

Pontyclun Community Council

Chair's Annual Report

May 2019

The agreed aim of the Council is to “work with residents and their organisations to ensure an active, lively and successful future for the communities of Pontyclun.’ During the past year the Community Council has achieved a great deal in support of this aim and I thank all those residents, councillors and council staff who have worked together to make Pontyclun a better place.

The Council has agreed a number of strategic objectives and this Annual Report will refer to our activities in support of these objectives.

Pontyclun Community Council will promote the well-being of the residents and develop initiatives that will foster community cohesion and social inclusion through social and cultural activities.

Cllr Margaret Griffiths convenes the working group tasked with achieving this objective. The range of activities created and supported by this group of Councillors during the past year has been remarkable.

Last May Pontyclun's first 'Picnic in the Park' took place. On a beautiful sunny day hundreds of residents came together to enjoy each other's company in Pontyclun's recently created Park. We are grateful to the Community Garden Group of volunteers and the local Environment Group who were prominent in the picnic activities. Councillor Carole Willis was a remarkable organiser of children's games.

In June the Council organised its first Walking Festival in partnership with the local Ramblers Association. Our Clerk, Julius Roszkowski, brought this Festival together.

Last November the Council organised a series of events to commemorate the achievement of Peace in 1918. The events included:

- Children's choirs and a public lecture at Y Pant School
- An Afternoon Tea at Café 50
- A lunch of 1918 recipes organised with the U3A
- A walk through Pontyclun of 1918 with local historian Edgeley Thomas
- An exhibition of 1918 prints at Giles Gallery and Pontyclun Library
- An evening of music and poems with local choirs and the local folk club organised by Councillor Mike Davies

Last December the Council worked with local Macmillan Fundraising Committee to organise the Christmas Festival at the Athletic Club which coincides with the switching on of the Christmas Lights. We thank the Macmillan Committee for

organising the Christmas Market along with the local choirs and musicians who provided the music – including the rock band of Councillor Martin Ashford.

Café 50 is provided by the Community Council and continues to be a focal point for older people in our community. As well as providing affordable cooked lunches, it now hosts a wide range of social activities during most mornings, afternoons and evenings. Whilst the activities are run by volunteers, they are well supported by our staff, notably the Café 50 Coordinator Tara Davies, and council members, notably Councillor Gwyn Jackson who organises the weekly quiz. Café 50 works in a close partnership with the Pontyclun University of the Third Age which is able to use the Café 50 space for the wide range of its learning groups. Café 50 is supported by local organisations and businesses including the Community Shop, Full Stop Law and Leeks.

Pontyclun is distinguished by the strength of our community, the willingness of so many to contribute and support each other. The Community Council works best when it supports the support that we freely give each other in our shared spirit of social solidarity.

Pontyclun Community Council will take action with other agencies to improve the economic well-being of the residents, community, services and businesses

Cllr Gwyn Jackson convenes the working group to recommend actions which support this objective. The working group identified the importance of encouraging visitors to Pontyclun as a means of developing the local economy. To this end it has contributed to plans for the Walking Festival, the Christmas Festival and Picnic in the Park. The local economy requires a town centre which is attractive and vibrant. The Council's investment in summer flowers and the Christmas lights is an important means of supporting local business.

Following extensive consultation with local schools and local residents this Working Group recommended proposals to RCT Council and the Welsh Government to create safer walking routes in the centre of Pontyclun. As a result there will be investment in the next year to create a 20 mph zone in Pontyclun Town Centre, more dropped kerbs and more pedestrian islands along our main roads.

Following meetings with residents, organised by RCT Councillor Margaret Griffiths, during the next year the Community Council will be submitting proposals for greater traffic safety in Groes Faen and Miskin.

During the last year a partnership between the Community Council and RCT Council has resulted in extra parking places in front of the Rugby Club in the town centre.

The Community Council has pressed RCT Council and Network Rail for an extension of the car park at the Railway Station. A technical feasibility study has been completed and it is hoped that work on the extension will begin in the next year.

The Council has been petitioning the Welsh Government and Transport for Wales for extra train capacity at Pontyclun. During the next year Transport for Wales has promised that there will be a 40% increase in the number of seats as larger carriages are provided. The Community Council continues to make the case for increased train frequency.

Pontyclun Community Council will take action to work with other organisations to improve the physical environment of the community

Cllr Karan Lane is the energetic and enthusiastic convenor of the working group that supports this objective.

The councillors work closely in support of the volunteers in the Pontyclun Environment Group. As part of the Pontyclun Spring Clean in April 2019 38 volunteers and members of the Pontyclun Environment Group, including 6 community councillors, spent the weekend collecting litter left in various parts of Pontyclun, Miskin and Hendy. In total 85 bags were filled with rubbish. Our thanks and congratulations go to every volunteer, the young and less young.

This is the second year when the Environment Group has organised its Spring Clean. Whilst a lot of rubbish was collected, Pontyclun was noticeably cleaner than last year. As a community we are indebted to the walkers and dog walkers who collect litter day in and day out. We have benefited from a number of young school children who have been collecting litter every weekend as part of their Duke of Edinburgh award. Environment Group members have adopted 'black spots' and do regular litter cleans .

Darren and Ray, the Community Council staff, litter pick on our public rights of way and in Pontyclun Park. RCT staff litter pick each week in the shopping areas.

When we keep our community clean, we feel better. We are more likely to go out and socialise. Our health improves. We attract more visitors and local businesses benefit. It is no small matter.

The Community Council is also pleased to work in support of the Community Garden volunteers who provide a wonderful facility in Pontyclun Park – beds of flowers and vegetable which can be freely picked by any visitor to the Park.

Pontyclun Community Council will administer the Council and its activities to ensure that residents get good value from the Council

The Administration Working Group, convened by the Cllr Paul Griffiths, was appointed to make recommendations to the Council on matters relating to the administration financing of the Council.

Due to increases in employment and energy costs the Council has agreed to increase its annual budget for 2019/20 from £113,410 to £118,480. The average cost to a household for the Community Council will increase from £32.50 to £34.20. Our expenditure will include the provision of Pontyclun Park, Café 50, public toilets, the car park, Ivor woods, 24 miles of footpaths, summer flowers, Christmas lights, grants to local groups, summer and Christmas festivals. Our full budget can be found on www.pontyclun.net. The Council increased its precept reluctantly, but it was of the view that its services represent good value for money and were worth preserving. The Council has been commended for its financial management by its external auditors and credit goes to the Administrator, Karen James, and the Clerk, Julius Roszkowski.

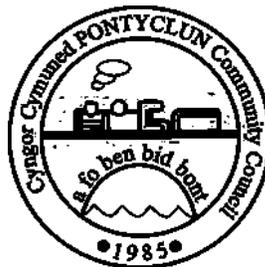
The Council has seven members of staff, six of whom are part-time, and it benefits from the commitment and wide range of skills that they bring to the organisation.

Pontyclun is a successful community with a vibrant town centre serving the settlements of Groes Faen, Miskin, Mwyndy, Hendy, Brynsadler and Talygarn. The success is achieved through the contributions of local residents, local groups and businesses. I believe that the Community Council plays its part through the support it gives others.

Cyngor Cymuned Pontyclun Community Council

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi gormodol. Rhowch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
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Community Council Office
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Minutes

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

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

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

b. None made

Annual Meeting agenda

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

Monthly Meeting Agenda

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

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

Cyngor Cymuned PONTYCLUN Community Council

Council Sub committees and Working Groups

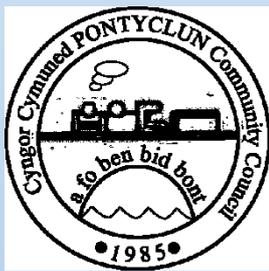
1. Pontyclun Community Council has no formal sub committees with delegated powers
2. We have 4 working groups who meet to discuss topics relevant to them and then make recommendations for full council to decide upon
3. Working groups are open to all Members and the public at large and meetings are normally advertised in advance with agendas and post meeting notes published
4. The current group memberships are

Working Group	Members
Administration	Paul Griffith (Convener) Alison Theaker Gwyn Jackson Neil Holley Carole Willis
Economy	Gwyn Jackson (Convener) Mike Davies Paul Griffiths Martin Ashford Karan Lane
Environment	Karan Lane (Convener) Kate Jones Anne Jackson Martin Ashford Margaret Griffiths
Social & Cultural	Margaret Griffith (Convener) Anne Jackson Carole Willis Mike Davies Neil Holley Alison Theaker

5. The current terms of reference are provided

Action –

1. **Council to confirm Working group conveners, membership & terms for 2019-20**



Pontyclun Community Council has 4 working groups to help review and develop policies. This document describes their remit

Cyngor Cymuned PONTYCLUN Community Council

Working group terms of
reference

Adopted June 2017 revised May 2019

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Mission Statement

Pontyclun Community Council will work with residents and their organisations to ensure an active, lively and successful future for the communities of Pontyclun.

Key Strategies of the Council

1. Pontyclun Community Council will foster and support community engagement and ensure that the actions of the Council are transparent and accountable
2. Pontyclun Community Council will administer the Council and its activities to ensure that residents get good value from the Council
3. Pontyclun Community Council will act with other agencies to improve the economic well-being of the residents, community, services and businesses
4. Pontyclun Community Council will act to work with other organisations to improve the physical environment of the community
5. Pontyclun Community Council will promote the well-being of the residents and develop initiatives that will foster community cohesion and social inclusion through social and cultural activities

The Council has created 4 working groups responsible for delivering on these objectives.

All the working groups are 'advisory committees'. They work to prepare reports and recommendations for consideration by the council.

The council may delegate responsibility for decision taking by a working group only on the basis of a specific resolution for a specified matter.

Working group terms of reference

Administration

The Administration working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the governance and management of the community council and development of its services.

It will consider advice on:

- the governance of the Community Council;
- the preparation of a Place Plan
- Community Engagement including the Involvement of Young People in the work of the Community Council by using their School Councils, co-opting onto Community Council and the development of a Youth Forums
- Oversight of the administration, human resource management and financial management of the Community Council;
- the preparation of draft budgets for consideration by the Council
- Quality Assurance and Wellbeing of the future
- The relationship with the Community Centre Management Committee
- Public relations including relationships with RCT Council, Welsh Government, the Local Health Board, neighbouring community councils and all other agencies which impact on the community of Pontyclun
- Oversight of asset management including assets such the council offices, Café 50 and the public toilets.
- projects that do not fall under the remit of any other working group;
- any other matter it considers relevant to the strategic objective.

Economy

The Economic working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the economic well-being of the residents, community, services and businesses of the Community of Pontyclun and development of the Council's services to support this.

It will consider advice on:

- The means of making the village centre more attractive and conducive to successful business
- Supporting business networks
- Signposting to business grants
- Promoting Pontyclun to tourists, visitors, businesses and shoppers.
- Improving parking and traffic management in Pontyclun Community area especially the centre of Pontyclun and Groesfaen
- Promoting use of footpaths and cycle ways
- Improving Public Transport, the Station and rail links
- Crime prevention initiatives
- Maximising benefits of the SEW Metro system to our area
- Any other matter it considers relevant to the strategic objective

Environment

The Environment working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the physical environment of the Community of Pontyclun and development of the Council's services to support this.

It will consider advice on:

- The management and development of Pontyclun Park including its community gardens
- The management of Ivor Woods, grass verges and public footpaths
- The potential for a Community Council role in the management and ownership of Cefn y Hendy and Coed y Hendy
- Flower tubs, hanging baskets and the greening of public spaces
- Provision of seating in village centre and elsewhere
- Work with residents and groups to control litter and make other improvements
- River cleanliness
- Dog fouling
- Local woodlands and grass verges under Council management
- Any other matter it considers relevant to the strategic objective

Social and Cultural Activities

The Environment working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding initiatives that will foster community cohesion and social inclusion through social and cultural activities and development of the Council's services to support this.

It will consider advice on:

- The celebration promotion and support of community groups including those relating to social, cultural and sporting activity
- The management, development and promotion of Café 50
- The provision of the Christmas lights and a Festival associated with the Christmas lights
- Signposting to advice on welfare benefits and debt management
- The celebration and development of local talent
- Development of a co-ordinated Community events calendar through the year. In partnership with other local groups deliver a broad and varied schedule of events.
- Working with RCT Council on a shared strategy for the provision and development of play areas and facilities.
- Any other matter it considers relevant to the strategic objective

Membership of working groups

Each working group will consist of at least 5 members with 3 required as a quorum for meetings.

All Members of the Council are invited and may attend any Working Group Meetings as may the public, who can participate and contribute in the discussions

The Convener of each Working Group is responsible for ensuring public notices of all formal meetings are displayed (in similar timescales as full Council meetings)–

- On Council notice boards
- And on the Community Website

The notice must include the time place of the intended meeting and specify the business to be transacted.

Due consideration must be given when convening a meeting to ensure a balance between day and evening is achieved.

Following any working groups meeting a report, with any recommendations, will be presented to the full Council and published on the Council's website.

In addition, the members of the working groups may meet at other times to progress individual projects possibly in conjunction with third parties.

Delegated Powers

The Working groups normally have no delegated powers, however, the Council can and may decide to delegate specific powers for specified matters to working groups.

Café 50 steering group

This group is a semi informal collaboration between the various stakeholders in our Café 50 operation.

It meets twice a year to discuss developing the services of Café 50 and addressing issues of mutual interest

Attendance is by invitation and meetings are not open to the public

Cyngor Cymuned PONTYCLUN Community Council

Council Core Governance documents

1. Pontyclun Community Council uses the model Governance documents issued by One Voice Wales as its base for our versions
2. We have then made a few adjustments for our local circumstances
3. There is a new model Standing Order from One Voice Wales and relevant changes are marked for approval in supporting documentation.
4. The Clerk has prepared a revised Financial Regulations incorporating decisions made by Council over the last year on financial matters, bringing the full version up to date with actual practice. The relevant changes are marked for approval in supporting documentation.
5. No Councillors have requested changes and there are no proposed changes to the Code of Conduct nor Complaints procedures.
6. **Copies of the existing governance documents can be found on the Council's website by clicking on each title or from the Council Offices**
 - a. **Standing Orders**
 - b. **Financial Regulations**
 - c. **Code of Conduct**
 - d. **Complaints**

Action –

1. **Council to confirm the unchanged Governance documents for a further 12m months**
 - a. **Code of Conduct**
 - b. **Complaints**
2. **Council to confirm revisions to Standing Orders and Financial regulations as recommended by the Clerk.**

Financial Regulation amendments

The following are the recommended changes to the Council's financial regulations.

Where text is being removed it is ~~struck through~~; new text is shown in **red**; **comments to help explain reasons are in blue**

To help members find the sections in the existing regulations, the sections quoted / reference numbers shown relate to existing financial regulations.

Principle reason for most changes are –

- Streamline document to remove duplication
- Reflect changes in practice agreed by Council
- Reflect changes in law or system changes

Section 2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. ~~This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.~~ **Any exceptions to be advised to the Council**

Section 3 ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1 Each committee (if any) shall review its ~~three year~~ forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of October each year including any proposals for revising the forecast.

3.2 The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be **reviewed** ~~considered~~ by the Council. **Administration working group who will make recommendations to the Council for approval.**

~~3.3~~ The Council shall consider annual budget proposals in relation to the Council's ~~three year~~ forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding ~~and update the forecast accordingly.~~

3.4 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of ~~January~~ **February** each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

Section 4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

~~4.4 The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.~~—Remove this as effectively a duplicated by 3.2

Section 5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

~~5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council or Finance Committee. The Council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council [or finance committee]. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.~~ This would delay payments and has not been our practice for some time – replace with

The Responsible Finance Officer shall prepare a schedule of payments made in the previous calendar month, forming part of the Agenda for the Council meeting. Personal payments may be summarised or anonymised to remove access to personal information. The Council will review the payments list and confirm.

5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council [or Finance Committee] meeting. **as soon as practical**

~~5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised – thus controlling the risk of duplicated payments being authorised and / or made.~~
Removed as effectively a duplication of new 6.4

Section 6 INSTRUCTIONS FOR THE MAKING OF PAYMENTS

~~6.3 All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council [or duly delegated committee].~~

- ~~6.4 — Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council, and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.~~
- ~~6.5 — To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.~~
- ~~6.6 — Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council [or Finance Committee] at the next convenient meeting.~~
- ~~6.7 — If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.~~
- ~~6.8 — If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.~~
- ~~6.9 — If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.~~
- ~~6.10 — If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.~~

Replace the 7 sections above with

6.3 Payments can be affected using the most appropriate means including, Cheque; Internet payment; BACS payment; Direct debit; Standing Order; Debit card & Credit card. Cash payments are not allowed.

The schedule of regular payments via Direct Debit and Standing order is reviewed annually at the Council's annual meeting.

6.4 All orders for payment shall be signed by 2 members of the Council and countersigned by the Clerk. To indicate agreement of the details and to show satisfaction that payments are genuine the signatories will also sign the invoice/payment order etc

6.11 ~~Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's Banking records is needed on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.~~

6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used ~~on any computer used~~ for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17 ~~Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. electronic payments to be changed only after direct confirmation with the supplier, verbally by phone where the Council initiates contact using a known reputable source of telephone number. A programme of regular checks of standing data with suppliers will be followed.~~

6.18 Any Debit Card issued for use ~~will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or finance committee in writing before any order is placed.~~

6.20 Any corporate credit card or trade card account opened by the Council ~~will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.~~

6.21 ~~The Council will not maintain any form of cash float. Cash can be received as donations to the Council provided it can (and will be) must be banked immediately. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.~~

6.21 The Council can accept cash for payment of goods, services or donations. Wherever possible cash should be banked on the same day as received, however up to £1000 can be stored overnight in a locked cash safe. (as this relates to income to be moved to section 9)

Section 7 PAYMENT OF SALARIES

7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know **that complies with data protection regulation**
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.

Section 8 LOANS AND INVESTMENTS

~~8.3 The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk or RFO.~~

Section 9 INCOME

9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

Section 11 CONTRACTS

Add new paragraph j

The Council reserves the right to give preference to or choose solely from local suppliers and or suppliers on a "recommended" or "preferred" supplier list provided by the Borough Council or Welsh Government. It may also contract directly with the Borough Council to provide services.

Where this discretion is used the provision of these services can continue subject to market testing on a regular basis (typically every 3-5 years) to ensure that value for money is being obtained compared to what is available in the wider open market.

Cyngor Cymuned PONTYCLUN Community Council

Council Regular payments

- The Council pays several bills by Standing Order or Direct Debit. These require annual approval by the Council and are listed below with an approximate amount quoted. These are all included in our approved budget.

Creditor	Description		Indicative Annual Amount ex VAT
RCTCBC	Non-Domestic Rates at Car Park Heol Yr Orsaf	Direct Debit to be collected in 10 mthly instalments	1630
RCTCBC	Non-Domestic Rates for Café 50	Direct Debit to be collected in 10 mthly instalments	2367
RCTCBC	Non-Domestic Rates for External Store (Toilets)	Direct Debit to be collected in 1 mthly instalment	46
RCTCBC	Non-Domestic Rates for Community Centre Workshop and Premises	Direct Debit to be collected in 6 mthly instalments	305
RCTCBC	Trade Waste – Community	Direct Debit to be collected mthly	486
RCTCBC	Trade Waste – Café 50	Direct Debit to be collected mthly	486
SWALEC	Lighting at Footpath nr Windsor Fields & for Christmas lights	Direct Debit to be collected quarterly	130
BT	Community Caretaker - mobile	Direct Debit to be collected mthly	120
BT	Dementia Officer - mobile	Direct Debit to be collected mthly	60
BT	Office Broadband	Direct Debit to be collected quarterly	420
BT	Office Phone Services+Line Rental	Direct Debit to be collected mthly	490
Dark Green Media	Website Hosting+Support	Standing Order to be paid mthly	420
PEAC (UK) Ltd	Rental of Toshiba Photocopier	Direct Debit to be collected quarterly	760 Varies with usage
Toshiba	Photocopier Usage	Direct Debit to be collected quarterly	160

ICO	Data Protection	Direct Debit to be collected annually	40
PHS Group	Sanitary Disposal (Toilet)	Direct Debit to be collected annually	32
Screwfix	Community Maintenance Tools/materials	Direct Debit to be collected monthly	Varies
Staff Salaries	X7 Members of Staff	Standing Orders to be paid monthly	
Creditor	Description		Indicative Annual Amount ex VAT

2. In addition, we have several “regular” payments which we must make to meet contractual or legal obligations. These are also included within our budget and are listed below

Creditor	Description		Indicative Annual Amount ex VAT
RCTCBC	Grounds Maintenance Service for Maesy-Felin Park (£300 to be paid by Pontyclun Primary School)	Cheque to be paid annually	1529
RCTCBC	Electricity Usage at Café 50	Cheque to be paid annually	2800
RCTCBC	Gas Usage at Café 50	Cheque to be paid annually	750
RCTCBC	Water Usage at Café 50	Cheque to be paid annually	560
RCTCBC	Confidential Waste	Cheque to be paid annually	40
Lloyds Bank plc	Bank account service charge	Charge collected mthly	60
Came & Company	Annual Insurance	Cheque to be paid annually	738
One Voice Wales	Annual Subscription	Cheque to be paid annually	1002
SLCC	Annual Subscription	Visa pyt to be paid annually	150
Norton Security	Annual Software Security Subscription	Visa pyt to be paid annually	40
123 Reg	Pontyclun.net – 5 Year Domain Renewal	Visa to be paid every 5 years due 2019	100
Y-Cam	Annual Security Cameras Subscription	Visa pyt to be paid annually	33

Rialtas Bus Solutions Ltd	Software Annual Support	Cheque to be paid annually	165
Ebuyer UK Ltd	Office 365 Software	Visa pyt to be paid annually	58
HMRC	Tax+NI Contributions	Cheque to be paid monthly	Varies
RCTCBC	Pension Contributions incl Deficit	Cheque to be paid monthly	1638
Staff Salaries	X6 Members of Staff – net variance from Standing Order	Cheques to be paid annually	Varies
Auditing Solutions Ltd	X2 Internal Audits	Cheques to be paid bi-annually	430
Wales Audit Office	External Audit	Cheque to be paid annually	300-400
DVLA	Community Van Road Tax 2018/9	Visa pyt to be paid annually	250
Came & Company	Community Van Insurance 2018/19	Visa pyt to be paid annually	415
MPLC	Annual Motion Picture Licence	Cheque to be paid annually	165
PRS / PPA	Music licence	Cheque paid annually	130
Floodlighting and electrical services ltd	Portable Appliance Testing	Cheque to be paid annually	130

To minimise referrals and speed up payments by the Council we seek approval in advance for these payments up to the approved budgeted amount.

Action –

- a. **Council to confirm the Standing Order/Direct Debit and other regular payments for 2019-20**

Cyngor Cymuned PONTYCLUN Community Council

Council Insurance

1. Pontyclun Community Council has insurance in place for its assets and vehicle
2. Council has approved a Policy on how we insure our assets
3. Current insurance policy details are attached.

SCHEDULE

Policy Number - 1891376/22441455

The information contained on this page is confidential and should not be sent to third parties

INSURANCE DETAILS

Period of insurance : Continuous cover from **1st April 2019** until the policy is cancelled
Date issued to insured: 16th April 2019
Underwritten by : Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy
Payment method : Payment by Broker's Account

INSURED DETAILS

Insured : Pontyclun Community Council
Address : Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
Rhondda Cynon Taf
CF72 9EE
Additional insureds : There are no Additional Insureds on this policy
Business : Community Council
General terms and conditions wording : 11604 WD-HSP-UK-PAC-GTC(4)
The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below

PREMIUM DETAILS

Annual premium :	£685.28	Annual Tax :	£82.23	Total :	£767.51
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SCHEDULE

Local councils & not-for profit organisations scheme

PROPERTY – BUILDINGS

Section wording 11600 WD-HSP-UK-PAC-PYB(4)
Insurer Hiscox Insurance Company Limited

Premises :

Item description	Excess	Amount Insured
Total Buildings	£250	£0.00
Gates and fences	£250	£0.00
Fixed outside equipment	£250	£0.00
Street furniture	£250	£38,864.54
War memorials	£250	£0.00
Playground equipment	£250	£0.00
Sports surfaces	£250	£0.00
Other surfaces	£250	£0.00
Rent receivable	£250	£0.00

Excess applies to: Each and every loss

Special excesses

Losses from subsidence £1,000 each and every loss

Additional cover

(in addition to the overall limit/amount insured above)

Trace and access	£5,000
Emergency services	£5,000
Loss prevention costs	£25,000
Additions to buildings	£50,000
Inadvertent omissions	£500,000
Trees, shrubs and plants	£25,000
Bequeathed buildings	£50,000
Discharge of oil	£10,000 in total during any one period of insurance, across all Property sections combined
Contract works and site materials	£75,000

Endorsements

SCHEDULE

6351.0

Floating amount insured (Buildings)

SCHEDULE

PROPERTY – CONTENTS

Section wording Insurer 11602 WD-HSP-UK-PAC-PYC(5)
Hiscox Insurance Company Limited

Premises :

Item description	Excess	Amount Insured
General contents including computer and ancillary equipment	£250	£1,491.41
Gardening equipment, plant and machinery	£250	£9,340.16
Sports equipment	£250	£0.00
Rent payable	£250	£0.00

Excess applies to Geographical limits: Each and every loss
United Kingdom

Additional cover (in addition to the overall limit/amount insured above)

Costs following glass breakage	£10,000
Additions to contents	£10,000 or 10% of the amount insured for contents, whichever is the greater
Money in the insured location while open for business or in a locked safe	£1,000
Money in transit or at the home of any councillor, trustee, employee or volunteer	£1,000
Money at all other times	£1,000
Money - non-negotiable instruments	£250,000
Identity fraud	£5,000
Personal effects	£5,000
Reconstitution of electronic data	£5,000
Reconstitution of other business documents	£5,000
Lock replacement	£10,000
Building damage by theft	£10,000
Personal assault - death	£10,000 per person
Personal assault - total loss or permanent and total loss of use of one or more limbs	£10,000 per person
Personal assault - total and irrecoverable loss of sight in one or both eyes	£10,000 per person
Personal assault - disablement which totally prevents the injured person from carrying out all parts of their usual occupation	£100 per week up to a maximum of 104 weeks
Metered water and fuel	£5,000
Outdoor items	£5,000
Marquees	£10,000
Refrigerated stock	£2,500
Undamaged tenant's improvements	£5,000
Contents temporarily elsewhere including whilst in transit	£25,000 or 10% of the amount insured for contents, whichever is the less
Exhibitions stands and equipment temporarily elsewhere	£25,000 or 10% of the amount insured for contents, whichever is the less

SCHEDULE

Defibrillators	£5,000
Bequeathed property	£5,000
Fund raising events	£5,000
Contents kept at home	£25,000 or 10% of the amount insured for contents, whichever is the less
Fraud and dishonesty	£180,000 in the aggregate per period of insurance

Endorsements

6222.0	Amendment of cover (Fidelity guarantee)
6349.1	Floating amount insured (Contents)

PROPERTY AWAY FROM THE PREMISES

Wording	11602 WD-HSP-UK-PAC-PYC(5)
Insurer	Hiscox Insurance Company Limited

Item description	Excess	Amount Insured
All business equipment	£250	£5,000

Excess applies to:	Each and every loss
Geographical limits:	European Union, United Kingdom of Great Britain and Northern Ireland, Channel Islands, Isle of Man and Gibraltar

Endorsements

65.0	Contents temporarily elsewhere
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PROPERTY – BUSINESS INTERRUPTION

Section wording	11601 WD-HSP-UK-PAC-PYI(5)
Insurer	Hiscox Insurance Company Limited

Premises :

Item description	Amount Insured
Loss of income	£10,000
Additional increased costs of working	£10,000

Indemnity period	12 Months
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Additional cover (in addition to the overall limit/amount insured above)

Key person	£250 per week up to a maximum of £2,500 per period of insurance
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SCHEDULE

Unauthorised use of public utilities

£100,000 or the total amount insured for Business interruption, whichever is less

Special limits (included within and not in addition to the overall limit/amount insured above)

Denial of access	£100,000 or the total amount insured for Business interruption, whichever is less
Non-damage denial of access	£100,000 or the total amount insured for Business interruption, whichever is less
Bomb threat	£100,000 or the total amount insured for Business interruption, whichever is less
Suppliers	£100,000 or the total amount insured for Business interruption, whichever is less
Public utilities	£100,000 or the total amount insured for Business interruption, whichever is less
Public authority	£100,000 or the total amount insured for Business interruption, whichever is less
Failure of safety equipment	£100,000 or the total amount insured for Business interruption, whichever is less
Loss of attraction	£100,000 or the total amount insured for Business interruption, whichever is less
Alternative hire costs	£5,000
Equipment breakdown	Not Insured

Endorsements

6350.1 Floating amount insured – (Business interruption)

EQUIPMENT BREAKDOWN

Section wording	11609 WD-HSP-UK-PAC-EQB(3)
Insurer	Hiscox Insurance Company Limited
Amount insured	£0.00
Limit applies to	Total amount insured across all property sections combined
Excess	£250
Excess applies to	Each and every loss

Special Limits (included within and not in addition to the overall limit/amount insured above)

Hazardous substances	£5,000 total amount insured across all Property sections combined
Reconstitution of electronic data	£5,000
Expediting expenses	£5,000
Computers	£5,000
Oil and water storage tanks	£5,000

EMPLOYERS' LIABILITY

Section wording	11603 WD-HSP-UK-PAC-EL(4)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£10,000,000
Limit applies to	Each and every occurrence including costs

SCHEDULE

Geographical limits Worldwide
Applicable courts United Kingdom

Special Limits (included within and not in addition to the overall limit/amount insured above)

Criminal defence costs £100,000 in the aggregate
Terrorism £5,000,000 in the aggregate

Endorsements

3121.0 Employers Liability Tracing Office (ELTO) – mandatory information required

PUBLIC AND PRODUCTS LIABILITY

Section wording 11607 WD-HSP-UK-PAC-GL(4)
Insurer Hiscox Insurance Company Limited
Limit of indemnity £10,000,000
Limit applies to Each and every occurrence, defence costs in addition, other than for pollution or for products to which a single aggregate policy limit including defence costs applies
Excess £250
Excess applies to Each and every claim for property damage only
Geographical limits United Kingdom
Applicable courts United Kingdom

Additional cover (in addition to the overall limit/amount insured above)

Unauthorised use of third party telephones by your employees £2,500 any one period of insurance
Loss of excess or no claims discount £250 any one period of insurance
Loss of third party keys £2,500 any one period of insurance
Defamation and intellectual property rights £500,000 any one period of insurance

Special Limits (included within and not in addition to the overall limit/amount insured above)

Criminal defence costs £100,000 in the aggregate
Pollution defence costs £100,000 in the aggregate
Hirer liability £5,000,000 in the aggregate

Endorsements

6080.0 Firework/bonfire condition endorsement

INTERNET AND EMAIL

Section wording 11605 WD-HSP-UK-PAC-IE(4)
Insurer Hiscox Insurance Company Limited
Limit of indemnity £50,000
Limit applies to In the aggregate including costs
Excess £500
Excess applies to Each claim or loss excluding defence costs

SCHEDULE

Geographical limits	Worldwide
Applicable courts	Worldwide excluding claims brought in USA or Canada

Endorsements

257.0	Business performed in the past for IE
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OFFICIALS' AND TRUSTEES' INDEMNITY

Section wording	11614 WD-HSP-UK-PAC-DO(5)
Insurer	Hiscox Insurance Company Limited
Policy limit	£500,000
Limit applies to	In the aggregate including costs
Legal representation costs	£15,000
Legal representation basis	In the aggregate any one period of insurance
Geographical limits	United Kingdom
Applicable courts	United Kingdom

Endorsements

705.4	Prior & pending litigation date
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COMMERCIAL LEGAL PROTECTION (DAS)

Section wording	9927 WD-HSP-UK-CHR-DAS(3)
Insurer	DAS Legal Expenses Insurance Company Limited
Section limit	£100,000
Limit applies to	All claims resulting from one or more event arising at the same time or from the same originating cause
Excess	£200
Excess applies to	Each and every claim arising from aspect enquiries only
Geographical limits	For insured incidents 2 Legal Defence (excluding 2(4)), and 3(b) Bodily Injury: The European Union, the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Croatia, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, Romania, San Marino, Serbia, Switzerland and Turkey (west of the Bosphorus). For all other insured incidents: The United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel Islands

Endorsements

524.0	Commercial legal protection
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PERSONAL ACCIDENT

Section wording	11608 WD-HSP-UK-PAC-PA(4)
Insurer	Hiscox Insurance Company Limited

Personal accident

SCHEDULE

Capital benefit	£100,000
Temporary benefit	£500 per week
Medical expenses	£10,000
Insured persons	Councillors, trustees, volunteers and employees of the insured
Operative time	While working for you or on your behalf
Geographical limits	United Kingdom

Special limits (included within and not in addition to the overall limit/amount insured above)

Death	100% capital benefit amount per person
Loss of one limb	100% capital benefit amount per person
Loss of one eye	100% capital benefit amount per person
Loss of two limbs	100% capital benefit amount per person
Loss of two eyes	100% capital benefit amount per person
Loss of one limb and one eye	100% capital benefit amount per person
Loss of hearing	100% capital benefit amount per person
Loss of speech	100% capital benefit amount per person
Permanent total disablement	100% capital benefit amount per person
Temporary total disablement	£500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
Temporary partial disablement	£500 per week, up to a maximum of 104 weeks, an excess of 14 days applies
Maximum accumulation	£1,000,000 any one loss in the aggregate

CRISIS CONTAINMENT

Wording	15369 WD-HSP-UK-PAC-CRI(1)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£25,000
Limit applies to	Per crisis and in the aggregate during any one period of insurance
Geographical limits	The United Kingdom of Great Britain and Northern Island, the Isle of Man and the Channel Islands.

Special limits (included within and not in addition to the amount insured above)

Outside working hours discretionary crisis mitigation costs	£2,000
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Endorsements

9003.0	Crisis containment provider: Hill & Knowlton
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Business Travel – NOT INSURED

Section wording	9522 TRA Portfolio
Insurer	Hiscox Insurance Company Limited
Insured persons	Councillors and employees of the insured
Operative Times	While on a business trip in the insured person's usual country of residence involving a pre-booked overnight stay away from home or a flight in a commercial aircraft, and business travel outside the insured person's usual country of residence, starting from the time of leaving the insured person's home or place of work whichever is later, until return to the

SCHEDULE

Excess	insured person's home or place of work, whichever is first.
Excess applies to	£150 Each and every loss

Benefits

Medical expenses, emergency travel and repatriation expenses	£2,000,000 any one claim
Hospital benefit	£30 for each complete 24 hour period, up to a maximum of £2,400 in all
Funeral expenses	£5,000 any one claim
Cancellation and curtailment	£5,000 any one claim
Replacement staff	£5,000 any one claim
Missed departure	£1,000 any one claim
Travel delay	£30 per hour after the first 8 hours delay, up to a maximum of £240 in all
Personal property	£1,000 any one claim
Temporary loss of baggage	£500 any one claim
Money	£750 any one claim
Business travel documents	£225 any one claim
Extra costs to replace travel documents	£750 any one claim
Hi-jack and kidnap	£250 per day, up to a maximum of £10,000 in all
Personal liability	£2,000,000 any one claim
Legal expenses	£25,000 any one claim

PROPERTY- TERRORISM

Section wording	6243 WD-PIP-UK-PRE(3)
Insurer	Hiscox Insurance Company Limited

Material damage

Amount insured	Excess
£0.00	£250

Business interruption

Amount insured	Excess
£0.00	£250

SCHEDULE

The General Terms of this policy and the terms, conditions and exclusions of the relevant sections all apply to this endorsement except as modified below:

Property – buildings clauses in full

Clause	6351.0	<p>Floating amount insured (Buildings)</p> <p>The cover under this section for Gates and fences, Fixed outside equipment, Street furniture, War memorials, Playground equipment, Sports surfaces and Other surfaces applies to all locations occupied by you in connection with your activities within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The amount insured is the most we will pay in total for damage to such items however many locations are affected.</p>
Clause	308.0	<p>Flat roof condition</p> <p>We will not make any payment for damage arising directly or indirectly from any deficiency of a flat roof unless the roof is inspected once every 2 years by a competent person and any defects are rectified within 14 days.</p>

Property – contents clauses in full

Clause	6222.0	<p>Amendment of cover: fidelity guarantee</p> <p>What is not covered , 9 is amended to read as follows:</p> <p>g. loss by fraud or dishonesty of a councillor or any other person working under a contract of service with you, other than where cover is provided under Additional cover, Fidelity guarantee.</p> <p>How much we will pay, Fraud and Dishonesty is deleted.</p> <p>The following is added to What is covered, Additional cover:</p> <p>Fidelity guarantee</p> <p>23. your financial loss resulting solely and directly from fraud or dishonesty of a councillor or any other person working under a contract of service with you, discovered by you during the period of insurance provided that:</p> <p>a. dual controls exist for the signing of cheques, issuing instructions for disbursements of assets or funds, fund transfer procedures and investment; and</p> <p>b. you were unaware of any previous act of fraud or dishonesty committed in the course of their employment by such councillor or any other person working under a contract of service with you; and</p> <p>c. there was a clear intention to cause you financial loss and to obtain a personal financial gain over and above salary, bonus or commission; and</p> <p>d. your financial loss was wholly sustained within the 12 month period prior to its discovery; and</p> <p>e. the loss is notified to us within ten working days of its discovery by you; and</p>
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SCHEDULE

f. satisfactory references covering a period of two years prior to the commencement of employment for all new clerks and any other person under a contract of service with **you** are obtained from:

- i. a previous employer; or
- ii. an accountant and one other customer in respect of any periods of self employment; or
- iii. the school or college in respect of any full-time education.

The following is added to **How much we will pay**:

Fidelity guarantee

The most **we** will pay for all financial losses covered under **What is covered**, Additional cover, Fidelity guarantee, including the reasonable charges **you** must pay to **your** professional accountant for producing information **we** require in support for a request for settlement under this section, is £180,000.

Clause	6349.1	<p>6349.1 Floating amount insured (Contents)</p> <p>The cover under this section applies to all locations occupied by you in connection with your activities within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The amount insured is the most we will pay in total for damage to your contents however many locations are affected.</p>
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Property away from the premises clauses in full

Clause	65.0	<p>Contents temporarily elsewhere</p> <p>We will not make any payment when such property is temporarily outside the UK unless it is in your care, custody or control at all times or otherwise secured in a locked hotel room or safe, or other similar securely locked room or building.</p>
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Business interruption clauses in full

Clause	6350.1	<p>6350.1 Floating amount insured (Business interruption)</p> <p>The cover under this section applies to all locations occupied by you in connection with your activities within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man and the Republic of Ireland. The amount insured is the most we will pay in total for each interruption to your activities however many locations are affected.</p>
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Employers' liability clauses in full

Clause	3121.0	<p>Employers Liability Tracing Office (ELTO) – mandatory information required</p> <p>You must provide us with the following information for this section of the policy for each entity insured under this section of the policy:</p> <ol style="list-style-type: none"> 1. Employer name; and
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SCHEDULE

- 2. Full address of employer including postcode; and
- 3. HMRC Employer Reference Number (ERN).

If any insured entity does not have an ERN, **you** must provide **us** with one of the following reasons:

- a. The entity has no employees; or
- b. All staff employed earn below the current Pay As You Earn (PAYE) threshold; or
- c. The entity is not registered in England, Wales, Scotland or Northern Ireland.

You must inform **us** immediately of any changes to the above information.

Public and products liability clauses in full

Clause	6080.0	Firework and bonfire condition endorsement
		<p>The following applies to the whole of this policy and is a condition precedent to our liability.</p> <p>We will not make any payment under this insurance unless you comply with all of the requirements below.</p> <p>Whenever you are responsible for any firework or bonfire displays at the insured location, you must ensure that:</p> <ol style="list-style-type: none"> 1. there is a written risk assessment in place for the proposed event; and 2. the fire brigade have been notified of the details of the event at least seven days before the event is due to take place; and 3. the relevant local authorities have been notified and permission for the event granted and you must also ensure that any requirements from the authorities are fully complied with; and 4. all manufacturers' guidelines in respect of the storage and use of fireworks and sparklers are strictly adhered to; and 5. fireworks are purchased from a reputable supplier and are not modified in any way; and 6. all employees or volunteers have received appropriate training (which is recorded in writing) and are aware of the safety procedures for the event; and 7. there is appropriate first aid presence on site, in line with the risk assessment document; and 8. appropriate fire extinguishing equipment is available at the event and employees and volunteers have been instructed in the safe operation and use of such equipment; and 9. all members of the public are kept at least 25 metres from both the display area and any bonfire itself behind appropriate safety fencing; and 10. any bonfire is kept at least 25 metres away from the firework display area and is not located within five metres of any trees, fencing or other combustible material; and 11. any bonfire is kept at least 75 metres away from any premises, car park or storage of any flammable or dangerous material; and 12. there will be no use of accelerants or other flammables on any bonfire; and 13. an appropriate check is made of the weather conditions prior to the event going live, and if appropriate a check is made with the fire brigade as to whether to continue with the event; and 14. at the end of the display, a thorough check is undertaken (which is recorded in writing) of the area to ensure that no potential fire hazards remain. Any bonfire area must be doused in water. <p>We will not make any payment for any claim or loss arising from firework or bonfire displays unless all of the above criteria have been fully complied with.</p>

Internet and email clauses in full

SCHEDULE

Clause	257.0	Business performed in the past IE We will not make any payment for any claim or loss which arises from any of your activities performed or any dishonesty committed, or if applicable any document, information or data lost, damaged or destroyed, before 01/04/2017
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Officials indemnity clauses in Full

Clause	705.4	Prior & pending litigation date Prior & pending litigation date 01/04/2017
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Commercial legal protection (DAS) clauses in full

Clause	524.0	Commercial legal protection Legal Expenses - cover for up to £100,000 DAS legal advice line: Tel. 0117 933 0626 Please quote policy reference TS5/6702387 in all correspondence For the purpose of Commercial Legal Protection, We/Our means DAS Legal Expenses Insurance Company Limited, who provide the cover and manage all claims under that section.
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Crisis containment: endorsements

9003.0 Crisis containment provider: Hill & Knowlton
Crisis line contact number (24 hours): +44(0)800 8402783 / +44 (0)1206 711796

Crisis containment provider: Hill & Knowlton

This contact number will go through to **us** during **working hours**, and will go directly to Hill & Knowlton outside of these hours.

If **you** first become aware of a **crisis** outside of **working hours**, **you** must notify **us** of the **crisis** as soon as possible within **working hours** by telephoning +44(0)800 8402783 or +44 (0) 1206 711796.

Clauses- applicable to the whole policy

Clause	603.0	Commercial assistance & legal advice helpline Your Hiscox policy gives you access to a general business advice line. For advice on employment, prosecutions, health and safety, sex discrimination, tax and European law call +44 (0)870 050 3030 .
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Using your personal information

Hiscox is a trading name of a number of Hiscox companies. The specific company acting as a data controller of your personal information will be listed in the documentation we provide to you. If you are unsure you can also contact us at any time by telephoning 01904 681198 or by emailing us at dataprotectionofficer@hiscox.com

We collect and process information about you in order to provide insurance policies and to process claims. Your information is also used for business purposes such as fraud prevention and detection and financial management. This may involve sharing your information with, and obtaining information about you from, our group companies

SCHEDULE

and third parties such as brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us monitor and improve the service we provide.

For further information on how your information is used and your rights in relation to your information please see our privacy policy at www.hiscox.co.uk/cookies-privacy.

Long term agreement

As used in this endorsement:

- a. Long term agreement shall mean an agreement between you and us for a period of three years. For the duration of the agreement we agree to leave unchanged your annual premium rates and policy details. In return, you agree to renew with us each year for the duration of the agreement.
- b. Annual renewal date shall mean the following date: 1st April
- c. Claims payments and costs shall mean the total of all:
 - i. claims and losses paid; and
 - ii. legal costs and expenses incurred; and
 - iii. new reserves and increases in reserves, during the preceding 12 months.
- d. Income shall mean the total of the gross premiums and any additional premiums, net of any returned premiums for the policy during the preceding 12 months. We and you agree that this policy is subject to a long term agreement beginning on 1st April 2017 and ending on 31st March 2020, provided that:
 1. at each annual renewal date the total of all claims payments and costs does not exceed 40% of the income;
 2. there are no changes to the material facts concerning your policy; and there are no changes to Insurance Premium Tax during the period of the long term agreement

SCHEDULE

INFORMATION ABOUT US

This policy is underwritten by Hiscox Underwriting Limited on behalf of the insurers listed below.

Name	Hiscox Underwriting Limited
Registered address	1 Great St. Helens London EC3A 6HX United Kingdom
Company registration	Registered in England number 02372789
Status	Authorised and regulated by the Financial Conduct Authority

Insurers

These insurers provide cover as specified in each section of the schedule.

Name	Hiscox Insurance Company Limited
Registered address	1 Great St. Helens London EC3A 6HX United Kingdom
Company registration	Registered in England number 00070234
Status	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority

Name	DAS Legal Expenses Insurance Company Limited
Registered address	DAS House, Quay Side, Temple Back Bristol BS1 6NH United Kingdom
Company registration	Registered in England number 00103274
Status	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority

Broker

Name	Came & Company Local Council Insurance a trading style of Stackhouse Poland Ltd
Registered address	Blenheim House 1-2 Bridge Street Guildford GU1 4RY
Company registration	Registered in England number 1163431
Status	Authorised and regulated by the Financial Conduct Authority

SCHEDULE

Additional Endorsements

Temporary Cover Note and Certificate of Insurance

Cover Note Number:	ECNMSA-180830-0004 CM	Quote Number:	NEG06-025
Effective From:	01/09/2018 00:01	Reason for Issue:	New Business
Effective To:	01/10/2018 00:01		
Name of Policyholder:	Pontyclun Community Council		
Occupation:	Local Council		
Address:	Cowbridge Road, Pontyclun, Mid Glamorgan, CF72 9EE, United Kingdom		

This cover note is evidence of provisional insurance for the vehicle(s) described, underwritten by Lloyd's Syndicate 2001, managed by MS Amlin Underwriting Limited through its service company Amlin UK (Authorised Insurers). The insurance is only valid for 30 days and is subject to the Special Conditions indicated. This provisional cover may be terminated by written notice to the policyholder and a premium will be charged for the time the insurance was in force. This cover note is not evidence of an annual contract or that the Underwriters will enter into an annual contract.

Schedule			
Vehicles Covered:	Any Commercial Vehicle in the care custody and control of the Policy holder		
Cover Required:	Comprehensive	Purpose of Use:	Social domestic and pleasure use plus business use of the Policy holder
Excesses:	Own Damage Excess £100, Fire and Theft Excess £100, Windscreen Excess £50		
Persons entitled to drive:	Any Licensed Driver with the permission of the Policy Holder – Excluding drivers Under 25		
Special Conditions:			

Provided that the person driving holds a license to drive the vehicle and is acting in accordance with the terms or limitations of the driving license or has held and is not disqualified for holding or obtaining such a license and providing in each case that the person is driving on the policyholders order or with their permission.

Certificate of Motor Insurance

I hereby certify that the document to which this certificate relates satisfies the requirements of the relevant law applicable in the United Kingdom of Great Britain and Northern Ireland, the Isle of Man and the Channel Islands



Country Manager, P&C Europe - UK

Advice to Third Parties

Nothing contained in this cover note affects your right as a third party to make a claim

Agent	Agency Number	Agent's Name	Date & Time issued
Stackhouse Poland LTD - Surrey	0089	M Alexander	30/08/2018 11:23

Agent for the policyholder but empowered by Underwriters to issue this temporary protection to meet the requirements of the relevant law

Amlin UK is a trading name of Amlin UK Limited. Amlin UK Limited is wholly owned by and an Appointed Representative of MS Amlin Underwriting Limited which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under reference number 204918. Amlin UK Limited is registered in England No 2739220.

Registered office : The Leadenhall Building, 122 Leadenhall Street, EC3V 4AG.

Cyngor Cymuned PONTYCLUN Community Council

Council Assets

1. Pontyclun Community Council has various assets which it owns and maintains
2. The Officers maintain a list of the assets including some pictures where relevant
3. A summary of the assets is attached. We currently list all assets purchased which are not considered consumables. To streamline administration the Clerk would request that Members agree that a deminimis value of £20 is set for new assets before they are added to the register
4. The Clerk has plans to publish details of the larger Council assets, with photographs on the Councils website. This will allow residents to better appreciate the value that the Council brings to the Community
5. The current asset register is maintained manually. The Council Officers are looking at ways that this can be at least partly automated to streamline management. For example, our financial software company offers an assets add on where purchases can be added automatically at the same time as when processing the bill.

Action – Council Members to agree that assets of £20 or less do not need to be added to register.

Appendix 7a							
Ref		LOCATION	ACQUISITION DATE	Difference between 2017/18 to 2018/19	Value for Asset Register PURCHASE PRICE Exl VAT	Value for Asset Register PURCHASE PRICE Exl VAT	
COMMUNITY ASSET		Bus Shelters					
BS1	Bus Shelter	Llanharry Road Castell Y Mwnws - Opposite RRYIA	Unknown		£2,500.00		
BS2	Bus Shelter	Llanharry Road Brynsadler - Opposite Dan Y Bryn	Unknown		£2,500.00		
BS3	Bus Shelter	Cowbridge Road Brynsadler - Junction of Clos Brenin	Unknown		£2,500.00		
BS4	Bus Shelter	Cowbridge Road Pontyclun - Opposite Lewis Street	12/01/2015		£2,515.67		
BS5	Bus Shelter	Cowbridge Road Pontyclun - Opposite Leekes	Unknown		£2,500.00		
BS6	Bus Shelter	Heol Miskin - Nr Junction of Heol y Bryn	Unknown		£2,500.00		
BS7	Bus Shelter	Nr Junction of Cardiff Road Mwyndy - Towards Cefn Yr Hendy	14/08/2014		£2,165.67		
BS8	Bus Shelter	Cardiff Road Mwyndy - Nr Bute Cottage	14/08/2014		£2,165.67		
BS10	Bus Shelter	Llantrisant Road Groesfaen - Westbound opposite Pen Y Groes	02/06/2015		£3,090.67		
BS11	Bus Shelter	Llantrisant Road Groesfaen - Eastbound outside Church	18/10/2016		£4,910.00		
BS12	Bus Shelter	Llantrisant Road Groesfaen - Westbound Village Green	Unknown		£2,500.00		
				£0.00		£29,847.68	
COMMUNITY ASSET		Wayside Seats					
WS1	Wayside Seat	Heol Yr Orsaf - Outside Pontyclun Community Centre	01-Apr-18	£50.00	£50.00		
WS5	Wayside Seat	Ivor Woods Brynsadler - ANT 340 North Entrance	Unknown		£50.00		
WS6	Wayside Seat	Ivor Woods Brynsadler - ANT 340 between North Entrance+East Entrance	Unknown		£50.00		
WS7	Wayside Seat	Ivor Woods Brynsadler - ANT 340 East Entrance	Unknown		£50.00		
WS8	Wayside Seat	Ivor Woods Brynsadler - Bottom Path between South Entrance+East Entrance	Unknown		£50.00		
WS9	Wayside Seat	Ivor Woods Brynsadler - Bottom Path most Westerly Point	Unknown		£50.00		
WSIVLS	Wayside Seat - Wooden Set x7	Ivor Woods Entrance	05/04/2016		£1,000.00		
WSIVLS1	Wayside Seat	Ivor Woods Landscaped Area	27/04/2015		778.50		
WSIVLS2	Wayside Seat	Ivor Woods Landscaped Area	27/04/2015		778.50		
WSIVLS3	Wayside Seat	Ivor Woods Landscaped Area	27/04/2015		778.50		
				£50.00		£3,635.50	
COMMUNITY ASSET		PONTYCLUN PARK					
M1	Railings	Pontyclun Park	19 December 2015		£47,600		
M2	Fencing	Pontyclun Park	04 January 2016		£27,135		
M3	Signage - Incident Reporting Sign	Pontyclun Park	27 July 2018	£174.98	£174.98		
M4	Play Equipment/Furniture/Muga	Pontyclun Park	31 March 2016		£130,255		
M5	Gates	Pontyclun Park	10 June 2016		£2,350		
M6	Steel Rubbish Bin Storage Shed	Pontyclun Park	16 January 2017		£786.00		
M7	Signage x1	Pontyclun Park	30 June 2017		£98.92		
M8	Signage x2	Pontyclun Park	11 August 2016		£192.45		
M9	Signage (Welsh) x3	Pontyclun Park	24 November 2016		£371.67		
M10	X4 Litter Bins+x2 Keys	Pontyclun Park	01 April 2016		£1,676		
M11	x2 Wooden Planters+Seat	Pontyclun Park	Unknown		£100		
M12	Drop Down Bollard+2 Fixed Bollards	Pontyclun Park	Apr-18	£200.00	£200.00		
				£374.98		£210,940.02	
COMMUNITY ASSET		NANT Y DWYRGY FOOTBRIDGE					
FB1	Footbridge+Steps		10 March 2017		£11,820.30		
				£0.00		£11,820.30	
COMMUNITY ASSET		IVOR WOODS					
I1	Signage x7	Ivor Woods	24 November 2014		£190.00		
I2	x1 Wooden Footbridge+Steps	Ivor Woods	Unknown		£500.00		
I3	x1 Cast Concrete Footbridge	Ivor Woods	April 2018		£500.00		
I4	Wooden Fencing	Ivor Woods	Unknown		£400.00		
I5	x1 Wooden Footbridge	Ivor Woods	01 April 2018	£350.00	£350.00		
				£350.00		£1,940.00	
COMMUNITY ASSET		NOTICEBOARDS					
NB1	Noticeboard	Credit Union Building Heol Yr Orsaf Pontyclun	11 November 2013		£250.40		
NB2	Noticeboard	Bus Shelter Westbound Llantrisant Road Groesfaen (Village Green)	11 November 2013		£250.40		
NB3	Noticeboard	Entrance to Café 50 Heol Yr Orsaf Pontyclun	Unknown		£200.00		

	NB4	Noticeboard	Post Office Cowbridge Road Pontyclun	11 August 2014		£162.15	
	NB5	Noticeboard	Library Heol Y Felin Pontyclun	Unknown		£200.00	
	NB6	Noticeboard	Bus Shelter (Ref BS2) Dany Y Bryn Brynsadler	11 August 2014		£162.15	
	NB7	Noticeboard	St Davids Church School Road Miskin	11 August 2014		£162.15	
	NB9	Noticeboard	Ynysddu	14 April 2015		£347.60	
	NB10	Noticeboard	YGGG Llantrisant Cefn Y Hendy	13 July 2015		£361.00	
						£0.00	£2,095.85
COMMUNITY ASSET		Litter Bins					
	LB1	Litter Bin	Ivor Woods Brynsadler - North Entrance (Bridge)	23 February 2015		£175.00	
	LB2	Litter Bin	Ivor Woods Brynsadler - East Entrance (From Maes Y Felin Woods)	23 February 2015		£175.00	
	LB3	Litter Bin	Ivor Woods - South Entrance (The Hollies)	23 February 2015		£175.00	
						£0.00	£525.00
COMMUNITY ASSET		Dog Bins					
	DB4	Dog Bin	Ivor Woods Brynsadler - North Entrance (Bridge)	23 February 2015		£178.76	
	DB5	Dog Bin	Ivor Woods Brynsadler - East Entrance (From Maes Y Felin Woods)	23 February 2015		£178.76	
	DB6	Dog Bin	Ivor Woods - South Entrance (The Hollies)	23 February 2015		£178.76	
	DB7	Dog Bin	Manor Hill Miskin - ANT 315	23 February 2015		£178.76	
	DB8	Dog Bin	Bryn Amlwg Playing Area Bryn Amlwg Road Pontyclun - ANT 316	23 February 2015		£178.76	
	DB9	Dog Bin	Bryn Amlwg Park Cefn Yr Hendy Miskin - ANT 316	23 February 2015		£178.76	
	DB10	Dog Bin	Fford Cefn Yr Hendy Miskin - Opposite Oaklands	23 February 2015		£178.76	
	DB11	Dog Bin	Maes Y Felin Woods Pontyclun - ANT 321 (Glan Yr Afon)	23 February 2015		£178.76	
	DB12	Dog Bin	Fford Cefn Yr Hendy Miskin - Maes Y Wennol Play Area	23 February 2015		£178.75	
	DB13	Dog Bin	Groesfaen - Junction of Llantrisant Road and Peterston Road	05 January 2016		£161.67	
	DB14	Dog Bin	Cowbridge Road Brynsadler - Opposite Football Club	05 January 2016		£161.67	
	DB15	Dog Bin	Footpath Maes Y Felin Woods - ANT 326	February 2018		£161.66	
						£0.00	£2,093.83
COMMUNITY ASSET		Floral Planters					
	FP1	Floral Planter	Cowbridge Road Pontyclun (Millfield)	1998		£500.00	
	FP2	Floral Planter	Cowbridge Road Pontyclun (Southgate Garage)	1998		£500.00	
	FP3	Floral Planter	Cowbridge Road Pontyclun (Fullbrooks Bistro)	1998		£500.00	
	FP4	Floral Planter	Cowbridge Road Pontyclun (Ann Williams Chemist)	1998		£500.00	
	FP5	Floral Planter	Cowbridge Road Pontyclun (Bernice Hair Salon)	1998		£500.00	
	FP6	Floral Planter	Llantrisant Road Pontyclun (The Windsor)	1998		£500.00	
	FP7	Floral Planter	Miskin nr Cenotaph	March 2015		£50.00	
	FP8	Floral Planter	Miskin nr Cenotaph	March 2015		£50.00	
	FP-YS	Floral Planter x5	Ynysddu Bridge	16 April 2015		£920.00	
	FP-TS	Floral Planter x10	Trainstation - Purchased by Arriva Trains Wales	2014		£1.00	
	FP-HL	Floral Planter	The Hollies Brynsadler	February 2017		£250.00	
						£0.00	£4,271.00
COMMUNITY ASSET		HANGING BASKETS					
	HBT-1	Hanging Basket Tree	Pontyclun within FP-3	20 March 2014		£142.00	
	HBT-2	Hanging Basket Tree	Pontyclun within FP-5	06 October 2014		£142.00	
	HBT-3	Hanging Basket Tree with concrete planters	Groesfaen	09 March 2016		£200.00	
	HBT-4	Hanging Basket Tree with concrete planters	Groesfaen	09 March 2016		£200.00	
	HB -1	Hanging Baskets x30 incl Post Brackets x30	Various Locations	Unknown		£1,202.15	
						£0.00	£1,886.15
LAND		Land					
		Land - Title No. WA858346	Ivor Park Pontyclun	07 January 1997			
		Land - Title No. WA815845	Land on the south east of Cowbridge Road Brynsadler	Unknown			
		Land - Title No. CYM524751	Lying to the south of Heol Yr Orsaf Pontyclun	Unknown			
		Land - Title No. CYM524749	Land on the south side of Heol Yr Orsaf Pontyclun	Unknown			
		Land - Title No. CYM287353	Land at Brynsadler Mill Farm Pontyclun	Unknown			
		Land - Title No. WA585130	Land lying to the east of Hensol Road Miskin	Unknown			
							£0.00
EQUIPMENT		Tools+Machinery+Equipment					
			Workshop at rear of Pontyclun Community Centre - Assumption	Various		£681.96	£8,609.00
						£681.96	£8,609.00

VEHICLES					
Ford Custom Van - Reg No. CU65 OPL			12 October 2015		£13,975.05
				£0.00	£13,975.05
OFFICE CONTENTS					
Computer+Monitor+Keyboard+Software (Incl Installation)	Council Office		30 November 2012		£1,050.00
BT Phone	Pontyclun Community Centre		06 December 2012		£29.19
Wireless Op Mouse	Pontyclun Community Centre		07 December 2012		£17.45
Computer+Monitor+Keyboard+Software (Incl Installation)	Council Office		01 January 2013		£880.00
Laptop	Council Office		27 July 2017		£211.67
Wi-Fi Router Communication Centre	Council Office		24 July 2017		£28.33
HP LaserJet500 Colour M551 Printer	Council Office		07 November 2013		£408.22
Pearl Grey 4 Drawer Cabinets x3	Council Office		14 November 2013		£239.64
Pearl Grey 3 Drawer Cabinet x1	Council Office		20 November 2013		
Royal Oak Rectangular Workstations x2	Council Office		12 December 2012		£199.36
Royal Oak Desk High Pedestals x2	Council Office		12 December 2012		£199.36
Desk Top Storage x1	Council Office		12 December 2012		£77.97
Ultra Smooth Single Sided Whiteboard	Council Office		10 January 2013		£63.00
Ultra Smooth Single Sided Whiteboard	Council Office		10 January 2013		£22.61
Ocean High Back Seats	Council Office		15 January 2013		£176.96
Office Chair	Council Office		30 June 2017		£58.00
Guillotine	Council Office		13 March 2013		£22.81
Fuji T400 Red Camera	Council Office		15 January 2014		£79.00
Montana Oak Corner Storage Units x2	Council Office		13 March 2014		£290.26
Laminator Office A3 PL320	Council Office		08 October 2014		£57.60
Olympus LS-14 4GB Linear PCM Recorder	Council Office		22 January 2016		£110.88
Olympus ME34 Compact Zoom Microphone	Council Office		22 January 2016		£19.25
Heater	Council Office		07 March 2018		£12.87
Key Cabinet	Council Office		25 April 2016		£95.80
Unspec Office Equipment+ Stationery - Assumptution	Council Office		Various		
				£0.00	£4,350.23
CAFÉ 50					
Hitschi 50" Full HD Freeview HD Smart TV	Café 50		22 May 2015		£349.99
Masterplug 4 Socket Extension Lead	Café 50		22 May 2015		£14.99
Tilting 60" Superior TV Wall Bracket	Café 50		22 May 2015		£34.99
TV Aerial	Café 50		01 June 2015		£90.00
Wi-Fi Router Café 50	Café 50		23 June 2017		£28.30
DVD Player	Café50		04 March 2019	£29.16	£29.16
DVD Cables	Café 50		04 March 2019	£3.49	£3.49
HP DeskJet 2630 Wireless Printer	Café50		21 January 2019	£20.00	£20.00
Digital Piano	Café 50		02 July 2015		£325.00
Echo Hearing Loop	Café50		15 January 2018		£221.60
Hoover HVTLS42WHK Under Counter Larder Fridge	Café 50		17 March 2016		£115.78
Whiteboard	Café 50		03 September 2014		£22.50
Henry Hoover	Café 50 - Cleaning Cupboard		10 June 2014		£106.48
Morphy Richards Steam Mop	Café 50 - Cleaning Cupboard		12 November 2014		£99.99
Camera Monitor	Café 50 - Foyer		26 September 2014		£147.00
Leaflet Dispenser	Café 50		10 December 2014		£269.11
Welsh Signs	Café 50		13 March 2019	£42.06	£42.06
x12 Grey Fabric Chairs	Café 50		11 June 2018	£1,942.50	£1,942.50
x10 Slim Glass Vases	Café 50		01 February 2019	£22.76	£22.76
	Council Office		04 March 2019	£96.39	£96.39
x2 Active Minds Snap/x2 Uno Cards/x1 Wooden Game Set/x4 Chess+Backgammon+Draughts+Checkers/x2 Scrabble/x2 Jenga					
DVD - North by Northwest	Council Office		13 March 2019	£4.87	£4.87
DVD - Cheatwell Games Race Night	Council Office		23 July 2018	£11.64	£11.64
Cheatwell Games Murder Mystery	Council Office		23 July 2018	£12.48	£12.48
x6 Dinner Service Sets/x25 Mugs	Café 50		03 August 2018	£93.54	£93.54

x36 Glasses/x25 Coffee Cups+Saucers	Café 50	06 August 2018	£55.42	£55.42
Morphy Richards Grey Kettle	Café 50	22 November 2018	£15.83	£15.83
Kinox White Insulated Teapot	Café 50	27 November 2018	£14.57	£14.57
Kinox Black Insulated Teapot	Café 50	28 November 2018	£14.57	£14.57
x6 Chopping Boards	Café 50 - Kitchen	12 April 2018	£24.93	£24.93
Electric Water Urn	Kitchen Store Cupboard	16 May 2018	£49.99	£49.99
			£2,454.20	£4,279.93
OTHER ASSESTS				
Chairman's Chain of Office	Council Office	Unknown		£1,325.48
x50 Marker Cones	Council Office	25 January 2019	£10.78	£10.78
x3 Rugby Balls/x12 Orange Bibs/x1 Plastic Whistle/x1 Ball Mesh Sack/x1 Pump	Council Office	18 February 2019	£61.20	£61.20
x2 Goal Posts/x1 Corner Post Set/x14 Corner Flags	Council Office	01 March 2019	£214.57	£214.57
Baby Changing Table	Public Convenience	15 February 2019	£132.82	£132.82
Beach Flags+Banners	Council Office	12 March 2018		£139.95
Gazebo Marquees x2	Council Office	07 June 2018	£183.32	£183.32
Christmas Banner	Council Office	02 November 2018	£136.94	£136.94
Christmas Lights Icicles for Café 50	Stored at Floodlights Services	14 February 2018		£390.00
Christmas Lights - Icicle Lights x41 sets @6 metres set	Stored at Floodlights Services	04 March 2014		£1,619.50
Christmas Lights x4 Motifs	Stored at Floodlights Services	23 February 2015		£2,100.00
Christmas Lights x4 Motifs	Stored at Floodlights Services	22 February 2016		£2,356.00
Christmas Lights - Icicles	Stored at Floodlights Services	22 February 2016		£187.00
Christmas Signage x10	Council Office	23 November 2016		£143.90
x5 Hi-Vis Waistcoats	Council Office	28 January 2019	£22.50	£22.50
			762.13	£9,023.96
TOTAL			£4,673.27	£309,293.50

Cyngor Cymuned PONTYCLUN Community Council

Council meeting dates 2019-20

The Council has met on the 2nd Wednesday of the month (except August) through the last year

This allows us to use Café 50 which is not booked at those times.

If this practice was to continue the dates for the next 12 meetings would be

12 June

10 July

11 September

9 October

13 November

11 December

8 January

12 February

11 March

8 April – this would be 2 days before Good Friday

13 May

Action –

- 1. Council to confirm dates for meetings in 2018-9**

Cyngor Cymuned PONTYCLUN Community Council

Data Protection and Information handling

The Council takes its responsibilities for data protection seriously

Our current policy is provided with one change recommended regarding charging for Freedom of information requests.

When policy was looked at last Members expressed a desire not to be seen to be penalising people asking for information as this could be seen as a blocker to some of our poorer residents.

Since then the law has changed to make Subject access requests free – ie requesting information about yourself is free, and the policy has been changed to reflect this.

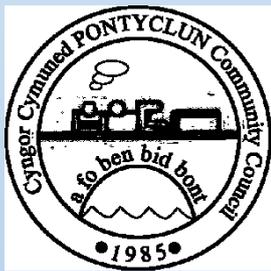
The Clerk believes that we should reserve the right to charge for Freedom of information requests. He has suggested new wording in draft document which says that no charge would be made if it would be less than £5.

This would mean that effectively residents would have free access to

- Any information related to them personally
- All papers published on the Internet including
 - all agendas and minutes going back to the start of the Council
 - all governance documents
 - details of budgets, annual returns, audits etc
 - Gifts & hospitality register, declarations of interest
- And up to 100 pages of non-published information

Action –

- 1. Council to confirm the revised data and information policy**



This document outlines the actions that the Council will take to protect the integrity of its data

Cyngor Cymuned PONTYCLUN Community Council

Policy on records and data

Updated May 2019

Contents

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Manging our data and records

The Council stores considerable amounts of information within its files. This will be held

- Manually in our filing systems and long-term storage in the attic of Café 50.
- Electronically within our hard drives / cloud storage
- Electronically in our e-mail server.

Records should only be kept for as long as they are relevant to us or where we are required by statute to hold them.

Records will be filed away in relevant filing system and sensitive data will be protected by way of password (electronic data) and lock and key (manual data).

The Officers will make periodic reviews of our data and remove obsolete records in a secure way. RCT provide a service to destroy confidential data securely and the Council will use this when required.

Pending approval of specific guidelines tailored to this Council, to decide what is relevant and what can be destroyed the Council will follow the Guidelines published by One Voice Wale and the NALC. These consider statutory requirements and well as likely relevance e.g. tax law. Once the Council specific guidelines are drawn up and approved these will be used.

This document also outlines how we act in accordance with the key statutes relating to information. These include the General Data Protection Regulation (GDPR) Data Protection Bill (DPB) and the Freedom of Information act (FIA).

Information covered under this policy

The Acts are mainly concerned with "personal data", that is information about living, identifiable individuals. This need not be particularly sensitive information and can be as little as a name and address.

Individuals (data subjects) have certain rights. They require those who record and use personal information (data controllers) to be open about their use of that information and to follow sound and proper practices (the Data Protection Principles).

- **Data controllers** are those who control the purpose for which and the way personal data is processed.
- **Data Processors** are those who process the personal data
- **Data subjects** are the individuals to whom the personal data relate.

Data protection registration

The Council is registered by notifying the Information Commissioner's Office (ICO)

Data held at home by Councillors and staff

Staff and Councillors are not to hold personal data on behalf of the Council electronically on their computers other than on the Council's servers/e-mail system.

The exception to this is that publicly available contact information can be stored for ease of use. It is the responsibility of the person storing the data to ensure it is up to date and reviewed at least annually.

Where staff are using Council Computers/tablets/phones at home then they are covered by the Council's registration.

More guidance is provided for Councillors in a set of Guidelines issued by the Council.

Sensitive Data

The Act defines eight categories of sensitive personal data. These are:

- (a) the racial or ethnic origin of data subjects;
- (b) their political opinions;
- (c) their religious beliefs or other beliefs of a similar nature;
- (d) whether they are a member of a trade union;
- (e) their physical or mental health or condition;
- (f) their sexual life;
- (g) the commission or alleged commission by them of any offence; or
- (h) any proceedings for any offence committed or alleged to have been committed by them, the disposal of such proceedings or the sentence of any court in such proceedings.

The Council will only hold personal data falling into these categories once they have the consent of the individual concerned. Any such data will be held, and password protected (electronically) or locked away (manual data).

Manual Data

The acts also cover some records held in paper form. Such records need not be notified to the Commissioner, but we will handle them in accordance with the data protection principles.

Subject access requests

A subject access request gives individuals entitlement to a copy of the information held about them, both on computer and as part of a relevant filing system. They also have the right to receive a description of why their information is processed, anyone to whom it may be disclosed, and any information available to you about the source of the data.

If we receive a written subject access request, we will deal with it promptly, and in any case within 40 days from the date of receipt.

If we need further information, the 40 days will begin when we receive this further information.

The Council does not charge a fee for these requests.

Freedom of Information requests

We are subject to the Freedom of Information Act 2000, which gives people the right to access information held by or on behalf of public authorities.

A person can make a request to the Council to have access to all recorded information held by it. This might be in the form of documents, emails, notes, audiotapes or letters and the information doesn't necessarily need to be about the person who requests the information from the Council.

A person can make a request to the Council in writing and in this request, the person must state their name and address and what information they want from the Council.

If the information which the person requests is already available in the Council's published documentation, then there is no need for the person to request this in writing as this can be downloaded from the Internet.

If a formal FOI request is made, then the Council has up to 20 days from the day after the date of the request to decide whether the law allows the requester to have the information.

Current

If we can provide the information, then as much as possible should be provided. However, should we be requested to provide information which will take longer than 18 hours to collect then we reserve the right to decline as it would cost too much or charge at a rate of £25 an hour for any additional time over the 18 hours. The Council will also charge to cover its costs in providing this data including –

- 5p per page for copies
- Postage costs
- Other direct costs incurred by the council

Proposed new

If we can provide the information, then as much as possible should be provided. Should we be requested to provide information which will take longer than 18 hours to collect then we reserve the right to decline as it would cost too much to deal with the query. The Council will also charge to cover its costs in providing this data including –

- 5p per page for copies
- Postage costs
- Other direct costs incurred by the council
- Costs totalling less than £5 will not be billed

If the information which has been requested from the Council identifies other people, it cannot be disclosed and neither can information which may compromise national security.

Appendix 1 - The Data Protection Principles

1. Personal data shall be processed fairly and lawfully and shall not be processed unless –
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of personal data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of personal data subjects in relation to the processing of personal data.

Appendix 2- Data Protection Officer

The GDPR introduces a duty for certain organisations to appoint a data protection officer (DPO), though Community Councils do not have to have one and we have chosen not to do so at this time.

- DPOs assist us to monitor internal compliance, inform and advise on your data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the supervisory authority.
- The DPO must be independent, an expert in data protection, adequately resourced, and report to the highest management level.
- A DPO can be an existing employee or externally appointed.
- In some cases, several organisations can appoint a single DPO between them.
- DPOs can help us demonstrate compliance and are part of the enhanced focus on accountability.

DPO's are not personally responsible for non-compliance with the GDPR. The GDPR makes it clear that it is the controller or the processor who must demonstrate that processing is undertaken in compliance with the GDPR. Personal data protection compliance is the responsibility of the controller or processor.

[Appendix 3 - Further Information](#)

For Advice on Data Protection and Freedom of Information Issues:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Telephone: 0303 123 1113 or 01625 545 700

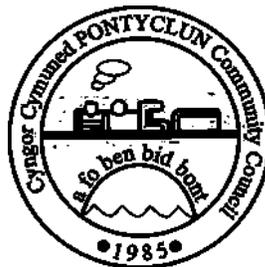
e-mail: mail@ico.gsi.gov.uk or notification@ico.gsi.gov.uk

Website: www.ico.gov.uk

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

Minutes of the **Meeting** of the Pontyclun Community Council held at Café 50, Heol yr Orsaf, Pontyclun at 7.00 p.m. on **Wednesday 10th April 2019**.

PCC Member attendance at meetings												
Member name	2018							2019				
	May	Jun	Jul	Sep	Oct	Ex Oct	Nov	Dec	Jan	Feb	Mar	Apr
Martin Ashford												
Margaret Griffiths												
Paul Griffiths												
Neil Holley												
Anne Jackson												
Gwyn Jackson												
Kate Jones												
Karan Lane												
Alison Theaker												
Carole Willis												
Mike Davies												
Present												
Apologies												
Absent												

1. To receive apologies for absence
 - a. None received, Councillor Kate Jones absent
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. None received
3. To Confirm minutes of the Council meeting of 13th March 2019 are a true record and discuss matters arising from them
 - a. Minutes confirmed as a true record
 - b. Matters arising
 - i. Penhrys Pilgrimage route Charity have thanked us for our proposed grant. The sum of £1000 has been set aside into Earmarked Reserves pending allocation.
 - ii. Clerk confirmed that Miss Sabrina Cartilage had been recruited to the Dementia Support Post, commencing April 2019

4. To receive report from Economy working group
 - a. Council agreed to progress 5 Community walking routes – the 3 existing walks around Pontyclun and one walk each from Miskin and Groesfaen
 - b. **Councillors, Gwyn & Anne Jackson; Paul Griffiths; Mike Davies and Carole Willis would work on completing descriptions and photographs – Action MM643**
5. To receive report from Social and Cultural Working group
 - a. Picnic in the Park confirmed for 8th June
 - b. Meeting at 5.30 on 8th May set to discuss arrangements
 - c. **Clerk to arrange TEN for music. Pipeworks to arrange own drinks licence Action MM644**
6. To receive report on Community Infrastructure Levy
 - a. Council agreed following as initial suggestions for allocation of any levy received
 - i. Improvement to parks & open spaces
 - ii. Improvement of Community facilities
 - iii. Improvement of Parking and traffic Management
 - b. **Clerk to circulate to members ahead of May meeting for Members to consider and suggest additions. Action MM645**
7. Update on Brofiscin Quarry
 - a. Council decided to wait for reply to our letter to Natural Resources Wales before deciding on any action
8. Planning applications
 - a. Council decided not to comment on application at former Crabtree & Evelyn site
9. To receive Monthly Crime report from South Wales Police
 - a. The Council noted the low levels of crime reported and that Pontyclun was a safe place to live
10. To consider report from Clerk
 - a. **Clerk to arrange quotations from builders/Electricians for all improvement options under consideration at Café 50 Action MM646**
 - b. **Clerk to arrange quotations for design & build of a drinking water supply at Pontyclun Park. Action MM647**
 - c. Council approved payment of small items electronically where cheque or card payment cannot be used, up to £100 providing authorised by 2 councillors.
 - d. **Council approved purchase of floral planter for Miskin. Once sited a decision to be made about wooden cladding Action MM648**
 - e. **Clerk to prepare report on management of trees and likely future spending impact. Action MM649**

These are confirmed as a copy of the minutes of the Pontyclun Community Council April 2019 meeting. The original signed copy can be viewed at the Council Offices

Cyngor Cymuned PONTYCLUN Community Council

Council payments summary

1. List of Payments made in March is attached for noting & confirmation by members.
2. April payments will be provided once year end has been completed

Action –

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

Time: 10:00

Current Bank A/c General

List of Payments made between 01/03/2019 and 31/03/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2019	Facebook	VISA	14.05		Advertising
01/03/2019	Facebook	XVISA	-14.05		Advertising
01/03/2019	Rhondda Cynon Taf C.B.C.	DD	72.29		Trade Refuse @March'19
01/03/2019	Rhondda Cynon Taf C.B.C.	DD	72.29		Trade Refuse @March'19
01/03/2019	Lloyds Bank	DEBIT	5.00		10 Dec'18 to 09 Jan'19
01/03/2019	Newitts.COM	VISA	257.49		Sporting Equipment
04/03/2019	Facebook	VISA	14.05		Advertising
04/03/2019	Facebook	XVISA	-14.05		Advertising
01/03/2019	Facebook	VISA	14.05		Advertising re: Sheds
04/03/2019	Rhondda Cynon Taf C.B.C.	5435	3,400.04		Electricity Jan'18 to Dec'18
04/03/2019	Rhondda Cynon Taf C.B.C.	5436	1,834.39		Maintenance Apr'18 to Oct'18
04/03/2019	e-Bay	VISA	96.39		x6 Orders - Games
04/03/2019	Amazon	VISA	4.19		DVD Cable
04/03/2019	Simgold Ltd	VISA	34.99		DVD Cable
04/03/2019	Asgard	VISA	24.99		Shed Key
04/03/2019	Amazon	VISA	5.85		North by Northwest DVD
05/03/2019	Facebook	VISA	14.05		Advertising
05/03/2019	Facebook	XVISA	-14.05		Advertising
05/03/2019	Facebook	VISA	14.05		Advertising re: Sheds
05/03/2019	Rhondda Cynon Taf C.B.C.	5435	3,400.04		Electricity Jan'18 to Dec'18
05/03/2019	Rhondda Cynon Taf C.B.C.	5436	1,834.39		Maintenance Apr'18 to Oct'18
05/03/2019	e-Bay	VISA	96.39		x6 Orders - Games
05/03/2019	Amazon	VISA	4.19		DVD Cable
05/03/2019	Simgold Ltd	VISA	34.99		DVD Cable
05/03/2019	Asgard	VISA	24.99		Shed Key
05/03/2019	Amazon	VISA	5.85		North by Northwest DVD
05/03/2019	Facebook	VISA	14.05		Advertising re: Sheds
05/03/2019	Rhondda Cynon Taf C.B.C.	5435	3,400.04		Electricity Jan'18 to Dec'18
05/03/2019	Rhondda Cynon Taf C.B.C.	5436	1,834.39		Maintenance Apr'18 to Oct'18
05/03/2019	e-Bay	VISA	96.39		x6 Orders - Games
05/03/2019	Amazon	VISA	4.19		DVD Cable
05/03/2019	Simgold Ltd	VISA	34.99		DVD Cable
05/03/2019	Asgard	VISA	24.99		Shed Key
05/03/2019	Amazon	VISA	5.85		North by Northwest DVD
06/03/2019	Metroplan Ltd	5441	301.63		Noticeboard donated to U3A
06/03/2019	Leekes Ltd	VISA	17.95		Tiles Maintenance
08/03/2019	Silicon Star	VISA	6.10		Flash Drive - CCaretaker
11/03/2019	Hexia Web Services	DD	20.00		Community Website
11/03/2019	Hexia Web Services	DD	20.00		Community Website
11/03/2019	British Telecom	DD	30.06		Office Phone Feb'19
12/03/2019	K James	5445	20.00		Eye Test 2018/19
13/03/2019	Think Signs	5446	42.06		Welsh Signs
13/03/2019	Amazon	VISA	5.85		North by Northwest DVD
13/03/2019	Amazon	XVISA	-5.85		North by Northwest DVD
14/03/2019	Company Branding UK	VISA	70.79	Signage	Company Branding UK
14/03/2019	Company Branding UK	XVISA	-70.79	Signage	Company Branding UK
15/03/2019	One Retail Group Ltd	VISA	16.99		First Aid Kit
15/03/2019	Amazon	VISA	5.14		x2 Highlighter Packs
18/03/2019	British Telecom	D/D	9.60		Mobile Phone Mar'19
20/03/2019	Tesco	VISA	90.80		Fuel for Van
20/03/2019	Facebook	VISA	14.05		Advertising re: Sheds
20/03/2019	Rhondda Cynon Taf C.B.C.	5435	3,400.04		Electricity Jan'18 to Dec'18
20/03/2019	Rhondda Cynon Taf C.B.C.	5436	1,834.39		Maintenance Apr'18 to Oct'18
20/03/2019	e-Bay	VISA	96.39		x6 Orders - Games
20/03/2019	Amazon	VISA	4.19		DVD Cable
20/03/2019	Simgold Ltd	VISA	34.99		DVD Cable
20/03/2019	Asgard	VISA	24.99		Shed Key
20/03/2019	Amazon	VISA	5.85		North by Northwest DVD
20/03/2019	Facebook	VISA	14.05		Advertising re: Sheds
20/03/2019	Rhondda Cynon Taf C.B.C.	5435	3,400.04		Electricity Jan'18 to Dec'18
20/03/2019	Rhondda Cynon Taf C.B.C.	5436	1,834.39		Maintenance Apr'18 to Oct'18
20/03/2019	e-Bay	VISA	96.39		x6 Orders - Games
20/03/2019	Amazon	VISA	4.19		DVD Cable
20/03/2019	Simgold Ltd	VISA	34.99		DVD Cable
20/03/2019	Asgard	VISA	24.99		Shed Key
20/03/2019	Amazon	VISA	5.85		North by Northwest DVD
21/03/2019	Julius Roszkowski	SO	790.00		March'19
22/03/2019	Tesco	VISA	3.00		Chocolates for Film Club
23/03/2019	Sutcliffe Play (South West) Lt	X5232	-97.20		Pegs for Grass Mat
23/03/2019	Sutcliffe Play (South West) Lt	5232	97.20		Pegs for Grass Mat
25/03/2019	Gnosis	5447	440.00		Millfield+Ivor Woods
25/03/2019	Tara Davies	5448	19.40		Mileage 08/18+03/19

Continued on Page 2

Time: 10:00

Current Bank A/c General

List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/03/2019	Asgard Storage	VISA	50.97		x3 Keys
28/03/2019	Dark Green Media	SO	35.00		Website Hosting
29/03/2019	Leekes Ltd	5450	43.50		Maintenance/Repairs
29/03/2019	Udemy	VISA	19.99		Miicrosoft Office 2016 Bundle
29/03/2019	Buy Whole Foods Online Ltd	VISA	10.69		Poppoing Corn
29/03/2019	Lloyds Bank	BANK CHG	5.00		10 Jan'19 to 09 Feb'19
29/03/2019	Bargains Galore	VISA	15.95		Popcorn Maker
					
					
Total Payments			17,163.59		

Cyngor Cymuned PONTYCLUN Community Council

Council Budget summary

Budget and spending outturn for last year is provided together with prior year and 2019-20 approved budget.

Comments provided for those where there are significant variances.

The year end General reserve was just over £60k. This is about £6k higher than forecast when planning budget for 2019-20 in January due principally to

1. Receipt of a grant of £3055 for Dementia support (which will be spent during 2019-20)
2. RCT CBC not collecting non-domestic rates for Café 50 - £2313
3. Non-receipt of External audit bill for 2017-8 – expected to be £300-400.

The Council's internal audit has been completed and will be formally presented to members in June for acceptance and approval.

There are no action points and auditor noted that the reserves were within recommended guidelines.

Pontyclun Community Council budget position

Appendix 12a

Expenditure

Item	2017-8	2018-9		2019-20	
	Actual spend	Budget spend	actual spend	Approved Budget	
Staffing costs	73448	79250	87235	91900	Evaluation of roles
Utilities	3600	4700	4643	4500	
Non domestic rates	1978	5500	1937	2100	No Café 50 bill received
Grass cutting	1748	1960	1529	1700	
Maintenance & minor projects	4126	3500	2525	3500	Reduced work due to long term illness
Tree costs	540	1000	3220	1000	Also trfd £4k extra to EMR to fund 2019-20
Vehicle running costs	1156	2100	979	1600	Reduced due to caretaker absence
Insurance	1217	1400	1238	1200	Reneg of Van insurance
Website	720	720	710	520	
Software/Hardware	780	700	610	650	
Telephony/Broadband	1110	900	856	940	
Training	1091	1750	140	1250	Reduced due to Caretaker absence
Travel expenses	98	100	86	100	
Cleaning costs	949	1050	691	800	One bill still awaited from last year
Tools & Equipment	1070	800	424	800	Less damage due to lower usage
H&S / Protective equip	492	500	537	720	
Audit cost	855	700	430	720	Not had bill for external audit
Admin, Bk charges, Stationery & postage	977	850	447	550	Reducing stocks
Licences	316	340	275	0	2019-20 being paid from EMR
Subscriptions	1213	1200	1222	1270	
Planting	1700	2000	1763	1740	Switch from winter flowers to bulbs
Office rent	3709	3800	3794	3870	
printing	908	1030	948	1050	
Street lighting	64	120	65	120	Bill for Xmas lights not yet received
Refuse	920	1250	946	1100	Reducing stocks of blue bags
Remembrance Sunday	100	120	100	120	
Community Grants	2600	2750	2550	2500	
Community Events	2681	4500	2858	3250	Less spend on Peace at Last than anticipated
Litter Picking equip	0	250	0		
Café 50 chairs	0	0	1942		funded from EMR
Total costs	110166	124840	124700	129570	

INCOME

Item	2017-8	2017-8	2017-8	2018-9	
	Actual	Budget	Actual	Approved budget	
Caterer rent	2463	3300	3120	3300	Arears of £1235 at end of year
Grass cutting	940	980	0	300	Agreed school could reduce payments
Café 50 hire	1815	1500	1591	2350	
Donations	5983	4500	3499	3500	No donation from Full Stop Law in 2018-9
RCT grant for Café 50 welcome officer	6976	9720	9720	9720	
Other Community Council grants	0	0	0	0	
Footpath grant	480	480	480	480	
Precept	111000	113410	113410	118480	
Other grants	1000	0	0	0	
other income	19843	0	630	0	2017-8 included sale of public conveniences
Fundraising events	314	300	280	360	
Total income	150814	134190	132730	138490	

Net VAT over the year 2018-9 was £920 positive, though we budget each year assuming a net zero outcome

Also received £3k to be spent on "Sheds for Men" activities of which £529 was spent in the year. Balance sits in an EMR

Also received grant of £3055 for dementia support officer. This will fund the direct costs of role in 2019-20.

These costs are in addition to the budgeted amounts above

MEETING OF ENVIRONMENT WORKING GROUP

DATE: Wednesday 24th April 2019

Agenda

1. Apologies for Absence
2. Pontyclun Community Garden - Matters arising for discussion
3. Pontyclun Environment Group - Matters arising for discussion
4. Refills – plastic water bottle refill scheme
5. A.O.B

Present

Paul Griffiths, Neil Holley, Gwyn Jackson, Anne Jackson, Mike Davies, Karan Lane

Sarah Jenkins - Pontyclun Environment Group

Kath Liddiard - Pontyclun Community Garden

1. Apologies - None

2. Pontyclun Community Garden - Matters for discussion

- (i) **Agreement/Licence** - The Working Group discussed the proposed Agreement/Licence which is to be put in place between the Community Council and the Community Garden group. Karan provided a precedent draft Licence to Occupy document intended as a start to discussions.

The Working Group agreed that, whilst the precedent document might be a starting point, both parties are looking for as simple an agreement as possible (i.e: a basic “do’s and ‘don’ts’ agreement).

There was some discussion on the matter of insurance and it was agreed/confirmed that insurance would be the Community Council’s responsibility in the agreement, but the Community Council’s standard insurance cover should meet the requirements in any event.

Action :- (i) Karan agreed to raise the matter of insurance with Julius to make certain that the Council’s standard insurance policies will meet our obligations under the proposed agreement. (ii) Karan will look at revising the precedent Licence to greatly simplify the document to meet our needs. Once revised/amended KL will, firstly, circulate the amended version to the Working Group for comments, prior to seeking the comments/approval of the full Community Council.

- (ii) **Draft Letter to residents** - Prior to the Working Group meeting, Paul had kindly circulated by e-mail (via Julius) draft wording for a letter to be sent

out to neighbours of the Community Garden. To remind you, the suggested wording for the letter is as follows;

“Dear Resident

Pontyclun Community Garden

You will be aware that it is now two years since we opened ‘Pontyclun Park’ with its new play equipment, games area and publicly accessible open space. The Community Council works hard to keep the park clean and safe. I hope you agree that it has become a facility which is much used and enjoyed by local people.

In one corner of the park we have supported volunteers who have created a community orchard and garden.

I am pleased to report that the volunteers have agreed to give their time to maintaining the garden for the coming year. In the growing beds closest to our neighbours they will create some separation by planting low maintenance shrubs. In the other beds they will continue to grow vegetables which are freely available to all passers-by. The volunteers have agreed with the Community Council to have no structures other than the growing beds.

I hope you can agree with me that we are lucky to have such a successful park and garden created by such enthusiastic volunteers.

If you have any views or comments on the way we are managing the park I would be pleased to hear from you.

Yours sincerely

Paul Griffiths

Chair

Pontyclun Community Council”

The Working Group discussed the draft letter and agreed it should be sent to neighbouring residents as drafted.

Action :- As/if necessary, the Community Council should consider the draft letter wording, and confirm the decision of the Working Group that the letter can be sent as drafted.

3. Pontyclun Environment Group - Matters for discussion

- (i) New Lease - The Community Council will recall previous discussions concerning the need for a new form of lease between the Community Council and Pontyclun Environment Group. Sarah has provided suggested terms for the lease, and it has been agreed at Council that the Environment Working Group could proceed to progress this matter on the basis of the draft terms received. Karan provided a

precedent lease document as a starting point for discussions. The Working Group agreed that, whilst the precedent lease document might be a starting point, both parties are looking for as simple a lease as possible. It was particularly mentioned that Pontyclun Environment Group (as Tenants) will be responsible for public liability insurance.

Action :- Karan will look at revising the precedent lease so as to greatly simplify the document to meet our needs. Once revised/amended KL will, firstly circulate the amended version of the lease to the Working Group for comments, prior to seeking the comments/approval of the full Community Council.

- (ii) **Tree Work :-** It has previously been noted and agreed at Council that Pontyclun Environment Group would meet half the cost of necessary tree works (which was estimated at the time as being £440). Sarah raised the point that PEG have not received an invoice for their contribution as yet. Sarah confirmed that PEG will meet payment of their contribution once an invoice has been received.

Action :- Karan agreed to raise the matter of the invoice with Julius.

4. Refill - plastic water bottle refill scheme

Julius kindly brought this scheme to Karan's attention for discussion at the Environment Working Group. For further information, a link to the details of the scheme can be found at; <https://refill.org.uk/about/>

The idea of the scheme is that shops/businesses sign up and promote the fact that people can get a plastic water bottle refilled up at their premises for free. The only cost to a business would be a small amount of extra water, but those shops/businesses that sign up to the scheme might well find that the scheme brings people into the shop/business resulting in an increase in customer numbers.

The environmental benefits of the scheme seem self evident. The website indicates that the average person in the UK will use 150 plastic water bottles every year. If just one in ten people in the UK refilled once a week the result would be 340 million less plastic bottles a year in circulation.

Participating shops/businesses would indicate their support of the scheme by, amongst other things, placing a Refill sticker in their windows to indicate that they are a refill station.

The Working Group discussed the scheme and agreed it's merits. The Working Group discussed the possibility of the Community Council taking a lead as 'regional coordinators' of the scheme in the Pontyclun area.

Action :- (i) The Community Council should consider the refill scheme and decide whether the Council wishes to take a lead as regional coordinators of the scheme for our area. (ii) If the Council does agree with this proposal, does the Council wish the Working Group to progress this, with recourse to the full Council as required.

5. A.O.B

Japanese Knotweed - There was just one item of other business. At a previous Working Group meeting Sarah had queried the extent of the Japanese Knotweed spraying by RCT along the Brynsadler Mill river walk. Karan confirmed that a reply to this query had been received from Ray Edwards at RCT. Mr Edwards advised that (whilst he could not be 100% certain) it was very likely that spraying was done as far as could be walked along the river channel (which from Mr Edwards's knowledge of previous years would mean spraying would have taken place up to, if not past, the point where the Nant Melyn watercourse meets the River Ely).

Next Meeting - T.B.A

Cyngor Cymuned PONTYCLUN Community Council

Community Infrastructure Levy (CIL)

CIL is charged on gross internal floor area space (GIA) per square metre (sq m) of any new building (which includes the conversion of buildings that are not 'in-use') or an extension to an existing building in RCT if it has at least 100m² of gross internal floor space. There are a few exceptions.

In our area CIL is £85 psm for domestic housing and £100 psm for A1 retail developments
15% of the CIL charged would be passed on to us for our own Infrastructure projects

CIL can be used to provide or improve infrastructure and then maintain it going forward. The Planning Act 2008 provides a broad definition of infrastructure and states that it can include the following:

1. roads and other transport facilities
2. flood defences
3. schools and other educational facilities
4. medical facilities
5. open spaces
6. sporting and recreational facilities

In Sept 2015 the Council identified the following projects that any CIL received would be applied to

- Car Parking in Pontyclun
- Traffic management through Pontyclun
- Traffic management through Groesfaen
- Pedestrian access to station platforms from main road

RCT CBC was advised at the time, though as yet no CIL has been received by the council & RCT CBC have just confirmed that no CIL is due for last 6m either.

Members requested that this should be reviewed and possibly additional projects added, with the following having been suggested.

- Water tap in the Pontyclun park
- Road safety solutions, mini roundabouts in Groes Faen
- Parking in the community - laybys in Merthyr Street

- Contributions to RCT projects
- Extension of Café 50
- Car parking at Café 50
- Community Walks (inc leaflets)

Members may be aware that since the original list was produced

1. Additional car parking has been added in Pontyclun, with more planned for the station over the next few years
2. Many of the traffic management issues were addressed in the Safer Routes submission
3. RCT CBC planned to apply for grant funding for step free access to railway platforms in Pontyclun in late 2018

At our April Council meeting we agreed that we would put the following projects forward for CIL with Councillors having the opportunity to add other projects between then and the May meeting

- i. **Improvement to parks & open spaces**
- ii. **Improvement of Community facilities**
- iii. **Improvement of Parking and traffic Management**

The Clerk has had one additional suggestion – Community Bike Racks

Action –

1. **Members to review suggestions and prepare updated list if required for Clerk to advise RCT CBC accordingly.**

Cyngor Cymuned PONTYCLUN Community Council

Brofiscin Quarry

We have now received a reply from Natural Resources Wales on Brofiscin Quarry and copy of letter is attached.

It can be seen that monitoring continued until June 2014 and an inspection in March showed that the cap continues to do what it was planned to do.

Action – Council to consider any further action they wish to take

system on site. This diluted water then drains into the Mwyndy Brook. The consequence is that a discharge of diluted leachate only occurs during extended periods of wet weather but the overall impact to Mwyndy Brook has been an improvement, irrespective of weather events.

These discharge events have been targeted and assessed by monitoring carried out before, during and after the remedial work from 2006 until June 2014. There was sufficient evidence to show that the discharge from the quarry was not impacting Mwyndy Brook.

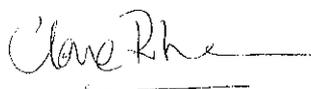
In addition to our remit under Part 2A, the remediation works were also controlled via a planning permission (ref: 11/0831/10) issued by Rhondda, Cynon, Taf County Borough Council, (RCTCBC). A condition on the planning permission required a minimum of 12 months post works monitoring to demonstrate the long-term effectiveness of the works. A monitoring report covering both chemical and biological impact on the adjacent watercourses was submitted to and approved by RCTCBC in support of discharge of this condition. This report can be provided should you find it useful to share its contents. It should also be noted that monitoring carried out as part of this programme actively targeted high rainfall events to determine any potential impact on Mwyndy Brook.

NRW is satisfied that the works carried out along with the extensive monitoring are appropriate and that we have complied with our duties under Part 2A. Additionally, I can confirm that we have not had any potential pollution incidents reported to us at or adjacent to the site since remediation was completed and a site visit on 7 March 2019 revealed the cap is working as designed. However, we will of course respond to any new information that is made available to us and liaise with any relevant parties.

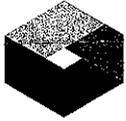
We do understand the concern that has been expressed to you, but I do hope the above will provide reassurance that the works carried out for the site are functioning as designed.

If further clarification or additional information is required, then please contact, in the first instance, Mr John Hogg, Head of Operations South Wales Central via email: john.hogg@cyfoethnaturiolcymru.gov.uk or Tel: 0300 065 3663.

Kind regards



Clare Pillman
Prif Weithredwr, Cyfoeth Naturiol Cymru
Chief Executive, Natural Resources Wales



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17 April 2019

Dear Mr Roszkowski

Thank you for your letter of 22 March 2019 in relation to Brofiscin quarry. I note your concerns in relation to "overspill" and hope it will be helpful to first explain some of the history of the site and the action that NRW took in relation to the concerns of the community.

Natural Resources Wales, (NRW), carried out remediation at Brofiscin Quarry during 2011/12, acting pursuant to our duties under Part 2A of the Environmental Protection Act 1990. The remedial solution was an engineered capping scheme principally designed to prevent entry of rainfall into the waste mass and to completely and permanently prevent direct contact and ingestion of the waste by humans and animals. This option was selected following an extensive series of investigations, assessments and finally an extensive remediation options appraisal.

Turning to the matter of "overspill", NRW is aware of this and it is a design feature relating to high rainfall events. Whilst the waste mass has now been capped, the quarry base and walls remain unlined and as a result, water still enters the waste mass as local groundwater levels rise during wet periods. We cannot control this natural event but the design for the site includes a sub cap relief drainage system which directs the polluted groundwater via a headwall to a drainage ditch. The sub cap drainage system was installed to prevent rising groundwater coming into contact with the cap and damaging its integrity.

It is important to note that during high rainfall/discharge events, the leachate entering the ditch is diluted with a high volume of clean water originating from the surface water drainage