Net expenditure	104060	109761	114500	107980
Transfer to reserves in annual budget	9250	9250	12500	10500
Precept	113410	113410	127000	118480
From General reserves		5601		2000 For EMR 3600 For one off items above - if all happen

**Ear Marked Reserves position**

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

**One off and capital items**

**Community spend - from General reserves**

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

## Budgeting assumptions 2019-20

**Budget includes all known fixed costs, known changes in billing plus the following assumptions**

1. Inflation will increase prices by 2%
2. RCT CBC will increase all its bills by 4%
3. No change in NI rates
4. VAT out equals VAT in
5. Pontyclun Community Council does not increase hire charges for Café 50
6. Caterer pays rental in full but not any arrears of rent.
7. As we have not yet received a utility bill for 2018 we are estimating a bill for next year based on 2017 costs.
8. Changing van insurance renewal date to 1<sup>st</sup> April. This will give us a refund of some premiums which is assumed will cover all increased premiums
9. If we know the bill for next year then actual is used (eg Council insurance fixed for 3 years; bill for summer plants in hand)
10. Assuming donation from Full Stop Law reduces to £500pa

## Precept and tax base

The tax base of Pontyclun for 2019-20 is £3587.22 of which RCT CBC expect to collect 97.5% (£3497.54)

This means that each £1 on the precept for a band D property will raise £3497.54 in tax collected – though RCT CBC will pay us the full £3587.22

The tax base for this financial year was £3570.67 so this effectively means that if we leave our precept unaltered it will lead to a reduction of 0.46% in Council tax per property due to our precept.

As an indication therefore each 1k on the precept equates to about 28p per band D household

Attached is the detail of the various Community Council precepts for 2018-9 and 2017-8 showing the amounts, band D equivalents and increase on prior year

Community Area	2018/19 Precept	Band D	Variance to Previous Year
Gilfach Goch	£40,000.00	£39.9864	-20.0%
Hirwaun	£57,200.00	£35.5900	0.0%
Llanharan	£184,356.81	£61.5600	14.6%
Llanharry	£103,012.80	£66.0000	12.5%
Llantrisant	£212,359.20	£40.0000	-0.5%
Llantwit Fardre	£253,195.05	£38.7600	8.8%
Pontyclun	£113,410.00	£32.5760	2.2%
Pontypridd	£676,147.00	£66.0100	10.6%
Rhigos	£14,500.00	£53.0100	3.6%
Taffs Well	£36,283.57	£25.8900	2.2%
Tonyrefail	£225,049.43	£58.4388	5.0%
Ynysybwl & Coed-y-Cwm	£40,164.42	£28.4800	10.0%

Community Area	2017/18 Precept	Band D	Variance to Previous Year
Gilfach Goch	£50,000.00	£50.2600	11.1%
Hirwaun	£57,200.00	£35.7576	0.0%
Llanharan	£160,875.75	£55.5100	9.0%
Llanharry	£91,567.00	£59.9995	11.5%
Llantrisant	£213,525.04	£38.0000	1.8%
Llantwit Fardre	£232,791.42	£38.0000	1.7%
Pontyclun	£111,000.00	£32.0689	0.0%
Pontypridd	£611,533.00	£60.6486	1.1%
Rhigos	£14,000.00	£51.0074	3.7%
Taffs Well	£35,500.00	£25.2600	4.4%
Tonyrefail	£214,332.79	£56.7500	5.0%
Ynysybwl & Coed-y-Cwm	£36,513.11	£26.3600	-4.0%

## Reserves position

Total reserve at 1<sup>st</sup> April 2018 was £82.6k of which £20.7k was earmarked and a further £9350 transferred to earmarked in 2018-9

On the assumption that things will continue as they are we are currently forecasting a budget deficit in 2018-9 of approx. £8k leaving us with a general reserve of about £54k at the year end.

Our reserves policy says that provided we have adequate insurance and earmarked reserves are fully funded our general reserve should be between £25k and £50k

There is therefore some scope to run a deficit should councillors wish to do so; or to more fund one off items; or to fund some transfers to EMR out of reserves.

## Earmarked reserves

Current position on reserves and recommended transfers is outlined in table below

Reserve	Amount in fund	Recommended amount by end 2018-9 – if different from actual	Policy recommends to trf	Transfer in 2018-9	Recommendation for 2019-20 trf
Street furniture*	500	5000	700	500	500
Pontyclun park	11654		4350	2000	3000
Trees	250	1500	500	250	2000
Hardware/Software	2335	1000	250	0	0
Vehicle	6000		2000	2000	2000
Machinery/tools	2232		800	300	800
Elections	2450		1600	1600	1600
Café 50*	2500	5000	1500	1500	1500
Office	100		100	100	100
Toilets	1000		1000	1000	1000
Café 50 RCT Homes	723	Sinking fund to pay for licences at café 50	0	0	0
Mens Sheds fund	3000	Donated by grant in 2018	0	0	0
TOTALS	22744		12800	9350	12500

\*Note – RCT CBC are currently replacing our poorest condition shelters. Clerk comfortable for this fund to be behind where our policy recommends as no immediate likelihood of replacement of shelters.

For Café 50 Clerk is comfortable that fund is below plan as some of this is for painting/ replacement of chairs/tables for which we may find sponsors

## EMR expenditure

There has been no major expenditure from EMRs in 2018-9; just one music licence.

In 2017-8 we paid for our Elections and also the Chairs for Café 50.

The anticipated spend in 2019-20 is for Music/Film licences, possibly some machinery and expenditure on Men's Sheds activity – or a return of that grant should we be unable to find people who wish to take up activities



## One offs and future commitments for noting

### One off items from 2017-8 agreed not yet spent

Following items agreed by Council in past but not yet implemented (were all to be funded from reserves)

1. Up to 5 new benches from reserves - £1k
2. Repair to footpath along river - £500 – clerk is in discussions with a local firm who may organise and pay for this.

### Items “agreed” by council to be considered for 2019-20 budget – all included in budget plan numbers

1. Planter by Rugby Club
2. Health & safety testing/regime – est £200 – included in budget numbers
3. Initial spend on walks leaflet

### Liabilities/ items which need to be planned for but at present there is no specific reserve/contingency

These are our liabilities relating to the Car Park. These have been paid for in the past by RCT CBC. There is no guarantee they would do so again. If we return Car Park to RCT then the potential liabilities will also go.

1. Repaint white lining in car park – cost £800-900
2. Cut back trees at edge of car park – cost £1k-2k
3. Deal with sink hole again – up to £200 – just to fill again.

### Other possible liabilities

Our lease of Café 50 stipulates that RCT could bill us a service charge for maintenance. They do do work – eg quarterly light testing; fire alarm/extinguisher tests; PAT testing etc, but to date have never charged us a service charge

We use the garage but whilst we pay for the rates no other charges are billed – rent/water etc

## Cyngor Cymuned PONTYCLUN Community Council

### **Grant request- Miskin manor Cricket Club**

In December Members requested further information from the Cricket club before assessing their grant request. Their request is:-

- 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

The club advises

1. "Our Cricket Centre with excellent net facilities is available for use by all schools. Pontyclun Primary and Y Pant have used this facility in previous years and will continue to do so during season 2019.
2. Pontyclun Primary as in previous years will be invited to attend coaching sessions at Miskin on a weekly basis. Miskin will provide a qualified coach to take these sessions. These sessions are mainly for Years 5 and 6 pupils.
3. Y Pant will be able to use the ground for school cricket matches.
4. We will be inviting children in years 2, 3 and 4 to attend cricket skills coaching sessions. The majority of these children attend Pontyclun Primary School.

As a result of the cricket opportunities provided by Miskin Cricket Club a large number of pupils attending Pontyclun Primary and Y Pant are selected to play for the Mid. Glam. County teams at different age groups. Furthermore, some proceed further to become Welsh International players, the most recent being Aled Balman who attends Y Pant.

Our contacts at each school are Mr Sirocco at Y Pant and Mr Williams at Pontyclun Primary."

### **Members should note**

- Budget for 2018-9 is £2750 of which £700 remains for this application and any received for consideration in March
- The Cricket Club has received grants in the past.

### **Actions required by members-**

1. **Consider and approve/decline grant request**
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.**



Talbot Green Police Station  
Heol y Gyfraith  
Talbot Green  
Pontypridd  
CF72 8AJ

## Officer Report

### Crime and Anti Social Behaviour January 2019 – Pontyclun Ward

Pontyclun Community Council meeting January 2019

This report summarises crime and antisocial behaviour reported to police during the part calendar month of December and Part of January in the Pontyclun ward.

#### Crime

In total there were 6 crimes reported in relation to below sections.  
They are summarised as follows.

\*(PIN) - Police initial warning notice.

#### Burglary- 3 crimes recorded.

- i) Commercial Burglary Llantrisant Rd, Pontyclun, Person 1 lone male has gained entry through the rear door of the saloon, the male has carried out a search looking for monies and value items.
- ii) Miskin Pontyclun, Entry was gained to steel owners vehicle keys, their Vw Caddy was then stolen, enquiries are ongoing.
- iii) Attempted Burglary Groesfaen, Persons have tried to gain entry to the rear door of the property and caused damage to the lock, no entry was gained. Inquiries are ongoing.

#### Theft Handling – 4 crimes recorded

- i) Theft of Fuel, Vehicle displaying stolen false plate has attending at Corner Park garage and filling vehicle with fuel and left without making payment, enquiries are ongoing.
- ii) 5x thefts of items from the Coop Store Pontyclun, male arrested for 1 of the thefts enquiries are ongoing regarding the incidents same male responsible for the 3 other thefts.
- iii) Pipe Works, stolen mans jacket, taken in error jacket was returned to the premises the following day.

Criminal Damage 0 Crimes recorded.

### **Antisocial behaviour**

In total there was 1 instance of antisocial behaviour reported, summarised as follows:

ASB – Personal – 3 calls 2 relating to youth annoyance.

- i) Heol Y Bryn, neighbour issue between neighbouring properties, suitable advice passed with possible outcome if issues were to continue.

Apologies that myself and Pc Wilson could not attend on this occasion.

We have been involved with a number of operations.

ASB calls with regards to the park area and the bottom of Station Terrace have fallen drastically in the run up to the new year, hopefully this will maintained going into 2019.

We are very happy with the low number of calls in relation to ASB over the time period as reports of ASB usually spike considerably.

Kind Regards

PCSO54412 JONES  
Community Officer for Pontyclun.  
Talbot Green Police Station

PC4444 Wilson  
Neighbourhood Beat Manager  
Talbot Green Police Station

