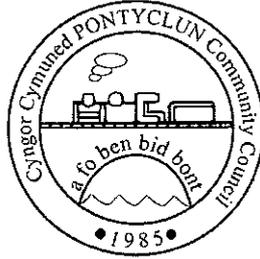


Cyngor Cymuned Pontyclun Community Council

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: pontycluncc@hotmail.co.uk
Gwefan: www.pontyclun.net

Telephone: 01443 238500
Email: pontycluncc@hotmail.co.uk
Website: www.pontyclun.net

M I N U T E S

Minutes of the Annual Meeting of the Pontyclun Community Council held at Pontyclun Community Centre, Heol yr Orsaf, Pontyclun on Wednesday, 18 May, 2016.

PRESENT: Community Councillors: Janis Jones (Chair), Ann Bennett, Ken Forsdyke, Gwynn Griffith, Margaret Griffiths, Paul Griffiths, Brendan O'Reilly, Huw Rees and Bethan Theaker.

1. Election of Chairperson for the Council Year 2016/17

RESOLVED that;

- (i) Councillor Janis Jones be elected as Chairperson for the Council Year 2016/17.
- (ii) a declaration of acceptance of office was completed and signed by Councillor Janis Jones and witnessed by the Clerk.

2. Election of Vice Chairperson for the Council Year 2016/17

RESOLVED that Councillor Ken Forsdyke be elected as Vice Chairperson for the Council Year 2016/17.

3. Apologies for absence

Apologies received from Community Councillors Tony Lane and Gordon Norman,
The Council received the apologies and approved the absences of Councillors Tony Lane and Gordon Norman.

4. Disclosure of personal and pecuniary interest in items of business

None received

Janis F Jones
15/6/16

5. Annual Report from the Chair, 2015/16

The report from Councillor Margaret Griffiths was tabled.

RESOLVED that:

- (i) the report of the retiring chairperson indicated that the work undertaken by the Council over the last year reflected well on the Council's effectiveness,
- (ii) the report be accepted and a vote of thanks be recorded.

6. To confirm the minutes of the Council's as an accurate record 12 May, 2015 Council Annual Meeting

RESOLVED that the minutes of the Annual Meeting 12 May, 2015 were approved as an accurate record subject to the addition of the word Council on page 5 Item 9 (vii) to the Resolution. It now reads 'that the **COUNCIL** reviewed its insurance policy'.

7. Appointment or re-appointment of any standing Committees, Sub-Committees and Working Groups

Members agreed to continue with the operation of Working Groups

i Administration Working Group

RESOLVED that Councillor J Jones be appointed convener to the Administration Working Group

ii Local Economy Working Group

RESOLVED that Councillor P Griffiths continue as convener to the Local Economy Working Group

iii Local Environment Working Group

RESOLVED that Councillor A Bennett continue as convener to the Local Environment Working Group

iv Social and Cultural Working Group – current convener Councillor J Jones

RESOLVED that Councillor J Jones continue as convener to the Social and Cultural Working Group

a To review Committees, Sub-Committees and Working Groups terms of reference

RESOLVED that the terms of reference for the Council's Working Groups remain unchanged.

b To appoint a Human Resource Committee and agree its terms of reference

Members did not wish to form a Human Resource Committee.

RESOLVED that the Chairperson undertake the Clerk's annual appraisal and report back to full Council

8 Appointment of Representatives;

- i Area Committee of One Voice Wales (up to two/only one vote)

RESOLVED that no representatives were nominated

- ii County Borough Council/Community Councils' Joint Liaison Committee

RESOLVED that Councillors M Griffiths and J Jones represent this Council at the County Borough Council/Community Councils' Joint Liaison Committee.

9 GOVERNING DOCUMENT

- i To review this Council's Standing Orders – no notices of amendments received from Members

RESOLVED that the Council's Standing Orders remain unchanged

- ii To review this Council's and adopt appropriate financial regulations

The Clerk reported notification from One Voice Wales recalling the new model financial regulations as a number of technical references needed to be changed to make the regulations Wales specific.

RESOLVED that the review of the Council's Financial Regulations be deferred until the amended version of the One Voice Wales new model financial regulations is published.

- iii To adopt the revised Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 which comes into force on 1 April 2016

RESOLVED that the revised Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 was adopted

- iv To review this Council's insurance policies for 2016/17
Council
Vehicle

RESOLVED that the policies presented by the Clerk be approved

- vi To review this Council's Risk Management document for 2016/17

RESOLVED that the Risk Management document presented by the Clerk be approved.

- vii To review this Council's Trade Account Register

RESOLVED that the Trade Account Register presented by the Clerk be approved.

- viii To review this Council's Asset Register

The Clerk reported that the document had not been finalised in time to be tabled at this meeting.

RESOLVED that the Council's Asset Register be uploaded to the website: A441

- 10 To fix the dates and times of ordinary meetings of the full Council for the ensuing year

RESOLVED that ordinary meetings of the full Council for the ensuing year be each 3rd Wednesday of the month at 7.00 pm

Date	Month	Year
15	June	16
20	July	16
21	Sept	16
19	Oct	16
16	Nov	16
21	Dec	16
18	Jan	17
15	Feb	17
15	March	17
19	April	17
17	May	17

- 11 To review and adopt this Council's policy on

- i Unacceptable Actions by Individuals

The Council did not wish to adopt an Unacceptable Actions by Individuals policy.

- ii Concerns and Complaints Policy

Members referred this policy to the Administration Working Group to redraft and meet the needs of this Council.

- iv Disciplinary Policy

RESOLVED that the Disciplinary Policy presented by the Grievance Hearing Panel be approved

- v Grievance Policy

RESOLVED that the Grievance Policy presented by the Grievance Hearing Panel be approved

- **14** To note ICO Council registered to March 2017

RESOLVED that ICO registration was noted.

Meeting ended at 8.40 pm

Catherine Craven
Clerk to the Council

Javis F Jones
15/6/16

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M I N U T E S

Minutes of the **April monthly meeting** of Pontyclun Community Council held at Committee Room at Pontyclun Community Centre, Heol yr Orsaf, Pontyclun on Wednesday 5 April, 2017.

PRESENT: Community Councillors: Janice Jones (Chair) Ken Forsdyke , Ann Bennett, Gwynn Griffith, Margaret Griffiths, Paul Griffiths, Neil Holley, Tony Lane, Huw Rees and Brendan O'Reilly.

1. Apologies for absence – none

Absent: Community Councillor Bethan Theaker.

2. Declarations on interest – none declared

3. To consider passing the resolution

By virtue of the Public Bodies (Admission to Meetings) Act, 1960, the press and public are excluded from discussions on the following item(s) on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted."

For item 9 ii

The Council passed the resolution

4. Matters raised by residents.

Request by Macmillan Cancer support to erect signage to advertise fund raising event

Council resolved that for future Events Macmillan could erect signage subject to advising the Clerk in advance of the details

5. Reports and presentations from others – none received

6. To confirm the minutes of the Council's 5 Feb Monthly meeting and 8th March extraordinary meeting as an accurate record.

Council resolved that the minutes were an accurate record. The minutes were duly signed and dated by the Chair

7. Reporting on actions from previous meetings

Council Resolved to write to Jon Bunyon re mud on pavement

Council Resolved to write to Caterer advising

- We have noted that arrears of £188 in rent are still outstanding
- There has been no Standing Order set up for future rent
- The Council will be going to tender at the end of current contract and they will be welcome to respond to this.

Council resolved to reduce slope on land next to Cenotaph by way of a banked path using mesh to provide stability.

8. Report and recommendations from Working Groups/Meetings attended by Council Representative – none received

9. Report and recommendations from Clerk

(i) Payment of Creditors

Payments approved by Council Resolution

(ii) Staffing matters (Confidential)

(a) Interim Clerk – Council meeting suspended from 8.15 to 8.45 for members to read confidential supporting documentation

Council resolved the following

Four candidates to be invited for interview on Friday 7th April except D if they could only work evenings.

Sub-Committee of Councillors Janice Jones, Ann Bennett, Paul Griffiths and

Margaret Griffiths appointed to select candidate and appoint Interim Clerk.

Councillor Brendan O'Reilly noted his objections to the agreed process

(b) Café 50 Co-ordinator

Successful candidate has decided not to take up the post

Council resolved to write a letter of regret to the successful candidate

The second choice candidate is still interested in the post and Council resolved that they be offered the role subject to satisfactory references

Council resolved by majority to extend meeting for 10 minutes

(c) Annual leave for Admin Assistant – Left to future meeting

(iii) Consider response to planning applications

(iv) To receive feedback from Clerk on the Annual Inspection at Ivor Woods – left to future meeting

(v) To receive a report from the Clerk on Internal Audit arrangements

Council resolved to appoint Auditing Solutions

(vi) To consider grant application from Pontyclun Road Runners for £600

Council Resolved to agree a grant of £300

(vii) To receive invitation from Y Pant School to its Annual Prize giving – Left to future meeting

(viii) To receive an update on the new footbridge at Nant y Dyfrgi – left to future meeting

10. Questions from Councillors

Councillor Brendan O'Reilly

"How and why the Extraordinary meeting scheduled for 29th April 2017 was cancelled and why the motions were deemed to be political"

This meeting was cancelled following advice from the Monitoring Officer

April Meeting was closed at 10 minutes past 10

Confirmed as true record of the meeting of 5th April

Pontyclun Community Council

Working Groups Executive summary

PCC currently has 4 working groups-

1. Administration
2. Local Economy Working Group
3. Local Environment Working Group
4. Social and Cultural Working Group

These meet as effective advisory sub committees to the Council and have no delegated powers.

This does mean that many minor matters have to be approved by full Council and leads to full agendas and can restrict opportunities to discuss other projects and matters.

In particular the Admin working group could have the following delegated to it –

- Power to formulate, amend and update policies and procedures relating to the administration of the Council Offices.
- Power to formulate, amend and update policies relating to Health and Safety
- Power to undertake regular review of ancilliary Council policies eg Grievance. Specifically excluding Standing Orders; Financial Regulations and Code of Conduct.

Actions required

- **Council to confirm Working Groups and terms of References**
- **Council to consider delegation of powers to working groups in particular Admin Working group**

Pontyclun Community Council

Working Groups

2017/8

Administration

Convener:

The Local Economy

Convener:

The Local Environment

Convener:

Social & Cultural Activities

Convener:

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.’

Strategic Objectives

1. Pontyclun Community Council will administer the Council and its activities to ensure that residents get good value from the Council
2. Pontyclun Community Council will foster and support community engagement to ensure that the actions of the Council are transparent and accountable
3. Pontyclun Community Council will take action with other agencies to improve the economic well being of the residents, community, services and businesses
4. Pontyclun Community Council will take action 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
6. Pontyclun Community Council will work with young people and their parents to provide young people with the opportunity to be a respected and included part of the local community

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 services.

The working group will whenever practicable discuss issues and provide the council with reports of its findings concerning :

- the governance of the Community Council;
- the administration and management of the Community Council;
- the financial management of the Community Council;
- the management of the Community Council assets;
- projects that do not fall under the remit of any other working group;
- any other matter it considers relevant to the strategic objective.

Local Economy

The working group will advise on a strategic programme which will fulfil the objective that the "Pontyclun Community Council will take action with other agencies to improve the economic well being of the residents, community, services and businesses". It will give consideration to 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 as a 'Fair Trade Village'
- Improving highways, traffic management and parking
- Improving the station and rail links
- Any other matter it considers relevant to the strategic objective
- A strategy that achieves both quick wins and longer term impact.

Local Environment

The working group will advise on a strategic programme which will fulfil the objective that the "Pontyclun Community Council will take action to work with other organisations to improve the physical environment of the community". It will give consideration to advice on:

- Registering and protecting open spaces
- Creating a village green
- Supporting the use of allotments and the potential for a community garden exchange
- Flower tubs, hanging baskets and the greening of public spaces
- Promoting use of footpaths and cycleways
- Provision of seating in village centre and elsewhere
- The Pontyclun Trust
- A Keep Wales Tidy environmental group to control litter and make other improvements
- River cleanliness
- Dog fouling

- Any other matter it considers relevant to the strategic objective
- A strategy that achieves both quick wins and longer term impact.

Social and Cultural Activities

The working group will advise on a strategic programme which will fulfil the objective that the “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”. “Pontyclun Community Council will work with young people and their parents to provide young people with the opportunity to be a respected and included part of the local community”. It will give consideration to advice on:

- The celebration and promotion of community groups including those relating to social, cultural and sporting activity
- Promotion of the Day Centre for older people
- Signposting to advice on welfare benefits and debt management
- The celebration and development of local talent
- The potential for festivals of Music and Science
- Any other matter it considers relevant to the strategic objective
- A strategy that achieves both quick wins and longer term impact.
- Co-opting Young People onto the Community Council
- The development of a Youth Forum
- Improving play equipment and the potential for facilities such as a cycle park, skate park, Multi-Use Play Area.
- Supporting community groups which provide youth activities
- Any other matter it considers relevant to the strategic objective
- A strategy that achieves both quick wins and longer term impact.

Membership: All Members of the Council are invited to Working Group Meetings.

Public Bodies (Admission to Meetings) Act 1930 s1 extended by the Local Government Act 1972 s100 – the public must be invited to all council meetings.

The purpose of giving notice to all such meetings is for securing the admission thereto of the public (and press).

Public notice of all council meetings must be given, even if there is known to be a likely intention to pass a resolution excluding the public.

The Convener of each Working Group is responsible for ensuring public notice of all meetings is displayed in the Councils –

- notice boards
- on the Community Website
- Pontyclun Library

Local Government Act schedule 12 (10)

Notice of intended meetings must comply with the 'Three clear days' ruling which does not include the day of the meeting and the day on which the notice is sent out. See Clerk for advice.

The notice must include the time place of the intended meeting and also 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.

The council has not delegated any powers to any of the Working Groups.

Pontyclun Community Council

Standing Orders Executive summary

PCC Standing Orders are drafted to follow the Model regulations provided by One Voice Wales and the Welsh Government

The new Model has updated regulations to reflect changes in Statute (typically replacing England & Wales statutes with Welsh statutes).

It has also provided greater clarity and simplification by reducing duplication within the document and with other policies and regulations

Existing Pontyclun Community Council specific requirements and authority levels have been transposed from our old Standing Orders into these.

Material changes (in addition to statute references) are as follows (changes noted where likely to affect our actions – all timings can be amended by Council)

1. SO 1 part t – Maximum contribution by a councillor to a discussion to be 5 minutes unless Chair agrees
2. SO 3 part f – there is now a maximum time designated for public participation. Set at 30 minutes
3. SO 15 part bi – Members can be summoned to attend Council meeting by e-mail
4. SO 15 part bxv – Proper Officer to forward planning applications received to Chair to decide if extraordinary meeting required before next normal meeting and facilitate said.

A number of our old Standing Orders have been removed. In particular

1. Canvassing of Councillors is now not specifically excluded
2. Apologies for absence no longer require approval by council
3. SO no longer reference that non-attendance at meetings for 6 consecutive months unless approved by council shall lead to ceasing being a member of the council. This remains a statutory measure.

We have a vacancy for a Councillor in Miskin ward. As there has just been an election and no candidates came forward we can Co-opt a new member subject to giving notice and inviting applications. This requires a Standing order addendum and a draft version is attached. OVW have confirmed that this process is in accordance with statute.

Actions required

- **Council to approve adoption of Standing orders**
- **Council to approve adoption of addendum for Co-option of councillor.**

Pontyclun Community Council

Standing orders adopted May 2017

Many of the paragraphs within these standing orders come from statute. We have continued to use the terminology of the statute that includes the terms Chairperson, vice Chairperson, he and his. These paragraphs are in bold print

Pontyclun Community Council has agreed to use non gender specific language in its own documents and has tried to remove this language wherever possible.

1. Rules of debate at meetings	2
2. Disorderly conduct at meetings	4
3. Meetings generally	4
4. Committees and sub-committees	6
5. Ordinary council meetings	7
6. Extraordinary meetings of the council and committees and sub-committees	9
7. Previous resolutions	9
8. Voting on appointments	9
9. Motions for a meeting that require written notice to be given to the Proper Officer	10
10. Motions at a meeting that do not require written notice	10
11. Handling confidential or sensitive information	11
12. Draft minutes	11
13. Code of conduct and dispensations	12
14. Code of conduct complaints	12
15. Proper Officer	12
16. Responsible Financial Officer	14
17. Accounts and accounting statements	14
18. Financial controls and procurement	14
19. Handling staff matters	16
20. Requests for information	17
21. Relations with the press/media	17
22. Execution and sealing of legal deeds	17
23. Communicating with County Borough councillors	17
24. Restrictions on councillor activities	18
25. Standing orders generally	18

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairperson of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairperson of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairperson of the meeting, is expressed in writing to the Chairperson.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairperson.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairperson of the meeting.
- k One or more amendments may be discussed together if the Chairperson of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chairperson of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairperson of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chairperson of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chairperson of the meeting to moderate or improve their conduct, any councillor or the Chairperson of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Full Council meetings
- Committee / working group meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 30 minutes unless directed by the Chairperson of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given.
- i A person who speaks at a meeting shall direct his comments to the Chairperson of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson of the meeting shall direct the order of speaking.
-   k **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
-   l **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
-  m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**
-  n **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
-    o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
-    p **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairperson of the Council at the annual meeting of the council.

- q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- r The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- s *A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts his right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the council.*
- t **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.
- u **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- v A meeting shall not exceed a period of 3 hours unless agreed by at least 2/3 of those members present.

4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The council may appoint standing committees or other committees and working groups (advisory committees) as may be necessary, and for all of these:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chairperson of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chairperson at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, any number of other ordinary meetings may be held in each year on such dates and times as the council may direct.**
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**

- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairperson of the Council and Vice-Chairperson (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:**
- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. Review of inventory of land and assets including buildings and office equipment;
 - xiii. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xiv. Review of the council's and/or staff subscriptions to other bodies;
 - xv. Review of the council's complaints procedure;
 - xvi. Review of the council's procedures for handling requests made under the

- Freedom of Information Act 2000 and the Data Protection Act 1998;
- xvii. Review of the council's policy for dealing with the press/media; and
 - xviii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The Chairperson of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the Chairperson of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairperson of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairperson of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t) above.

- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.**
- b All councillors shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c **Dispensation requests shall be in writing and submitted to the standards committee of RCT County Borough** as soon as possible before the meeting that the dispensation is required for.

14. Code of conduct complaints

- a All complaints relating to breaches of the Code of Conduct by Community and Town Councils should be reported to the Public Ombudsman for Wales
- b The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - iii. indemnify the councillor or non-councillor with voting rights in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the full council.

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda**

or at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.

See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.

- ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee** or a sub-committee **(provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.
- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;
See also standing order 22 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the council to the Chairperson or in his absence the Vice-Chairperson of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

See also standing order 22 below.

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils in Wales – A Practitioners’ Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council’s receipts and payments for each quarter;
 - ii. the council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £2500
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £2500 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or any subcommittee or working group is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chairperson or, if they are not available, the vice-Chairperson of absence occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.
- c The Chairperson or in their absence, the vice-Chairperson shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Council.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chairperson or in his absence, the vice-Chairperson in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Council or delegated sub-committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairperson or vice-Chairperson, this shall be communicated to another member of Council who shall be reported back and be progressed by resolution of Council.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk and/or the Chairperson of the Council.

20. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairperson of the Council or any duly delegated sub-committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

23. Communicating with County Borough councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of RCT County Borough representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the County Borough shall be sent to the ward councillor(s) representing the area of the council.

24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c. The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d. The decision of the Chairperson of a meeting as to the application of standing orders at the meeting shall be final.

Pontyclun Community Council

Addendum to Standing Orders

Addendum to Standing Orders relating to Co-opting a council member

Background

If, following an ordinary election there are insufficient persons nominated to fill all the available seats, the Council can co-opt persons to fill those vacancies without the necessity of advertising for a potential bye-election.

If, following the election, there are insufficient councillors elected to form a quorum, the Council must advise RCT Council who can either appoint persons to be councillors or order another election.

In the case of a casual vacancy occurring in the last six months before the ordinary elections, the council is required to give a notice of the casual vacancy but an election is not held. The council may co-opt if it wishes, leaving any unfilled vacancies to be filled at the ordinary elections.

Casual Vacancy

In the event that a casual vacancy is created and the Returning Officer at RCT Council confirms that a poll has not been claimed, the following procedure shall be followed.

1. A notice shall be placed on the community notice boards and website advertising the vacancy, requesting that interested parties submit a letter to PCC via the clerk stating their interest, together with details of why they would like to be a member of the council. A response time of 21 days after the date of the notice shall be given with a deadline time of midnight.

2. On receipt of an expression of interest, the clerk will send to the candidate

- a copy of the Welsh Government's code of conduct and a declaration form for return to verify that the individual is qualified to be a member of the council.

A person is qualified to be elected and to be a councillor if s/he is a British, Commonwealth, Irish or European Union citizen and on the relevant days (that is, the day of nomination and election) s/he is 21 or over. In addition, the person must meet at least one of the following criteria

(1) on the relevant days he must be on the electoral register for the community, or

(2) during the whole of the twelve months before that day s/he has owned or tenanted land or premises in the community, or

(3) during the whole of the twelve months before those days her/his principal or only place of work has been in the community, or

(4) during the whole of the twelve months before those days s/he has resided in the community or within 3 miles of it.

The clerk shall keep this declaration form confidentially until after the vacancy has been filled, whereupon the form for the successful candidate shall be retained and forms for unsuccessful candidates shall be destroyed as confidential waste.

- Candidates must be made aware that canvassing of Council members will disqualify them from standing for the vacancy as per PCC Standing Orders
- Guidance regarding content of speech to be made at selection meeting eg. reason for application, relevant experience, involvement in local groups or similar.

4. Before the meeting when co-option will take place, copies of correspondence from all candidates shall be circulated to all councillors. All qualified Candidates will be invited to attend and present at this meeting.

5. At the council meeting when the co-option takes place, it will be suggested that candidates withdraw. Each Nominee will then be asked to speak for up to 3 minutes. When the Candidates have all spoken a discussion will take place amongst Council members. A signed vote will then take place.

The voting process will follow –

- Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken.
- This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

Note - A signed vote is not a secret vote. A signed vote just ensures that Councillors can vote without immediate influence from those around them and vote only once.

6. The minutes must record that an absolute majority was achieved.

7. The successful candidate must sign a declaration of acceptance of office and must undertake to abide by the council's code of conduct before acting as a member of the council.

8. The Clerk should write to the Elections Officer advising them of the successful candidate. The successful candidate should receive a copy of policies and regulations in the same manner as those Councillors Elected in an ordinary election.

Pontyclun Community Council

Financial Regulations Executive summary

PCC Financial regulations are drafted to follow the Model regulations provided by One Voice Wales and the Welsh Government

The new Model has updated regulations to reflect changes in Statute (typically replacing England & Wales statutes with Welsh statutes).

It has also provided greater clarity and detail on regulations than previously held by the Council and will lead to greater financial control.

Existing Pontyclun Community Council specific requirements and authority levels have been transposed from our old regulations.

Material changes (in addition to statute references) are as follows (changes all tighten regulations unless indicated)

1. On a regular basis, at least quarterly a member is to verify the bank reconciliation. This member is not to be the Chair or a Bank signatory
2. There is an implied requirement to plan budgets on a 3 year forecast
3. Revenue items within budget can be authorised by Clerk in conjunction with Chair (or Chair of relevant sub-committees) up to £500 and by duly delegated committee for items of £500-£2500. **Note this is a relaxation as currently all non-emergency expenditure requires Council sign off**
4. Cash Donations can be accepted by the Council provided they can (and are) banked immediately. **Currently cash not accepted at all and we have turned away cash donations.**
5. When Council is entering into a contract of less than £2500 then Clerk should
 - a. £1000 to £2500 obtain 3 quotes
 - b. £100 to £1000 obtain 3 estimates
 - c. Under £100 best terms as far as reasonably practicable.

In addition the sections on Internet Banking and making payments by BACS have been left in to allow for any future adoption without changing regulations later. Staff members have asked to be paid direct to bank.

The regulations also cover Loans with the relevant sections being left in in case of need without having to make amendments. This would give us flexibility in the event of a major outgoing without sufficient reserves.

Actions required

- **Council to approve adoption of Financial Regulations**
- **Members to select Councillor to undertake first quarter bank verification which will be due early July.**
- **Clerk to draw up draft 3 year budget based on known items and report back to Council at July meeting**

**PONTYCLUN COMMUNITY COUNCIL
FINANCIAL REGULATIONS [WALES]**

INDEX

1.	GENERAL	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	6
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	7
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND	8
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	9
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS	10
7.	PAYMENT OF SALARIES	13
8.	LOANS AND INVESTMENTS	14
9.	INCOME	14
10.	ORDERS FOR WORK, GOODS AND SERVICES	15
11.	CONTRACTS	16
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS	17
13.	STORES AND EQUIPMENT	18
14.	ASSETS, PROPERTIES AND ESTATES	18
15.	INSURANCE	19
16.	RISK MANAGEMENT	19
17.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	19

These Financial Regulations were adopted by the Council at its Meeting held on 17 May 2017

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct

- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO;
- acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;

- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £2500; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.
- 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.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or

- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

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 considered by the Council.
- 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 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.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £2500;
 - a duly delegated committee of the Council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 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.
- 4.5. In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to

the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £100 or 15% of the budget.

- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 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.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 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.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee];

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee]; or
 - c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee].
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council [or Finance Committee].
- 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.
- 5.8. In respect of grants a duly authorised committee can approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

- 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.
- 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 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.

- 6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 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. 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.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council [or Finance Committee]. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at its discretion.
- 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.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 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;
 - 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.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

- 7.8. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 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.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 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.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.

- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
 - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- f. Any invitation to tender issued under this regulation shall be subject to PCC Standing Orders and shall refer to the terms of the Bribery Act 2010.
- g. When it is to enter into a contract of less than £2500 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- h. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

11.2. The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.

- a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
- b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work

carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council with a full case.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to

Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in

legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

- 17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Pontyclun Community Council

Budget Considerations executive summary

PCC sets a budget each autumn/winter for the following year and a copy of the 2017/8 budget is attached.

Members should note

Main changes last year to this.

- Donations of £3500 were verbally committed to the old Council
- Salaries increased due to additional staffing eg Café 50 Co-ordinator
- Car park lease costs. RCT have confirmed that they would only charge a peppercorn rent from this year. We have two options to take forward which need deciding on-
 - We have option to return the car park to RCT and pay nothing. They will turn the car park into 4 hours free then pay to release spaces for shoppers
 - We can retain the car park but have to pay £1500 rates a year. This is option is in budget
 - There is now a serious dip in the grounds surrounding the Car park which will need repairing. If we retain car park lease this cost will fall to us. The cost is unknown and not budgeted for.
- Prior Council decided to stop winter floral decorations hence reduction in “Christmas” costs

Other key points/actions

1. Prior Council paid no Member allowances and this is reflected in the budget for this year.
 - a. Allowances are allowed. Up to £150 for costs in carrying out duties plus travel costs.
 - b. Chair and Vice Chari can have up to £150 extra
 - c. Note all allowances paid have to be specifically published on noticeboards
2. Budget for the cleaner does include a £500 contingency to cover for holidays/sickness using an outside contractor. No arrangements have yet been made for this cover so this cost is not confirmed.
3. Since the budget was set the Council has had to increase pension contributions by 2% of salary cost. This increase is offset by change in Clerk and delay in appointing Café 50 Co-ordinator. Staffing costs expected to be on or below budget.
4. Training budget – we have initial requests for the following. The first 3 listed were specifically included in budget
 - i. The two Caretakers have had manual handling training which expires this year and recertification is required at a cost. If we do not do this and an accident was to happen the Council many have additional liability. Approx £70 per person – expires 27 May
 - ii. The two caretakers are First aid trained. The training required recertification by 12 May this year. Due to imminent dates this was instigated prior to Council Meeting as in budget and planned for. Cost £100 each. Had training lapsed then a full new training would have been required at an extra cost of £60 a head.

- iii. The two caretakers require Stem Injection Knotweed training at a cost of £220 each. We have Knotweed near the river and are receiving complaints that neighbours are worried about invasion and consequent loss of land value
 - iv. There is no First Aider in the Office. We do not have to have one (as long as Darren is certified) Council may wish to consider training the Office staff/Café 50 Co-ordinator to provide some cover at the Office/Café 50. Cost is about £60 per person
5. Councillor training. There is an Introduction to Councillors course on 25 May in Bridgend and 6th July in Cowbridge. Run by One Voice Wales. Spaces are £40 each however if all our new Councillors were to attend they would give us one free space. Other dates may be available in future.
 6. There is a TV and Music is also played at Café 50. If this continues we require TV and Performance licences which will probably cost about £250 a year in total. If we do not have licences then we are risk of action due to breach of copyrights. Budget set aside £200 for these. AS the TV is rarely used we could cancel this licence and sell the TV to raise funds. Alternatively we could of course ban playing of copyright music.
 7. Monies are set aside as Earmarked Reserves to help cover the costs of replacing assets. The amount that is being set aside does not appear to be sufficient in the medium to long term. There is a Risk register action to review this and report back
 8. When the required Health & Safety and Fire Assessments are completed they might flag up additional unplanned expenditure.

Actions required

- **Council to decide which Car park option they wish to take – pass to RCT or retain and pay NDR/upkeep.**
- **Council to confirm arrangements regaining Member allowances for 2017/8**
- **Council to confirm arrangements for Cleaning cover – see below**
- **Council to confirm which training they wish to approve – note First Aid refresher committed.**
- **Council to confirm taking out the relevant performance licences and retain/cancel the TV licence**

Pontyclun Community Council

CLEANING ARRANGEMENTS

We currently have no formally agreed arrangements for –

- Delay in departure of cleaner due to being required to lock up premises after a meeting/ clean up after late finishing meeting
- Cleaning out of hours – nights
- Cleaning out of hours weekends and bank holidays
- Cleaning of Office
- Cover for Cleaners Holidays / sickness

PROPOSALS – delay in leaving

Occasionally the cleaner has to do additional time whilst waiting to clean after a late meeting or lock up after such a meeting.

She is flexible and some of these can be accommodated within her hours.

Occasionally this cannot be done and she works extra time.

All employees are given time off in lieu. In the Cleaners case any time off in lieu would need to be covered by outside contractor or another casual cleaner. This is likely to be more expensive than paying our cleaner more, as she is on minimum wage and her hours mean we pay no National Insurance.

Request Council to approve that for short over-runs in time which cannot be recovered by leaving early on another day to be paid as additional hours at normal rate.

The annual budget for 2017-8 should be able to pay for this.

PROPOSALS – Night time meetings

Request Council agree that premises are not cleaned after an evening meeting with us taking the risk that premises may not be fully clean the next day.

PROPOSALS – Weekend/ Bank Holiday cleaning

As premises are occasionally used at weekends and Bank Holidays the Council will need to decide if they wish to make arrangements for cleaning - post use.

There are no funds set aside for this in this year's budget, though in theory the Café 50 hire fees should cover the additional cost.

Options are –

1. Do not clean and take risk that premises are not clean on Monday
2. Clean after events lasting more than half a day or expected to be messy. Take the risk that shorter events will remain clean
3. Clean each day Café 50 is used.

Our cleaner is happy to do the extra work though would prefer time off in lieu. Her time off in lieu would need covering by another contractor.

I recommend the second option as cost effective but removing most risk of mess at the start of the new week.

PROPOSALS – Office clean

The Council Office is not covered by any cleaning contract and currently the Office staff clean this on an ad hoc basis and the Office is not clean despite being open to the public.

The premises do not get that dirty and only half an hour a week should be enough.

Recommend that the Cleaner also includes the Council Office in her normal time on a weekly basis. This should not cost any money nor materially affect the other cleaning

PROPOSALS – Cleaner holidays and sickness

The cleaner has 25 days holiday a year during which time Café 50 would not be cleaned unless we redirected the Caretakers to do this instead of their other tasks. Similarly if she was ill there is no cleaning cover.

In particular this year the Cleaner is asking for 24 days consecutive holidays from Mid Sept to late Oct.

Request council approves engaging 3 local cleaning firms to provide quotations to supply holiday/sickness cover for selection at June/ July Council meeting.

If no contract cleaner willing to do sickness cover then this to be done by Caretakers.

at 10:28

Annual Budget - By Centre

		<u>2015-6</u>		<u>2016-7</u>				<u>2017-8</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
99	<u>Income</u>									
1076	Precept	0	0	106,000	111,000	0	0	111,000	0	0
1077	Interest on Deposit Bank A/c	0	0	35	2	0	0	0	0	0
1090	Footpath Grant	0	0	480	480	0	0	480	0	0
1091	Other Income	0	0	0	4,075	0	0	0	0	0
1200	Donations Received	0	0	0	1,050	0	0	3,500	0	0
	Total Income	0	0	106,515	116,607	0	0	114,980	0	0
	Movement to/(from) Gen Reserve	0	0	106,515	116,607	0		114,980		
100	<u>Salaries and Wages</u>									
4000	Clerk Salary	0	0	13,277	11,614	0	0	0	0	0
4001	Staff Salaries	0	0	0	0	0	0	69,813	0	0
4005	Administrator Assistant Salary	0	0	6,528	6,203	0	0	0	0	0
4010	Community Caretaker Salary	0	0	17,546	14,288	0	0	0	0	0
4015	Assistant Com Caretaker Salary	0	0	10,459	10,136	0	0	0	0	0
4020	Weekend Toilet Caretaker	0	0	1,456	0	0	0	0	0	0
4025	Cleaner	0	0	0	755	0	0	0	0	0
4030	Opening/Closing Toilets	0	0	280	0	0	0	0	0	0
4040	Pension Conts Er and EE	0	0	8,087	10,966	0	0	0	0	0
4045	Pension Deficit Contribution	0	0	1,000	1,000	0	0	0	0	0
4050	NI Contributions and Tax	0	0	1,500	5,970	0	0	0	0	0
4660	Bank Charges	0	0	0	45	0	0	0	0	0
	Overhead Expenditure	0	0	60,133	60,977	0	0	69,813	0	0

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at 10:28

Annual Budget - By Centre

	<u>2015-6</u>		<u>2016-7</u>				<u>2017-8</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(60,133)</u>	<u>(60,977)</u>	<u>0</u>		<u>(69,813)</u>		
110 Administration									
4060 Community Office Rent	0	0	3,672	3,672	0	0	3,709	0	0
4070 Stationery	0	0	200	196	0	0	130	0	0
4080 Printing/Photocopying	0	0	1,000	859	0	0	1,025	0	0
4090 Postage	0	0	250	248	0	0	250	0	0
4100 Telephone/Internet	0	0	1,103	893	0	0	900	0	0
4110 Insurance	0	0	1,200	1,201	0	0	1,300	0	0
4120 Website Maintenance	0	0	480	620	0	0	720	0	0
4130 Software/Hardware Maintenance	0	0	350	365	0	0	550	0	0
4150 Subscriptions	0	0	1,050	1,132	0	0	1,180	0	0
4160 Audit Costs	0	0	700	840	0	0	750	0	0
4170 PCC Staff Conf/Travel Expense	0	0	0	81	0	0	0	0	0
4180 Training/Conferences Staff	0	0	700	590	0	0	1,500	0	0
4190 Training/Conferences Members	0	0	250	33	0	0	250	0	0
4210 Miscellaneous Admin Costs	0	0	300	264	0	0	300	0	0
4400 Refuse Collection	0	0	0	1,676	0	0	0	0	0
4650 Administration Cost	0	0	0	500	0	0	0	0	0
4660 Bank Charges	0	0	0	50	0	0	120	0	0
Overhead Expenditure	<u>0</u>	<u>0</u>	<u>11,255</u>	<u>13,222</u>	<u>0</u>	<u>0</u>	<u>12,684</u>	<u>0</u>	<u>0</u>
6000 plus Transfer from EMR	0	0	0	2,176	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(11,255)</u>	<u>(11,046)</u>	<u>0</u>		<u>(12,684)</u>		

Continued on next page

at 10:28

Annual Budget - By Centre

		<u>2015-6</u>		<u>2016-7</u>				<u>2017-8</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
120	<u>Community Maintenance</u>									
1091	Other Income	0	0	0	938	0	0	0	0	0
	Total Income	0	0	0	938	0	0	0	0	0
4220	H&S/Protective Equipment	0	0	700	605	0	0	500	0	0
4300	Maintenance	0	0	1,800	1,651	0	0	1,660	0	0
4310	Repairs	0	0	0	735	0	0	0	0	0
4315	Bus Shelter Repair	0	0	0	4,075	0	0	0	0	0
4320	Machinery/Tools Purchase+Maint	0	0	1,400	1,233	0	0	1,600	-800	0
4340	Vehicle Maintenance	0	0	2,000	1,581	0	0	4,600	-2,000	0
4360	Car Park - Lease	0	0	5,880	4,900	0	0	0	0	0
4380	Footpath Lighting	0	0	450	64	0	0	70	0	0
4390	Workshop Utilities+Maintenance	0	0	450	90	0	0	500	0	0
4400	Refuse Collection	0	0	426	465	0	0	465	0	0
4410	Maes-y-Felin Maintenance	0	0	5,000	12,103	0	0	5,000	-3,500	0
4415	Ivor Woods Tree Maintenance	0	0	0	0	0	0	1,000	0	0
4530	Non Domestic Rates	0	0	1,494	1,507	0	0	1,538	0	0
4700	Projects from EMR	0	0	0	11,913	0	0	0	0	0
	Overhead Expenditure	0	0	19,600	40,921	0	0	16,933	-6,300	0
	120 Net Income over Expenditure	0	0	-19,600	-39,982	0	0	-16,933	6,300	0
6000	plus Transfer from EMR	0	0	0	21,956	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	(19,600)	(18,026)	0		(16,933)		
130	<u>Seasonal Projects</u>									

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at 10:28

Annual Budget - By Centre

		<u>2015-6</u>		<u>2016-7</u>				<u>2017-8</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4450	Christmas	0	0	3,500	2,158	0	0	1,200	0	0
4460	Christmas Groesfaen	0	0	500	390	0	0	0	0	0
4470	Plants & Baskets	0	0	2,500	2,008	0	0	2,000	0	0
4510	Remembrance Sunday	0	0	0	0	0	0	150	0	0
	Overhead Expenditure	0	0	6,500	4,555	0	0	3,350	0	0
	Movement to/(from) Gen Reserve	0	0	(6,500)	(4,555)	0		(3,350)		
140	<u>Community Public Toilet Upkeep</u>									
1091	Other Income	0	0	0	278	0	0	0	0	0
	Total Income	0	0	0	278	0	0	0	0	0
4300	Maintenance	0	0	0	488	0	0	0	0	0
4520	Cleaning Materials	0	0	450	266	0	0	0	0	0
4530	Non Domestic Rates	0	0	892	899	0	0	0	0	0
4540	Utility Costs/Maintenance	0	0	1,584	3,358	0	0	0	0	0
	Overhead Expenditure	0	0	2,926	5,012	0	0	0	0	0
	140 Net Income over Expenditure	0	0	-2,926	-4,733	0	0	0	0	0
6000	plus Transfer from EMR	0	0	0	391	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	(2,926)	(4,342)	0		0		
180	<u>Other</u>									
4510	Remembrance Sunday	0	0	250	100	0	0	0	0	0
4690	Community Consultations/Events	0	0	500	0	0	0	50	0	0

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at 10:28

Annual Budget - By Centre

		<u>2015-6</u>		<u>2016-7</u>				<u>2017-8</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4695	Elections	0	0	0	0	0	0	1,600	-1,600	0
4700	Projects from EMR	0	0	0	34,236	0	0	0	0	0
	Overhead Expenditure	0	0	750	34,336	0	0	1,650	-1,600	0
6000	plus Transfer from EMR	0	0	0	34,236	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	(750)	(100)	0		(1,650)		
190	Section 137									
4500	Grants to Other Bodies	0	0	5,000	2,529	0	0	2,500	0	0
	Overhead Expenditure	0	0	5,000	2,529	0	0	2,500	0	0
6000	plus Transfer from EMR	0	0	0	24	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	(5,000)	(2,505)	0		(2,500)		
195	Projects									
4740	Footbridge Nant y Dwrgi	0	0	0	295	0	0	0	0	0
	Overhead Expenditure	0	0	0	295	0	0	0	0	0
6000	plus Transfer from EMR	0	0	0	295	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
200	Café 50									
1076	Precept	0	0	5,000	0	0	0	0	0	0
1200	Donations Received	0	0	1,000	1,275	0	0	0	0	0
1210	Community Councils Grants	0	0	500	100	0	0	100	0	0
1230	Fundraising Events	0	0	1,000	289	0	0	1,000	0	0

Continued on next page

at 10:28

Annual Budget - By Centre

		<u>2015-6</u>		<u>2016-7</u>				<u>2017-8</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1240	Caterer Rent Current Year	0	0	3,300	3,485	0	0	3,300	0	0
1250	Cafe 50 Hire	0	0	800	999	0	0	800	0	0
Total Income		0	0	11,600	6,148	0	0	5,200	0	0
4300	Maintenance	0	0	750	526	0	0	1,500	-1,000	0
4400	Refuse Collection	0	0	426	512	0	0	550	0	0
4520	Cleaning Materials	0	0	0	136	0	0	500	0	0
4530	Non Domestic Rates	0	0	2,651	2,635	0	0	2,753	0	0
4540	Utility Costs/Maintenance	0	0	0	65	0	0	0	0	0
4600	Gas	0	0	1,552	0	0	0	1,530	0	0
4605	Water	0	0	0	0	0	0	508	0	0
4610	Electricity	0	0	2,217	0	0	0	2,662	0	0
4620	Cafe 50 Shared Cleaning Costs	0	0	2,000	1,258	0	0	0	0	0
4630	Cafe 50 Cleaning Resource	0	0	2,594	2,406	0	0	0	0	0
4640	Opening/Closing Café 50	0	0	250	72	0	0	0	0	0
4645	Marketing Consultant	0	0	0	2,448	0	0	0	0	0
4650	Administration Cost	0	0	400	328	0	0	100	0	0
4660	Bank Charges	0	0	220	101	0	0	0	0	0
4680	Licences	0	0	146	146	0	0	200	0	0
4700	Projects from EMR	0	0	0	3,433	0	0	0	0	0
Overhead Expenditure		0	0	13,206	14,066	0	0	10,303	-1,000	0
200 Net Income over Expenditure		0	0	-1,606	-7,918	0	0	-5,103	1,000	0
6000	plus Transfer from EMR	0	0	0	7,876	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	960	0	0	0	0	0

Continued on next page

at 10:28

Annual Budget - By Centre

	<u>2015-6</u>		<u>2016-7</u>				<u>2017-8</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(1,606)</u>	<u>(1,002)</u>	<u>0</u>		<u>(5,103)</u>		
999 VAT Data									
115 VAT Reclaims	0	0	0	58,197	0	0	0	0	0
Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>58,197</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
515 VAT on Payments	0	0	0	14,910	0	0	0	0	0
Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,910</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>43,287</u>	<u>0</u>		<u>0</u>		
Total Budget Income	0	0	118,115	182,169	0	0	120,180	0	0
Expenditure	0	0	119,370	190,823	0	0	117,233	-8,900	0
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>-1,255</u>	<u>-8,654</u>	<u>0</u>	<u>0</u>	<u>2,947</u>	<u>8,900</u>	<u>0</u>
plus Transfer from EMR	0	0	0	66,955	0	0	0	0	0
less Transfer to EMR	0	0	0	960	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(1,255)</u>	<u>57,341</u>	<u>0</u>		<u>2,947</u>		

Pontyclun Community Council

Current and future creditors summary

Current Creditors

There are no outstanding bills due for payment (at 9 May 2017)

Payments made since last meeting

List of payments made since last meeting are attached. One list for each account.

In addition the following three emergency spends were authorised by the Clerk

1. Repair of the computers over Easter period. Bill not yet received but will be about £110.
2. Renewal of First aid training for the two Caretakers. This is in budget however not correctly planned for in that it is due by 12 May and not sent to Council for approval prior to this. Not renewing in time would have meant the Caretakers would have had to undergo a full new training at an additional cost of £60 each plus an extra day.
3. Council agreed to pay to resolve an issue with steps to new footbridge. Cost was initially quoted at £343.70 with a further £65.15 due to changes required.

Regular Payments for approval in advance for 2017/8

The Council is asked each year to approve payment of the following regular payments provided they are within budget These are all contractual or statutory payments

- Staff salaries and associated Tax, NI and Pension contributions. Total budget £69813
- Photocopying/Printing cost. Budget £1025
- Insurance. Total budget £1300
- Telephone/ Internet. Budget £900
- Website/IT services. Budget £720
- NDR and trade waste
- RCT Grounds Maintenance Service for Maes-y-Felin Park £1835 per annum – we then claim back a portion from Pontyclun Primary School
-

Unless paid by SO/DD cheques will be required for all these in accordance with mandate instructions.

Staff are paid monthly by cheque and a number of staff have asked to be paid direct to bank. The simplest way to effect this would be by paying by standing order with an annual/half yearly balancing cheque.

Payments for 2017/8 by Standing Order or Direct Debit

The Council has SO/DD arrangements with a number of suppliers.

Creditor	Description		Annual Amount
Rhondda Cynon Taff CBC	Non Domestic Rates at Car ol Yr Orsaf	Direct Debit to be collected in 10 mthly instalments	1546.90
Rhondda Cynon Taff CBC	Non Domestic Rates for Public Conveniences	Direct Debit to be collected in 10 mthly instalments	698.60
Rhondda Cynon Taff CBC	Non Domestic Rates for Café 50	Direct Debit to be collected in 10 mthly instalments	2944.10
Rhondda Cynon Taff CBC	Trade Waste – Community	Direct Debit to be collected mthly	460.20
Rhondda Cynon Taff CBC	Trade Waste – Café 50	Direct Debit to be collected mthly	460.20
SWALEC	Lighting at Footpath nr Windsor Fields	Direct Debit to be collected quarterly	67.60
BT	Community Caretaker	Direct Debit to be collected mthly	288.00
BT	Office Broadband+Line Rental	Direct Debit to be collected mthly	Varies based on usage
BT	Café 50 Co-Ordinator	Direct Debit to be collected mthly	288.00
Dark Green Media	Website Hosting+Support	Standing Order to be collected mthly	480.00
PEAC (UK) Ltd	Rental of Toshiba Photocopier	Direct Debit to be collected quarterly	907.28
ICO	Data Protection	Direct Debit to be collected annually	35.00
TV Licence	TV in Café 50	Expires @August'17	

Actions required

1. Council to confirm payments made since last meeting and regularise emergency spend.
2. Council to confirm approval to continue to pay SO/DD payers
3. Council to confirm authority to pay regular contractual obligations provided they remain within budget.
4. Council to confirm payment of salaries to staff by Standing Order.

Schedule of Direct Debits and Standing Orders

For the period 01 April 2017 to 31 March 2018

Creditor	Description		Annual Amount
GENERAL BANK ACCOUNT			
RCTCBC	Non Domestic Rates at Car Park Heol Yr Orsaf	Direct Debit to be collected in 10 mthly instalments	1546.90
RCTCBC	Non Domestic Rates for Public Conveniences	Direct Debit to be collected in 10 mthly instalments	698.60
RCTCBC	Non Domestic Rates for Café 50	Direct Debit to be collected in 10 mthly instalments	2944.10
RCTCBC	Trade Waste – Community	Direct Debit to be collected mthly	460.20
RCTCBC	Trade Waste – Café 50	Direct Debit to be collected mthly	460.20
RCTCBC	Grounds Maintenance Service for Maes-y-Felin Park	Cheque to be paid annually	1834.39
SWALEC	Lighting at Footpath nr Windsor Fields	Direct Debit to be collected quarterly	67.60
BT	Community Caretaker	Direct Debit to be collected mthly	288.00
BT	Office Broadband+Line Rental	Direct Debit to be collected mthly	Varies based on usage
BT	Café 50 Co-Ordinator	Direct Debit to be collected mthly	288.00
Dark Green Media	Website Hosting+Support	Standing Order to be collected mthly	480.00
Hexia Web Services Ltd	Community Website Support	Cheque to be paid monthly	240.00
PEAC (UK) Ltd	Rental of Toshiba Photocopier	Direct Debit to be collected quarterly	907.28
ICO	Data Protection	Direct Debit to be collected annually	35.00
TV Licence	TV in Café 50	Expires @August'17	

Chairperson:

Date:

List of Payments made between 01/04/2017 and 09/05/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2017	Wages Account	TFR	10,000.00		General Account to Wages Accou
03/04/2017	Rhondda Cynon Taf C.B.C.	DD	38.35		Trade Waste Community Apr'17
03/04/2017	Rhondda Cynon Taf C.B.C.	DD	38.35		Trade Waste Cafe 50 April'17
05/04/2017	British Telecom	DD	33.29		Office Phone Services March'17
05/04/2017	Laura Locket	5167	90.89		Cafe 50 Co-Ordinator
06/04/2017	British Telecom	DD	116.40		Broadband March'17 to May'17
10/04/2017	Lloyds Bank	BANK CHG	5.00		10 Feb'17 to 09 March'17
12/04/2017	One Voice Wales	5162	959.00		Membership Fee 2017/18
18/04/2017	Swalec	DD	16.90		Footpath 24/12/16 to 27/03/17
18/04/2017	P K Safety	5164	39.58		Cleaning Materials Cafe 50
20/04/2017	British Telecom	DD	48.00		Mobile Phones April'17
20/04/2017	Rialtas Business Solutions Ltd	5166	565.20		Training @20 March'17
21/04/2017	Leekes Ltd	5165	56.62		Community Maintenance
23/04/2017	Forest Park & Gardens	5170	5.60		Tools
23/04/2017	Came & Company	5169	696.93		Insurance 2017/2018
23/04/2017	P K Safety	5168	18.91		Cleaning Materials
25/04/2017	Rhondda Cynon Taf C.B.C.	DD	151.90		Car Park Rates April'17
25/04/2017	P K Safety	5171	485.65		Clothing+Cleaning Materials
26/04/2017	Buxton Marketing	5172	253.65		Marketing Consultant March'17
26/04/2017	Buxton Marketing	X5172	-253.65		Marketing Consultant March'17
26/04/2017	Buxton Marketing	5172	253.65		Marketing Consultant March'17
26/04/2017	Devonalds Solicitors	5173	340.00		Maes-Y-Felin Lease
26/04/2017	SL Hardwoods	VISA	65.15		SL Hardwoods
28/04/2017	Dark Green Media	SO	40.00		Website Hosting/Support Apr'17
02/05/2017	PEAC UK LTD	DD	226.82		Photocopier Rental May/July'17
02/05/2017	Trade UK Account	5176	296.99		Footbridge+Tools
02/05/2017	Pontyclun Community Centre	5175	1,836.00		Office Rental Apr'17 to Oct'17
02/05/2017	Pontyclun Road Runners	5174	300.00		Grant 2017/18
02/05/2017	Rhondda Cynon Taf C.B.C.	DD	298.10		Cafe 50 Rates May'17
03/05/2017	P K Safety	5178	26.64		Community Caretakers Clothing
03/05/2017	Toshiba Tec UK Imaging Systems	5179	39.67		Useage 19/01/17 to 26/04/17
08/05/2017	British Telecom	DD	33.84		Office Phone Services April'17
08/05/2017	Leekes Ltd	5180	2.79		Cleaning Materials
09/05/2017	Lloyds Bank	BANK CHG	5.00		10 March'17 to 09 April'17
Total Payments			<u>17,131.22</u>		

Wages Account

List of Payments made between 01/04/2017 and 09/05/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/04/2017	Lloyds Bank	BANK CHG	5.00		10 February'17 to 09 March'17
21/04/2017	Catherine Craven	3506	1,004.03		April'17
21/04/2017	K James	3507	526.44		April'17
21/04/2017	D Norfolk	3508	1,211.78		April'17
21/04/2017	Ray Blank	3509	865.14		April'17
21/04/2017	Nuala Wedge	3510	325.00		April'17
08/05/2017	Lloyds Bank	BANK CHG	5.00		10 March'17 to 09 April'17
Total Payments			<u>3,942.39</u>		

Pontyclun Community Council

Code of Conduct Executive summary

PCC adopted the latest model code of conduct issued in early 2016.

To aid clarity we have added a section on the principles governing conduct of members of Local Authorities in Wales. These are not part of the code but were previously provided separately.

When the Code was adopted the Council omitted to set a minimum value above which all gifts and hospitality needs to be registered(Section 17)

Actions required

- **Council to confirm Code of Conduct**
- **Council to agree a minimum amount below which gifts and hospitality do not require registration. We recommend £11 or £21.**

PONTYCLUN COMMUNITY COUNCIL CODE OF CONDUCT
Adopted 18 May 2016 and updated 17 May 2017

**THE PRINCIPLES GOVERNING THE CONDUCT OF ELECTED AND CO-OPTED
MEMBERS OF LOCAL AUTHORITIES IN WALES**

(These do not form part of the Code but are included for completeness).

Selflessness

1. Members must act solely in the public interest. They must never use their position as members to improperly confer advantage on themselves or to improperly confer advantage or disadvantage on others.

Honesty

2. Members must declare any private interests relevant to their public duties and take steps to resolve any conflict in a way that protects the public interest.

Integrity and Propriety

3. Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their duties. Members must on all occasions avoid the appearance of such behaviour.

Duty to Uphold the Law

4. Members must act to uphold the law and act on all occasions in accordance with the trust that the public has placed in them.

Stewardship

5. In discharging their duties and responsibilities members must ensure that their authority's resources are used both lawfully and prudently.

Objectivity in Decision-making

6. In carrying out their responsibilities including making appointments, awarding contracts, or recommending individuals for rewards and benefits, members must make decisions on merit. Whilst members must have regard to the professional advice of officers and may properly take account of the views of others, including their political groups, it is their responsibility to decide what view to take and, if appropriate, how to vote on any issue.

Equality and Respect

7. Members must carry out their duties and responsibilities with due regard to the need to promote equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion, and show respect and consideration for others.

Openness

8. Members must be as open as possible about all their actions and those of their authority. They must seek to ensure that disclosure of information is restricted only in accordance with the law.

Accountability

9. Members are accountable to the electorate and the public generally for their actions and for the way they carry out their responsibilities as a member. They must be prepared to submit themselves to such scrutiny as is appropriate to their responsibilities.

Leadership

10. Members must promote and support these principles by leadership and example so as to promote public confidence in their role and in the authority. They must respect the impartiality and integrity of the authority's statutory officers and its other employees.

PART 1 INTERPRETATION

1.—(1) In this code —

"co-opted member" ("*aelod cyfetholedig*"), in relation to a relevant authority, means a person who is not a member of the authority but who —

- (a) is a member of any committee or sub-committee of the authority, or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority, and who is entitled to vote on any question which falls to be decided at any meeting of that committee or subcommittee;

"meeting" ("*cyfarfod*") means any meeting —

- (a) of the relevant authority,
- (b) of any executive or board of the relevant authority,
- (c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any executive or board of the authority, or
- (d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990,

and includes circumstances in which a member of an executive or board or an officer acting alone exercises a function of an authority;

"member" ("*aelod*") includes, unless the context requires otherwise, a co-opted member;

"registered society" means a society, other than a society registered as a credit union, which is —

- (a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or
- (b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;

"register of members' interests" ("*cofrestr o fuddiannau'r aelodau*") means the register established and maintained under section 81 of the Local Government Act 2000;

"relevant authority" ("*awdurdod perthnasol*") means—

- (a) a county council,
- (b) a county borough council,
- (c) a community council,
- (d) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,

(e) a National Park authority established under section 63 of the Environment Act 1995;

"you" ("*chi*") means you as a member or co-opted member of a relevant authority; and

"your authority" ("*eich awdurdod*") means the relevant authority of which you are a member or co-opted member.

(2) In relation to a community council—

(a) "proper officer" ("*swyddog priodol*") means an officer of that council within the meaning of section 270(3) of the Local Government Act 1972; and

(b) "standards committee" ("*pwyllgor safonau*") means the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(1) and (2) of the Local Government Act 2000.

PART 2 GENERAL PROVISIONS

2.—(1) Save where paragraph 3(a) applies, you must observe this code of conduct —

(a) whenever you conduct the business, or are present at a meeting, of your authority;

(b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;

(c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or

(d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.

(2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

3. Where you are elected, appointed or nominated by your authority to serve —

(a) on another relevant authority, or any other body, which includes a Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or

(b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4. You must —

(a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;

(b) show respect and consideration for others;

(c) not use bullying behaviour or harass any person; and

(d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

5. You must not —

(a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;

(b) prevent any person from gaining access to information to which that person is entitled by law.

6.—(1) You must —

(a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;

(b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);

(c) report to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;

(d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

(2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7. You must not —

(a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;

(b) use, or authorise others to use, the resources of your authority —

(i) imprudently;

(ii) in breach of your authority's requirements;

(iii) unlawfully;

(iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;

(v) improperly for political purposes; or

(vi) improperly for private purposes.

8. You must —

(a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by —

(i) the authority's head of paid service;

(ii) the authority's chief finance officer;

(iii) the authority's monitoring officer;

(iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);

(b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

9. You must —

(a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;

(b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

PART 3 INTERESTS

Personal Interests

10.—(1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.

(2) You must regard yourself as having a personal interest in any business of your authority if —

(a) it relates to, or is likely to affect —

(i) any employment or business carried on by you;

(ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;

(iii) any person, other than your authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;

(iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;

(v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;

(vi) any land in which you have a beneficial interest and which is in the area of your authority;

(vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in subparagraph (iv) above;

(viii) any body to which you have been elected, appointed or nominated by your authority;

(ix) any —

(aa) public authority or body exercising functions of a public nature;

(bb) company, registered society, charity, or body directed to charitable purposes;

(cc) body whose principal purposes include the influence of public opinion or policy;

(dd) trade union or professional association; or

(ee) private club, society or association operating within your authority's area,

in which you have membership or hold a position of general control or management;

(x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;

[Note: subparagraph (b) is omitted.]

(c) a decision upon it might reasonably be regarded as affecting —

(i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;

(ii) any employment or business carried on by persons as described in 10(2)(c)(i);

(iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;

(iv) any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or

(v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)(i) hold a position of general control or management,

to a greater extent than the majority of—

(aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or

(bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

Disclosure of Personal Interests

11.—(1) Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority and you make —

(a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or

(b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.

(3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.

(4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11(1), give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer, or in relation to a community council, your authority's proper officer from time to time but, as a minimum containing —

(a) details of the personal interest;

(b) details of the business to which the personal interest relates; and

(c) your signature.

(5) Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.

(6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.

(7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

Prejudicial Interests

12.—(1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is

one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business—

(a) relates to —

- (i) another relevant authority of which you are also a member;
- (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
- (iii) a body to which you have been elected, appointed or nominated by your authority;
- (iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;
- (v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

(b) relates to —

- (i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;
- (ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;
- (iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;
- (iv) the functions of your authority in respect of an allowance or payment made in accordance with the provisions of Part 8 of the Local Government (Wales) Measure 2011, or an allowance or pension provided under section 18 of the Local Government and Housing Act 1989;

(c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.

(3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

Overview and Scrutiny Committees

13. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, sub-committees, joint committees or joint subcommittees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

Participation in Relation to Disclosed Interests

14.—(1) Subject to sub-paragraphs (2), (2A), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee —

(a) withdraw from the room, chamber or place where a meeting considering the business is being held—

(i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or

(ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;

(b) not exercise executive or board functions in relation to that business;

(c) not seek to influence a decision about that business;

(d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and

(e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.

(2) Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(2A) Where you have a prejudicial interest in any business of your authority you may submit written representations to a meeting relating to that business, provided that the public are allowed to attend the meeting for the purpose of making representations, answering questions or giving evidence relating to the business, whether under statutory right or otherwise.

(2B) When submitting written representations under sub-paragraph (2A) you must comply with any procedure that your authority may adopt for the submission of such representations.

(3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if —

(a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or

(b) you have the benefit of a dispensation provided that you —

(i) state at the meeting that you are relying on the dispensation; and

(ii) before or immediately after the close of the meeting give written notification to your authority containing —

- (aa) details of the prejudicial interest;
- (bb) details of the business to which the prejudicial interest relates;
- (cc) details of, and the date on which, the dispensation was granted; and
- (dd) your signature.

(4) Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to your authority within 14 days of making the representation.

PART 4 THE REGISTER OF MEMBERS' INTERESTS

Registration of Personal Interests

15.—(1) Subject to sub-paragraph (4), you must, within 28 days of—

- (a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or
- (b) your election or appointment to office (if that is later),

register your personal interests, where they fall within a category mentioned in paragraph 10(2)(a), in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(2) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any new personal interest falling within a category mentioned in paragraph 10(2)(a), register that new personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(3) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any change to a registered personal interest falling within a category mentioned in paragraph 10(2)(a), register that change in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

(4) Sub-paragraphs (1), (2) and (3) do not apply to sensitive information determined in accordance with paragraph 16(1).

(5) Sub-paragraphs (1) and (2) do not apply if you are a member of a relevant authority which is a community council when you act in your capacity as a member of such an authority.

(6) You must, when disclosing a personal interest in accordance with paragraph 11 for the first time, register that personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

Sensitive information

16.—(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that

information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify your authority's monitoring officer, or in relation to a community council, your authority's proper officer asking that the information be included in your authority's register of members' interests.

(3) In this code, "sensitive information" ("*gwybodaeth sensitif*") means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Registration of Gifts and Hospitality

17. You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer, or in relation to a community council, to your authority's proper officer of the existence and nature of that gift, hospitality, material benefit or advantage.

Y COD YMDDYGIAD ENGHREIFFTIOL

RHAN 1 DEHONGLI

1.—(1) Yn y cod hwn —

mae "aelod" ("*member*") yn cynnwys aelod cyfetholedig onid yw'r cyd-destun yn mynnu fel arall;

ystyr "aelod cyfetholedig" ("*co-opted member*"), mewn perthynas ag awdurdod perthnasol, yw person nad yw'n aelod o'r awdurdod ond—

(a) sy'n aelod o unrhyw bwyllgor neu is-bwyllgor i'r awdurdod, neu

(b) sy'n aelod o unrhyw gyd-bwyllgor neu gyd-is-bwyllgor i'r awdurdod, ac sy'n cynrychioli'r awdurdod arno,

ac sydd â'r hawl i bleidleisio ar unrhyw gwestiwn sydd i'w benderfynu mewn unrhyw gyfarfod o'r pwyllgor neu o'r is-bwyllgor hwnnw;

ystyr "eich awdurdod" ("*your authority*") yw'r awdurdod perthnasol yr ydych chi'n aelod neu'n aelod cyfetholedig ohono;

ystyr "awdurdod perthnasol" ("*relevant authority*") yw—

(a) cyngor sir,

(b) cyngor bwrdeistref sirol,

(c) cyngor cymuned,

(ch) awdurdod tân ac achub a gyfansoddwyd drwy gynllun o dan adran 2 o Ddeddf Gwasanaethau Tân ac

Achub 2004 neu gynllun y mae adran 4 o'r Ddeddf honno yn gymwys iddo,

(d) awdurdod Parc Cenedlaethol a sefydlwyd o dan adran 63 o Ddeddf yr Amgylchedd 1995;

ystyr "cofrestr o fuddiannau'r aelodau" ("register of members' interests") yw'r gofrestr a sefydlir ac a gedwir o dan adran 81 o Ddeddf Llywodraeth Leol 2000;

ystyr "cyfarfod" ("*meeting*") yw unrhyw gyfarfod —

(a) o'r awdurdod perthnasol,

(b) o unrhyw weithrediaeth neu fwrdd i'r awdurdod perthnasol,

(c) o unrhyw bwyllgor, is-bwyllgor, cyd-bwyllgor neu gyd-is-bwyllgor i'r awdurdod perthnasol neu unrhyw bwyllgor, is-bwyllgor, cyd-bwyllgor neu gyd-is-bwyllgor o'r fath i unrhyw weithrediaeth neu fwrdd i'r awdurdod, neu

(ch) y mae aelodau neu swyddogion yr awdurdod perthnasol yn bresennol ynddo ac eithrio cyfarfod grŵp gwleidyddol a gyfansoddwyd yn unol â rheoliad 8 o Reoliadau Llywodraeth Leol (Pwyllgorau a Grwpiau Gwleidyddol) 1990,

ac mae'n cynnwys amgylchiadau pan fo aelod o weithrediaeth neu fwrdd neu swyddog sy'n gweithredu ar ei ben ei hun yn arfer un o swyddogaethau awdurdod; ac

ystyr "chi" ("you") yw chi fel aelod neu aelod cyfetholedig o awdurdod perthnasol.

(2) Mewn perthynas â chyngor cymuned—

(a) ystyr "swyddog priodol" ("proper officer") yw swyddog o'r cyngor hwnnw o fewn ystyr adran 270(3) o Ddeddf Llywodraeth Leol 1972; a

(b) ystyr "pwyllgor safonau" ("standards committee") yw pwyllgor safonau'r cyngor sir neu'r cyngor bwrdeistref sirol sydd â swyddogaethau mewn perthynas â'r cyngor cymuned y mae'n gyfrifol amdano o dan adran 56(1) a (2) o Ddeddf Llywodraeth Leol 2000.

RHAN 2 DARPARIAETHAU CYFFREDINOL

2.—(1) Ac eithrio pan fo paragraff 3(a) yn gymwys, rhaid i chi gydymffurfio â'r cod ymddygiad hwn —

(a) pa bryd bynnag y byddwch yn cynnal busnes eich awdurdod, neu'n bresennol mewn un o gyfarfodydd eich awdurdod;

(b) pa bryd bynnag y byddwch yn gweithredu, yn honni gweithredu neu'n rhoi'r argraff eich bod yn gweithredu yn rôl aelod y cawsoch eich ethol neu eich penodi iddi;

(c) pa bryd bynnag y byddwch yn gweithredu, yn honni gweithredu neu'n rhoi'r argraff eich bod yn gweithredu fel un o gynrychiolwyr eich awdurdod; neu

(ch) ar bob adeg ac mewn unrhyw gapasiti, mewn cysylltiad ag ymddygiad a nodir ym mharagraffau 6(1)(a) a 7.

(2) Dylech ddarllen y cod hwn ar y cyd â'r egwyddorion cyffredinol a ragnodir o dan adran 49(2) o Ddeddf Llywodraeth Leol 2000 o ran Cymru.

3. Os byddwch wedi eich ethol, eich penodi neu eich enwebu gan eich awdurdod i wasanaethu —

(a) ar awdurdod perthnasol arall, neu ar unrhyw gorff arall, sy'n cynnwys Bwrdd Iechyd Lleol rhaid i chi, pan fyddwch yn gweithredu ar ran yr awdurdod arall neu'r corff arall hwnnw, gydymffurfio â chod ymddygiad yr awdurdod arall neu'r corff arall hwnnw; neu

(b) ar unrhyw gorff arall nad oes ganddo god sy'n ymwneud ag ymddygiad ei aelodau, rhaid i chi, pan fyddwch yn gweithredu ar ran y corff arall hwnnw, gydymffurfio â'r cod ymddygiad hwn, ac eithrio pan yw'n gwrthdaro ag unrhyw rwymedigaethau cyfreithlon eraill y gall y corff hwnnw fod yn ddarostyngedig iddynt neu i'r graddau y mae'n gwrthdaro â'r cyfryw rwymedigaethau.

4. Rhaid i chi —

(a) cyflawni eich dyletswyddau a'ch cyfrifoldebau gan roi sylw dyladwy i'r egwyddor y dylai fod cyfle cyfartal i bawb, waeth beth fo'u rhyw, eu hil, eu hanabledd, eu cyfeiriadedd rhywiol, eu hoed neu eu crefydd;

(b) dangos parch at eraill ac ystyriaeth ohonynt;

(c) peidio ag ymddwyn fel bwli neu harasio unrhyw berson; a

(ch) peidio â gwneud dim sy'n cyfaddawdu, neu sy'n debygol o gyfaddawdu, didueddrwydd y sawl sy'n gweithio i'ch cyngor neu ar ei ran.

5. Rhaid i chi —

(a) peidio â datgelu gwybodaeth gyfrinachol neu wybodaeth y byddai'n rhesymol ystyried ei bod o natur gyfrinachol, heb gydsyniad datganedig person a awdurdodwyd i roi cydsyniad o'r fath, neu onid yw'r gyfraith yn mynnu eich bod yn gwneud hynny;

(b) peidio â rhwystro unrhyw berson rhag gweld gwybodaeth y mae gan y person hwnnw hawl i'w gweld yn ôl y gyfraith.

6.—(1)Rhaid i chi —

(a) peidio ag ymddwyn mewn ffordd y gellid yn rhesymol ei hystyried yn un sy'n dwyn anfri ar eich swydd neu ar eich awdurdod;

(b) adrodd, p'un ai drwy weithdrefn adrodd gyfrinachol eich awdurdod neu'n uniongyrchol i'r awdurdod priodol, ar unrhyw ymddygiad gan aelod arall neu gan unrhyw un sy'n gweithio i'ch awdurdod neu ar ei ran ac y mae'n rhesymol i chi fod o'r farn ei fod yn golygu neu'n debygol o olygu ymddygiad troseddol (nad yw at ddibenion y paragraff hwn yn cynnwys tramgwyddau neu ymddygiad y gellir ei gosbi drwy gosb benodedig);

(c) adrodd i swyddog monitro eich awdurdod ar unrhyw ymddygiad gan aelod arall y mae'n rhesymol i chi fod o'r farn ei fod yn groes i'r cod ymddygiad hwn;

(ch) peidio â gwneud cwynion blinderus, maleisus neu wacsaw yn erbyn aelodau eraill neu unrhyw un sy'n gweithio i'ch awdurdod neu ar ei ran.

(2) Rhaid i chi gydymffurfio ag unrhyw gais gan swyddog monitro eich awdurdod, neu gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru, mewn cysylltiad ag ymchwiliad a wneir yn unol â'u gwahanol bwerau statudol.

7. Rhaid i chi —

(a) yn eich capasiti swyddogol neu fel arall, beidio â defnyddio neu geisio defnyddio eich safle yn amhriodol i roi neu i sicrhau mantais i chi eich hun neu i unrhyw berson arall, neu i greu neu i osgoi anfantais i chi eich hun neu i unrhyw berson arall;

(b) peidio â defnyddio adnoddau eich awdurdod, neu awdurdodi eraill i'w defnyddio—

(i) yn annoeth;

(ii) yn groes i ofynion eich awdurdod;

(iii) yn anghyfreithlon;

(iv) ac eithrio mewn dull a fwriedir i hwyluso neu i ffafrio cyflawni swyddogaethau'r awdurdod neu'r swydd yr ydych wedi eich ethol neu eich penodi iddo neu iddi;

(v) yn amhriodol at ddibenion gwleidyddol; neu

(vi) yn amhriodol at ddibenion preifat.

8. Rhaid i chi —

(a) pan fyddwch yn cyfrannu mewn cyfarfodydd neu'n gwneud penderfyniadau ynghylch busnes y mae a wnelo eich awdurdod ag ef, wneud hynny ar sail rhinweddau'r amgylchiadau o dan sylw ac er budd y cyhoedd gan roi sylw i unrhyw gyngor perthnasol a ddarperir gan swyddogion eich awdurdod, ac yn benodol gan —

(i) pennaeth gwasanaeth taledig yr awdurdod;

(ii) prif swyddog cyllid yr awdurdod;

(iii) swyddog monitro'r awdurdod;

(iv) prif swyddog cyfreithiol yr awdurdod (y dylid ymgynghori ag ef pan fo unrhyw amheuaeth ynghylch pw^er yr awdurdod i weithredu, ynghylch a yw'r cam a arfaethir yn dod o fewn y fframwaith polisi y cytunwyd arno gan yr awdurdod neu os gallai canlyniadau cyfreithiol gweithredu neu fethu â gweithredu gan yr awdurdod gael ôl-ffeithiau pwysig);

(b) rhoi rhesymau dros bob penderfyniad yn unol ag unrhyw ofynion statudol ac unrhyw ofynion rhesymol ychwanegol a osodir gan eich awdurdod.

9. Rhaid i chi —

(a) parchu'r gyfraith a rheolau eich awdurdod sy'n llywodraethu hawlio treuliau a lwfansau mewn cysylltiad â'ch dyletswyddau fel aelod;

(b) osgoi derbyn rhoddion oddi wrth neb, na lletygarwch (ac eithrio lletygarwch swyddogol, megis derbyniad dinesig neu weithio dros ginio, a awdurdodir yn briodol gan eich awdurdod) na buddiannau materol neu wasanaethau i chi eich hun neu i unrhyw berson os byddai gwneud hynny'n eich rhoi o dan rwymedigaeth amhriodol, neu os gallai'n rhesymol ymddangos fel pe bai'n gwneud hynny.

RHAN 3 BUDDIANNAU

Buddiannau Personol

10.—(1) Ym mhob mater rhaid i chi ystyried a oes gennych fuddiant personol, ac a yw'r cod ymddygiad hwn yn ei gwneud yn ofynnol i chi ddatgelu'r buddiant hwnnw.

(2) Rhaid i chi ystyried bod gennych fuddiant personol mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef —

(a) os yw'n gysylltiedig â'r canlynol, neu'n debygol o effeithio arnynt —

(i) unrhyw gyflogaeth yr ydych yn ymgymryd â hi neu fusnes yr ydych yn ei redeg;

(ii) unrhyw berson sy'n eich cyflogi neu sydd wedi eich penodi, unrhyw ffyrm yr ydych yn bartner ynddi neu unrhyw gwmni yr ydych yn gyfarwyddwr arno ac yn derbyn tâl;

(iii) unrhyw berson, ac eithrio eich awdurdod, sydd wedi rhoi taliad i chi mewn cysylltiad â'ch ethol neu mewn cysylltiad ag unrhyw dreuliau a dynnwyd gennych wrth i chi gyflawni eich dyletswyddau fel aelod;

(iv) unrhyw gorff corfforaethol y mae ganddo le busnes neu dir yn ardal eich awdurdod, ac y mae gennych chi fuddiant llesiannol mewn dosbarth o warannau sydd gan y corff hwnnw ac sy'n werth mwy na'r gwerth enwol o £25,000 neu un ganfed ran o gyfanswm cyfalaf cyfrannau dyroddedig y corff hwnnw;

(v) unrhyw gontract am nwyddau, gwasanaethau neu waith neu weithfeydd a wnaed rhyngoch chi, rhwng ffyrm yr ydych yn bartner ynddi, neu rhwng cwmni yr ydych yn gyfarwyddwr arno ac yn derbyn tâl, neu rhwng corff o'r math a ddisgrifir yn is-baragraff (iv) uchod a'ch awdurdod;

(vi) unrhyw dir y mae gennych fuddiant llesiannol ynddo ac sydd yn ardal eich awdurdod;

(vii) unrhyw dir y mae eich awdurdod yn landlord arno ac y mae ffyrm yr ydych yn bartner ynddi, cwmni yr ydych yn gyfarwyddwr arno ac yn derbyn tâl, neu gorff o'r math a ddisgrifir yn is-baragraff (iv) uchod yn denant arno;

(viii) unrhyw gorff yr ydych wedi eich ethol, eich penodi neu eich enwebu gan eich awdurdod i fod arno;

(ix) unrhyw —

(aa) awdurdod cyhoeddus neu gorff sy'n arfer swyddogaethau o natur gyhoeddus;

(bb) cwmni, cymdeithas ddiwydiannol a darbodus, elusen, neu gorff arall a chanddo ddibenion elusennol;

(cc) corff y mae dylanwadu ar farn neu bolisi cyhoeddus ymhlith ei brif ddibenion;
(chch) undeb llafur neu gymdeithas broffesiynol; neu

(dd) clwb preifat neu gymdeithas breifat sy'n gweithredu o fewn ardal eich awdurdod,

yr ydych yn aelod ohono neu ohoni neu mewn safle rheolaeth neu reoli cyffredinol ynddo neu ynddi;

(x) unrhyw dir yn ardal eich awdurdod y mae gennych drwydded (ar eich pen eich hun neu ar y cyd ag eraill) i'w feddiannu am 28 o ddiwrnodau neu fwy;

[Nodyn: Mae is-baragraff (b) wedi ei hepgor.]

(c) pe byddai'n rhesymol ystyried penderfyniad arno yn benderfyniad a fyddai'n effeithio —

(i) ar eich llesiant neu eich sefyllfa ariannol, neu lesiant neu sefyllfa ariannol person yr ydych yn byw gydag ef, neu unrhyw berson y mae gennych gysylltiad personol agos ag ef;

(ii) ar unrhyw gyflogaeth yr ymgwymerir â hi neu fusnes a redir gan bersonau fel a ddisgrifir yn 10(2)(c)(i);

(iii) ar unrhyw berson sy'n cyflogi neu sydd wedi penodi'r cyfryw bersonau ag a ddisgrifir yn 10(2)(c)(i), unrhyw ffyrm y mae'r cyfryw bersonau'n bartneriaid ynddi, neu unrhyw gwmni y maent yn gyfarwyddwyr arno;

(iv) ar unrhyw gorff corfforaethol y mae gan bersonau fel a ddisgrifir yn 10(2)(c)(i) fuddiant llesiannol mewn dosbarth o warannau sy'n werth mwy na'r gwerth enwol o £5,000; neu

(v) ar unrhyw gorff a restrir ym mharagraffau 10(2)(a)(ix)(aa) i (dd) y mae personau a ddisgrifir yn 10(2)(c)(i) mewn safle rheolaeth neu reoli cyffredinol ynddo,

a hynny i raddau mwy—

(aa) yn achos awdurdod â dosbarthiadau etholiadol neu wardiau, na'r rhelyw o bobl eraill sy'n talu'r dreth gyngor, bobl eraill sy'n talu ardrethi neu breswylwyr eraill yn y dosbarth etholiadol neu'r ward, yn ôl y digwydd, y bydd y penderfyniad yn effeithio arnynt; neu

(bb) ym mhob achos arall, na'r rhelyw o bobl eraill sy'n talu'r dreth gyngor, o bobl eraill sy'n talu ardrethi neu breswylwyr eraill yn ardal yr awdurdod.

Datgelu Buddiannau Personol

11.—(1) Pan fydd gennych fuddiant personol mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef ac y byddwch yn bresennol mewn cyfarfod lle y caiff y busnes hwnnw ei ystyried, rhaid i chi ddatgelu ar lafar gerbron y cyfarfod hwnnw fodolaeth a natur y buddiant hwnnw cyn i'r cyfarfod ystyried y busnes neu ar ddechrau'r ystyriaeth, neu pan ddaw'r buddiant i'r amlwg.

(2) Pan fydd gennych fuddiant personol mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef ac y byddwch yn gwneud —

(a) cynrychioliadau ysgrifenedig (p'un ai drwy lythyr, neges ffacs neu ar ryw ffurf arall ar gyfathrebu electronig) i un o aelodau neu o swyddogion eich awdurdod ynghylch y busnes hwnnw, dylech gynnwys manylion am y buddiant hwnnw yn y gyfathrebiaeth ysgrifenedig; neu

(b) cynrychioliadau llafar (p'un ai'n bersonol neu ar ryw ffurf ar gyfathrebu electronig) i un o aelodau neu o swyddogion eich awdurdod dylech ddatgelu'r buddiant ar ddechrau'r cyfryw gynrychioliadau, neu pan ddaw'n amlwg i chi fod gennych fuddiant o'r fath, a chadarnhau'r cynrychioliad a'r buddiant yn ysgrifenedig o fewn 14 o ddiwrnodau ar ôl gwneud y cynrychioliad.

(3) Yn ddarostyngedig i baragraff 14(1)(b) isod, os bydd gennych fuddiant personol mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef ac y byddwch wedi gwneud penderfyniad wrth arfer un o swyddogaethau gweithrediaeth neu fwrdd, rhaid i chi mewn perthynas â'r busnes hwnnw sicrhau bod unrhyw ddatganiad ysgrifenedig ynghylch y penderfyniad hwnnw'n cofnodi bodolaeth a natur eich buddiant.

(4) Rhaid i chi, mewn cysylltiad â buddiant personol nas datgelwyd eisoes, cyn cyfarfod neu'n syth ar ôl diwedd cyfarfod pan ddatgelir y buddiant yn unol ag is-baragraff 11(1), roi hysbysiad ysgrifenedig i'ch awdurdod yn unol ag unrhyw ofynion a nodir gan swyddog monitro eich awdurdod, neu mewn perthynas â chyngor cymuned, swyddog priodol eich awdurdod o bryd i'w gilydd ond, rhaid cynnwys o leiaf —

(a) manylion am y buddiant personol;

(b) manylion am y busnes y mae'r buddiant personol yn gysylltiedig ag ef; ac

(c) eich llofnod.

(5) Pan fydd eich swyddog monitro wedi cytuno bod yr wybodaeth sy'n ymwneud â'ch buddiant personol yn wybodaeth sensitif, yn unol â pharagraff 16(1), mae eich rhwymedigaethau o dan y paragraff 11 hwn i ddatgelu'r cyfryw wybodaeth, p'un ai ar lafar neu'n ysgrifenedig, i'w disodli gan rwymedigaeth i ddatgelu bodolaeth buddiant personol ac i gadarnhau bod eich swyddog monitro wedi cytuno bod y cyfryw fuddiant personol o natur gwybodaeth sensitif.

(6) At ddibenion is-baragraff (4), dim ond os bod hysbysiad ysgrifenedig wedi ei ddarparu yn unol â'r cod hwn ers y dyddiad diwethaf pryd yr etholwyd chi, y penodwyd chi neu yr enwebwyd chi'n aelod o'ch awdurdod y bernir bod buddiant personol wedi ei ddatgelu eisoes.

(7) At ddibenion is-baragraff (3), os na ddarperir hysbysiad ysgrifenedig yn unol â'r paragraff hwnnw bernir na fyddwch wedi datgan buddiant personol yn unol â'r cod hwn.

Buddiannau sy'n Rhagfarnu

12.—(1) Yn ddarostyngedig i is-baragraff (2) isod, os bydd gennych fuddiant personol mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef bydd gennych hefyd fuddiant sy'n rhagfarnu yn y busnes hwnnw os bydd y buddiant yn un y bydd yn rhesymol i aelod o'r cyhoedd sy'n gwybod y ffeithiau perthnasol fod o'r farn ei fod mor arwyddocaol fel y bydd yn debygol o ragfarnu eich barn ynghylch buddiant cyhoeddus.

(2) Yn ddarostyngedig i is-baragraff (3), nid ystyrir bod gennych fuddiant sy'n rhagfarnu mewn unrhyw fusnes os bydd y busnes hwnnw—

(a) yn gysylltiedig—

(i) ag awdurdod perthnasol arall yr ydych hefyd yn aelod ohono;

(ii) ag awdurdod cyhoeddus arall neu gorff sy'n arfer swyddogaethau o natur gyhoeddus lle yr ydych mewn safle rheolaeth neu reoli cyffredinol;

(iii) â chorff yr ydych wedi cael eich ethol, eich penodi neu eich enwebu gan eich awdurdod i fod arno;

(iv) â'ch rôl fel llywodraethwr ysgol (os na chwsoch eich penodi neu eich enwebu gan eich awdurdod) oni bai bod y busnes yn benodol gysylltiedig â'r ysgol yr ydych yn un o'i llywodraethwyr;

(v) â'ch rôl fel aelod o Fwrdd Iechyd Lleol os na chwsoch eich penodi neu eich enwebu gan eich awdurdod i fod arno;

(b) yn gysylltiedig:

(i) â swyddogaethau tai eich awdurdod os oes gennych denantiaeth neu les gyda'ch awdurdod, ar yr amod nad oes arnoch i'ch awdurdod ôl-ddyledion rhent o fwy na deufis, ac ar yr amod nad yw'r swyddogaethau hynny'n ymwneud yn arbennig â'ch tenantiaeth neu â'ch les;

(ii) â swyddogaethau eich awdurdod mewn cysylltiad â phrydau ysgol, cludiant a threuliau teithio, os ydych chi'n warchodwr, yn rhiant, yn fam-gu neu'n nain neu'n dad-cu neu'n daid, neu os oes gennych gyfrifoldeb rhiant (fel y'i diffinnir yn adran 3 o Deddf Plant 1989) dros blentyn sy'n cael addysg lawnamser, onid yw'r busnes yn benodol gysylltiedig â'r ysgol y mae'r plentyn hwnnw'n ei mynychu;

(iii) â swyddogaethau eich awdurdod mewn cysylltiad â thâl salwch statudol o dan Ran XI o Ddeddf Cyfraniadau a Budd-daliadau Nawdd Cymdeithasol 1992, os ydych yn cael, neu os oes gennych hawl i gael, taliad o'r fath gan eich awdurdod;

“(iv) â swyddogaethau eich awdurdod mewn cysylltiad â lwfans neu daliad a wneir yn unol â darpariaethau Rhan 8 o Fesur Llywodraeth Leol (Cymru) 2011, neu lwfans neu bensiwn a ddarperir o dan adran 18 o Ddeddf Llywodraeth Leol a Thai 1989;

(c) yn gysylltiedig â'ch rôl fel cynghorydd cymunedol mewn perthynas â grant, benthyciad neu fath arall ar gymorth ariannol a wnaed gan eich cyngor cymuned i gyrff cymunedol neu wirfoddol hyd at uchafswm o £500.

(3) Nid yw'r esemptiadau yn is-baragraff (2)(a) yn gymwys os yw'r busnes yn gysylltiedig â dyfarnu ar unrhyw gymeradwyaeth, cydsyniad, trwydded, caniatâd neu gofrestrriad.

Pwyllgorau Trosolygu a Chraffu

13. Bydd gennych hefyd fuddiant sy'n rhagfarnu mewn unrhyw fusnes sydd gerbron un o bwyllgorau trosolygu a chraffu eich awdurdod (neu un o is-bwyllgorau pwyllgor o'r fath)—

(a) os bydd y busnes hwnnw'n gysylltiedig â phenderfyniad a wnaed (p'un a gafodd ei weithredu ai peidio) neu gam a gymerwyd gan weithrediaeth, bwrdd, neu un arall o bwyllgorau, is-bwyllgorau, cyd-bwyllgorau neu o gyd-is-bwyllgorau eich awdurdod; a

(b) os oeddech chi, ar yr adeg pan wnaed y penderfyniad neu pan gymerwyd y cam, yn aelod o'r weithrediaeth, y bwrdd, y pwyllgor, yr is-bwyllgor, y cyd-bwyllgor neu'r cyd-is-bwyllgor a grybwyllir yn is-baragraff (a) a'ch bod chi'n bresennol pan wnaed y penderfyniad hwnnw neu pan gymerwyd y cam hwnnw.

Cyfrannu mewn Perthynas â Datgelu Buddiannau

14.—(1) Yn ddarostyngedig i is-baragraffau (2), (2A), (3) a (4), os bydd gennych fuddiant sy'n rhagfarnu mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef rhaid i chi, oni roddwyd i chi ollyngiad gan bwyllgor safonau eich awdurdod —

(a) ymadael â'r ystafell, y siambr neu'r man lle y mae cyfarfod i ystyried y busnes yn cael ei gynnal—

(i) pan fo is-baragraff (2) yn gymwys, yn syth ar ôl i'r cyfnod ar gyfer gwneud cynrychioliadau, ateb cwestiynau neu roi tystiolaeth sy'n ymwneud â'r busnes ddod i ben a beth bynnag cyn i ystyriaeth bellach o'r busnes ddechrau, p'un a ganiateir i'r cyhoedd aros yn bresennol ar gyfer y cyfryw ystyriaeth ai peidio; neu

(ii) mewn unrhyw achos arall, pa bryd bynnag y daw i'r amlwg bod y busnes hwnnw'n cael ei ystyried yn y cyfarfod hwnnw;

(b) peidio ag arfer swyddogaethau gweithrediaeth neu fwrdd mewn perthynas â'r busnes hwnnw;

(c) peidio â cheisio dylanwadu ar benderfyniad ynghylch y busnes hwnnw;

(ch) peidio â gwneud unrhyw gynrychioliadau ysgrifenedig (p'un ai drwy lythyr, neges ffacs neu ar ryw ffurf arall ar gyfathrebu electronig) mewn perthynas â'r busnes hwnnw; a

(d) peidio â gwneud unrhyw gynrychioliadau llafar (p'un ai'n bersonol neu ar ryw ffurf ar gyfathrebu electronig) mewn cysylltiad â'r busnes hwnnw neu rhaid i chi roi'r gorau ar unwaith i wneud y cyfryw gynrychioliadau llafar pan ddaw'r buddiant sy'n rhagfarnu i'r amlwg.

(2) Os oes gennych fuddiant sy'n rhagfarnu mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef cewch fod yn bresennol mewn cyfarfod ond dim ond er mwyn gwneud cynrychioliadau, ateb cwestiynau neu roi tystiolaeth sy'n ymwneud â'r busnes, ar yr amod y caniateir hefyd i'r cyhoedd fod yn bresennol yn y cyfarfod i'r un diben, p'un ai o dan hawl statudol neu fel arall.

(2A) Os oes gennych fuddiant sy'n rhagfarnu mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef cewch gyflwyno cynrychioliadau ysgrifenedig i gyfarfod sy'n ymwneud â'r busnes hwnnw, ar yr amod y caniateir i'r cyhoedd fod yn bresennol yn y cyfarfod at y diben o wneud cynrychioliadau, ateb cwestiynau neu roi tystiolaeth sy'n ymwneud â'r busnes, pa un ai o dan hawl statudol neu fel arall.

(2B) Pan fyddwch yn cyflwyno cynrychioliadau ysgrifenedig o dan is-baragraff (2A), rhaid i chi gydymffurfio ag unrhyw weithdrefn y caiff eich awdurdod ei fabwysiadu ar gyfer cyflwyno cynrychioliadau o'r fath.

(3) Nid yw is-baragraff (1) yn eich rhwystro rhag bod yn bresennol a chyfrannu mewn cyfarfod —

(a) os gofynnir i chi fod yn bresennol mewn cyfarfod pwyllgor trosolwg neu graffu, gan y cyfryw bwyllgor ac yntau'n arfer ei bwerau statudol; neu

(b) os oes gennych y fantais o fod gollyngiad wedi ei roi i chi ar yr amod—

(i) eich bod yn datgan yn y cyfarfod eich bod yn dibynnu ar y gollyngiad; a

(ii) eich bod, cyn y cyfarfod neu'n syth ar ôl i'r cyfarfod orffen, yn rhoi hysbysiad ysgrifenedig i'ch awdurdod a bod hwnnw'n cynnwys —

(aa) manylion y buddiant sy'n rhagfarnu;

(bb) manylion y busnes y mae'r buddiant sy'n rhagfarnu'n gysylltiedig ag ef;

(cc) manylion y gollyngiad a'r dyddiad pryd y'i rhoddwyd; a

(chch) eich llofnod.

(4) Os bydd gennych fuddiant sy'n rhagfarnu a'ch bod yn gwneud cynrychioliadau ysgrifenedig neu lafar i'ch awdurdod gan ddibynnu ar ollyngiad, rhaid i chi ddarparu manylion am y gollyngiad o fewn unrhyw gynrychioliad ysgrifenedig neu lafar o'r fath ac, yn yr achos olaf hwn, rhaid i chi ddarparu hysbysiad ysgrifenedig ar gyfer eich awdurdod o fewn 14 o ddiwrnodau ar ôl gwneud y cynrychioliad.

RHAN 4 COFRESTR BUDDIANNAU AELODAU

Cofrestru Buddiannau Personal

15.—(1) Yn ddarostyngedig i is-baragraff (4), rhaid i chi, o fewn 28 o ddiwrnodau ar ôl—

(a) i god ymddygiad eich awdurdod gael ei fabwysiadu neu i ddarpariaethau gorfodol y cod enghreifftiol hwn gael eu cymhwyso i'ch awdurdod; neu

(b) i chi gael eich ethol neu eich penodi i swydd (os digwydd hynny'n ddiweddarach),

gofrestru eich buddiannau personol, os ydynt yn dod o fewn categori a grybwyllir ym mharagraff 10(2)(a), yng nghofrestr eich awdurdod o fuddiannau'r aelodau drwy ddarparu hysbysiad ysgrifenedig ar gyfer swyddog monitro eich awdurdod.

(2) Yn ddarostyngedig i is-baragraff (4), rhaid i chi, o fewn 28 o ddiwrnodau ar ôl dod yn ymwybodol o unrhyw fuddiant personol newydd sy'n dod o fewn categori a grybwyllir ym mharagraff 10(2)(a), gofrestru'r buddiant personol newydd hwnnw yng nghofrestr eich awdurdod o fuddiannau'r aelodau drwy ddarparu hysbysiad ysgrifenedig ar gyfer swyddog monitro eich awdurdod.

(3) Yn ddarostyngedig i is-baragraff (4), rhaid i chi, o fewn 28 o ddiwrnodau ar ôl dod yn ymwybodol o unrhyw newid i fuddiant personol a gofrestrwyd sy'n dod o fewn categori a grybwyllir ym mharagraff 10(2)(a), gofrestru'r newid hwnnw yng nghofrestr eich awdurdod o fuddiannau'r aelodau drwy ddarparu hysbysiad ysgrifenedig ar gyfer swyddog monitro eich awdurdod, neu, yn achos cyngor cymuned, swyddog priodol eich awdurdod.

(4) Nid yw is-baragraffau (1), (2) a (3) yn gymwys i wybodaeth sensitif a benderfynir yn unol â pharagraff 16(1).

(5) Nid yw is-baragraffau (1) a (2) yn gymwys os ydych yn aelod o awdurdod perthnasol sy'n gyngor cymuned pan fyddwch yn gweithredu yn eich capasiti fel aelod o awdurdod o'r fath.

(6) Pan fyddwch yn datgelu buddiant personol yn unol â pharagraff 11 am y tro cyntaf, rhaid i chi gofrestru'r buddiant personol hwnnw yng nghofrestr eich awdurdod o fuddiannau'r aelodau drwy ddarparu hysbysiad ysgrifenedig ar gyfer swyddog monitro eich awdurdod, neu, yn achos cyngor cymuned, swyddog priodol eich awdurdod.

Gwybodaeth sensitif

16.—(1) Os byddwch yn ystyried bod yr wybodaeth sy'n ymwneud ag unrhyw un neu rai o'ch buddiannau personol yn wybodaeth sensitif, a bod swyddog monitro eich awdurdod yn cytuno, nid oes angen i chi gynnwys yr wybodaeth honno pan fyddwch yn cofrestru'r buddiant hwnnw, neu, yn ôl y digwydd, newid i'r buddiant o dan baragraff 15.

(2) Rhaid i chi, o fewn 28 o ddiwrnodau ar ôl i chi ddod yn ymwybodol o unrhyw newid yn eich amgylchiadau sy'n golygu nad yw gwybodaeth sydd wedi ei heithrio o dan is-baragraff (1) mwyach yn wybodaeth sensitif, hysbysu swyddog monitro eich awdurdod, neu mewn perthynas â chyngor cymuned, swyddog priodol eich awdurdod gan ofyn am i'r wybodaeth gael ei chynnwys yng nghofrestr buddiannau aelodau eich awdurdod.

(3) Yn y cod hwn, ystyr "gwybodaeth sensitif" ("*sensitive information*") yw gwybodaeth y mae ei rhoi ar gael i'w harchwilio gan y cyhoedd yn creu, neu'n debygol o greu, risg ddifrifol y gallech chi neu berson sy'n byw gyda chi fod yn destun trais neu fygythion.

Cofrestru Rhoddion a Lletygarwch

17. Rhaid i chi, o fewn 28 o ddiwrnodau ar ôl i chi gael unrhyw rodd, lletygarwch, buddiant materol neu fantais faterol, sy'n fwy na gwerth a bennir mewn penderfyniad gan eich awdurdod, ddarparu hysbysiad ysgrifenedig ar gyfer swyddog monitro eich awdurdod, neu mewn perthynas â chyngor cymuned, swyddog priodol eich awdurdod yn nodi bodolaeth a natur y rhodd honno, y lletygarwch hwnnw, y buddiant materol hwnnw neu'r fantais faterol honno.

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

Policy: 1891376



CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Policy number 1891376
1. **Name of policyholder** Pontyclun Community Council
2. **Date of commencement of insurance policy** 1st April 2017
3. **Date of expiry of insurance policy** 31st March 2018
Both days inclusive

We hereby certify that subject to paragraph 2:

- 1 The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey, the Island of Alderney (b); and
- 2 the minimum amount of cover provided by this policy is no less than £5 million (c).

Signed on behalf of Hiscox Insurance Company Ltd

Notes:

- (a) Where the employer is a company to which regulation 3(2) of the regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
 - (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
 - (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.
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About the insurer

Insurer Hiscox Insurance Company Limited
Registered address 1 Great St Helens, London, EC3A 6HX United Kingdom
Company registration Registered in England number 00070234
Status Hiscox Insurance Company Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority

Hiscox is a member of ELTO and must collect certain information about the entities insured for UK Employers' liability insurance under your policy.

Information we hold for your policy

Policy number: 1891376

Insured: Pontyclun Community Council

We hold the following information for your policy. Please check it and notify us (or your insurance intermediary if you have one) if anything is incorrect.

Employer/registered company name	Main/registered address	Postcode	HMRC Employer Reference Number (ERN)	ERN not applicable reason
Pontyclun Community Council	Pontyclun Community Centre Heol yr Orsaf Pontyclun Rhondda Cynon Taf CF72 9EE	CF72 9EE		

Please refer to your policy schedule for details of our obligations, your rights and how your information may be used.

Mandatory information - what is required?

Below is a summary of the information we must collect from you to help you provide the correct information.

For the main policyholder and each additional employer or subsidiary company in the UK insured under the policy, the following is required:

1. Employer name
2. Full address of employer including postcode
3. HMRC Employer Reference Number (ERN)

Entities which do not have an HMRC ERN

If any entity insured does not have an ERN, a reason must be supplied to us from the following:

- All employees below PAYE threshold
- Business registered outside England, Scotland, Wales or NI
- The business does not have any employees

SCHEDULE

Policy Number 1891376

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 2017** until the policy is cancelled
Date issued to insured: 21st February 2017
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(3)
The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below

PREMIUM DETAILS

Annual premium :	£633.57	Annual Tax :	£63.36	Total :	£696.93
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SCHEDULE
Policy Number 1891376

Local councils & not-for profit organisations scheme

PROPERTY – BUILDINGS

Section wording 11600 WD-HSP-UK-PAC-PYB(3)
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	£35,932.45
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

6351.0 Floating amount insured (Buildings)

PROPERTY – CONTENTS

SCHEDULE
Policy Number 1891376

Section wording 11602 WD-HSP-UK-PAC-PYC(4)
Insurer Hiscox Insurance Company Limited

Premises :

Item description	Excess	Amount Insured
General contents including computer and ancillary equipment	£250	£1,378.89
Gardening equipment, plant and machinery	£250	£8,635.50
Sports equipment	£250	£0.00
Rent payable	£250	£0.00

Excess applies to Each and every loss
Geographical limits: 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
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

SCHEDULE
Policy Number 1891376

Endorsements

6222.0 Amendment of cover (Fidelity guarantee)
 6226.0 Addition of cover (Travel expenses)
 6349.1 Floating amount insured (Contents)

PROPERTY AWAY FROM THE PREMISES

Wording 11602 WD-HSP-UK-PAC-PYC(4)
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

Endorsements

65.0 Contents temporarily elsewhere

PROPERTY – BUSINESS INTERRUPTION

Section wording 11601 WD-HSP-UK-PAC-PYI(3)
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

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
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

SCHEDULE
Policy Number 1891376

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(2)
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(3)
Insurer	Hiscox Insurance Company Limited
Limit of indemnity	£10,000,000
Limit applies to	Each and every occurrence including costs
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

SCHEDULE
Policy Number 1891376

Section wording	11607 WD-HSP-UK-PAC-GL(3)
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
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INTERNET AND EMAIL

Section wording	11605 WD-HSP-UK-PAC-IE(3)
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
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(3)
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

SCHEDULE
Policy Number 1891376

Endorsements

705.4 Prior & pending litigation date

COMMERCIAL LEGAL PROTECTION (DAS)

Section wording 9927 WD-HSP-UK-CHR-DAS(2)
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 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 (charities)
 504.0 DAS Statutory Licence Protection

PERSONAL ACCIDENT

Section wording 11608 WD-HSP-UK-PAC-PA(3)
Insurer Hiscox Insurance Company Limited

Personal accident

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

SCHEDULE
Policy Number 1891376

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, the Channel Islands and

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

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

Endorsements

131.2	Travel country exclusions
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SCHEDULE

Policy Number 1891376

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

Policy Number 1891376

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	Floating amount insured (Buildings) 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.
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Property – contents clauses in full

Clause	6222.0	Amendment of cover: fidelity guarantee What is not covered , 9 is amended to read as follows: 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. How much we will pay , Fraud and Dishonesty is deleted. The following is added to What is covered , Additional cover: Fidelity guarantee 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: a. dual controls exist for the signing of cheques, issuing instructions for disbursements of assets or funds, fund transfer procedures and investment; and 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 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 d. your financial loss was wholly sustained within the 12 month period prior to its discovery; and
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SCHEDULE
Policy Number 1891376

- e. the loss is notified to **us** within ten working days of its discovery by **you**; and
- 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 6226.0

Addition of cover - travel expenses

The following is added to **What is covered**, Additional cover:

Travel expenses

23. **We** will also pay for:
- the unused travel, accommodation and pre-booked conference or excursion expenses which **you** have paid or legally have to pay and which cannot be recovered; and
 - the necessary and reasonable additional travel and accommodation expenses for **your** member of staff, **councillor** or trustee to return home; as a result of a pre-arranged business trip being cancelled or cut short, during the **period of insurance**, for one of the following reasons:
 - the death, accidental injury or illness of a member of staff, **councillor** or trustee; or
 - the death, accidental injury or illness of the spouse, partner, close relative, fiancée or fiancé of a member of staff, **councillor** or trustee; or
 - the death, accidental injury or illness of any person with whom a member of staff, **councillor** or trustee is planning to stay or conduct business; or
 - a member of staff, **councillor** or trustee being called for jury service or as a court witness; or
 - damage** to a member of staff or **councillor**'s or trustee's pre-booked accommodation making it impossible for the member of staff or **councillor** or trustee to stay there.
 - damage** to the scheduled means of transport or any strike, riot, civil commotion or **terrorism** which causes the cancellation or delayed departure for 24 hours or more of the scheduled transport on which the member of staff or **councillor** or trustee is booked to travel on their outward or return journey.

The most **we** will pay during the **period of insurance** under this additional cover is £750. The **excess** which applies to this additional cover is £75.

Clause 6349.1

6349.1 Floating amount insured (Contents)

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.

Property away from the premises clauses in full

Clause 65.0

Contents temporarily elsewhere

We will not make any payment when such property is temporarily outside the UK

SCHEDULE
Policy Number 1891376

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.

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 2. Full address of employer including postcode; and 3. HMRC Employer Reference Number (ERN). <p>If any insured entity does not have an ERN, you must provide us with one of the following reasons:</p> <ol style="list-style-type: none"> 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.
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You must inform **us** immediately of any changes to the above information.

Public and products liability clauses in full

Clause	6080.0	<p>Firework and bonfire condition endorsement</p> <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 100 metres away from any premises, car park or
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SCHEDULE
Policy Number 1891376

- 12. storage of any flammable or dangerous material; and
- 13. there will be no use of accelerants or other flammables on any bonfire; and 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.

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.

Internet and email clauses in full

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

Officials indemnity clauses in Full

Clause 705.4 Prior & pending litigation date
 Prior & pending litigation date 01/04/2017

Commercial legal protection (DAS) clauses in full

Clause 524.0 Commercial legal protection (charities)
 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.

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.

Business travel clauses in full

Clause 131.2 Travel country exclusions
We will not make any payment under this section for any trip to or in the following countries:

- Afghanistan
- Chad
- Chechnya
- Congo (Democratic Republic)
- Iraq

SCHEDULE

Policy Number 1891376

Israel
Ivory Coast
Somalia
Sudan (South of latitude 10 degrees North & Darfur)

Clauses- applicable to the whole policy

Clause	603.0	<p>Commercial assistance & legal advice helpline Your Hiscox policy gives you access to a general business advice line.</p> <p>For advice on employment, prosecutions, health and safety, sex discrimination, tax and European law call +44 (0)870 050 3030.</p> <p>Data Protection Act</p> <p>By accepting your policy, you consent to us and the Hiscox group of companies (collectively referred to as Hiscox) using the information we may hold about you or others related to your policy for the purposes of providing insurance and handling claims, if any, and to process sensitive personal information about you or others related to your policy where this is necessary (for example health information or criminal convictions). This may mean Hiscox has to give some details to third parties involved in providing insurance cover. These may include insurance carriers, third-party claims adjusters, fraud detection and prevention services, third party service providers, reinsurance companies, insurer tracing offices and insurance regulatory authorities. Where such sensitive personal information relates to anyone other than you, you must obtain the explicit consent of the person to whom the information relates both to the disclosure of such information to us and its use by Hiscox as set out above. The information provided will be treated in confidence and in compliance with all relevant regulation and legislation. You or others related to your policy may have the right to apply for a copy of this information (for which Hiscox may charge a small fee) and to have any inaccuracies corrected.</p> <p>For training and quality control purposes, telephone calls may be monitored or recorded.</p>
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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
Policy Number 1891376

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	Parish Council Insurance Brokers Ltd.
Registered address	1st Floor Offices 2 Meridian Office Park Osborn Way HOOK RG27 9HY
Company registration	Registered in England number 07090275
Status	Authorised and regulated by the Financial Conduct Authority



Date: 17/08/2016

Broker Ref:PONT34CV05

Pontyclun Community Council
Pontyclun Community Centre
Heol Yr Orsaf
Pontyclun
Rhondda Cynon Taf
CF72 9EE



Dear Sirs,

Thank you for renewing your policy with Arthur J. Gallagher Insurance Brokers Limited, your business is important to us and is very much appreciated.

Please find enclosed the policy documents which will include the certificate of motor insurance or a temporary covering note.

Also enclosed is the proposal form which needs to be checked, then signed and dated where highlighted. Can you please advise us if there are any inaccuracies as these could affect the policy cover or premium quoted.

We look forward to receiving the signed proposal form within the course of the next seven days and should you have any queries regarding this matter or any other type of insurance then please do not hesitate to contact us.

Yours faithfully,

Arthur J. Gallagher Insurance Brokers Limited

WHY NOT REQUEST A QUOTE FOR...

- **Commercial Combined or Individual liability** - We have competitive rate for sole traders through to multi-national companies.
- **Private Motor Insurance**
- **Household Buildings & Contents**
- **Our Annual Travel policy** - Ideal when taking several trips per year
- **Motor Cycle Insurance**

Enc.

Arthur J. Gallagher
 Talbot House
 Talbot Road
 Talbot Green
 Pontyclun
 CF72 8AF
 Tel No: 01443 224761
 Fax No: 01443 238758



COMMERCIAL VEHICLE PROPOSAL FORM

Ageas Van Guard F/C EDI

FOR AGENT USE

Agency Number: 32931H Client Reference: PONT34CV05 Premium: £432.01 Insurance Premium Tax: £41.04 Total Amount: £473.05

1. Your Details

Title/Forename(s) **Mr Darren** Surname **Norfolk**
 Company Name **Pontyclun Community Council**
 Address **Pontyclun Community Centre
 Heol Yr Orsaf
 Pontyclun
 Rhondda Cynon Taf
 CF72 9EE** Tel No. Daytime _____
 Tel No. Evenings _____
 Occupation **FT Caretaker** Nature of Business **FT Local Government Authority**
 Business Postcode **CF72 9EE** Is this a Company Policy? **Yes**

PERIOD OF INSURANCE from 00:01 01/09/2016 for 12 Months

2. Vehicle

Make and Model	Body Type	Vehicle Type	Reg. No	Year of Make	Est. Value	Current Mileage	Date of Purchase	No of Seats	Gross Vehicle Weight	Engine Size	Annual Mileage
FORD TRANSIT CUSTOM	Van	270 L1 100	CU65 OPL	2015	£20000	1	01/09/2015	3	2700	2198	8000

a) Are you the owner of this vehicle?
 If no, please give full details **No**
CU65 OPL Company

b) Are you the registered keeper of this vehicle?
 If no, please give full details **No**
CU65 OPL Company

c) Is this vehicle Left Hand Drive?
 If yes, please give full details **No**

d) Has this vehicle been changed in any way from the vehicle manufacturer's standard specification including changes to the bodywork such as spoilers, body kits, changes to suspension or brakes, cosmetic changes such as alloy wheels, changes affecting performance such as changes to the engine management system or exhaust system and any changes to the audio/entertainment system?
 If yes, please give full details **No**

e) Where will this vehicle be normally kept overnight?
**CU65 OPL Private Property
 CF72 9EE**

f) Where is this vehicle kept when not in use?

g) What is the maximum radius of the use of this vehicle?
CU65 OPL Unlimited miles

h) Will this vehicle carry hazardous goods?
 If yes, please give full details **No**

2. Vehicle (cont'd)

j) Is this vehicle fitted with security/alarm devices?
If yes, please give full details. Yes

Reg No CU65 OPL	Immobiliser	Fitted by	Alarm Unspecified	Fitted by Fitted as Standard	Tracker	Fitted by
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k) Will this vehicle have any trailers attached?
If yes, SEE ATTACHED SHEET FOR DETAILS. No

l) Will this vehicle have any containers attached?
If yes, SEE ATTACHED SHEET FOR DETAILS. No

3. Driver(s)

Who will Drive? Named Drivers

Name of Driver	Age	Date of Birth	Occupation and Nature of Business Full & Part Time	Licence Type	Date Licence Obtained	Relationship to Driver 1
YOU, THE PROPOSER	43	02/02/1973		Full	01/09/1993	
2. Mr Raymond Blank	56	13/03/1960	FT Assistant Caretaker Local Government Authority	Full	01/09/1980	Proposers Employee
3.						
4.						
5.						

Vehicle Reg No	PROPOSER	Additional Driver 2	Additional Driver 3	Additional Driver 4	Additional Driver 5
Vehicle 1 CU65 OPL	Main	Casual			

Have you or any person who will drive:

a) ever had Motor Insurance cancelled or refused?
If yes, please give details. No

b) been asked to pay an increased premium or had special conditions imposed?
If yes, please give details. No

c) been convicted during the past 5 years of any criminal offence or been charged with a criminal offence but not yet tried?
If yes, please give details. No

d) Has this driver had any motoring convictions, driving licence endorsements or fixed penalties (endorsed on their driving licence)?
If yes, refer to Section 6. Additional Information. No

e) has this driver ever been disqualified from driving? No

f) any prosecution or Police enquiry pending regardless of blame and whether covered by insurance or not?
If yes, please give details. No

g) Has this driver had or caused any accidents, claims or damage involving any motor vehicle (including car, motorcycle or van) in the past 5 years, whether or not a claim was made, regardless of blame?
If yes, refer to Section 6. Additional Information. No

h) have defective vision or hearing (not corrected by glasses or hearing aid) any physical, mental, alcoholic or nervous disorder, or heart, diabetic or epileptic condition or other complaint, had blackouts or fits or regularly take any prescribed medication?
If yes, SEE ATTACHED SHEET FOR DETAILS. No

Have the condition(s) mentioned above been advised to the DVLA?

If the condition has been notified to the DVLA, have they issued the driver with a licence?

You are reminded that all drivers are required by law to inform the Drivers Medical Branch at DVLA if they have any disability (including any physical or mental conditions) which affects or may become likely to affect their fitness as a driver.

PONT 34CV05

4. Cover / Use

Reg No	Cover	Voluntary Excess	Protected NCB	Windscreen Cover	Use
CU65 OPL	Comprehensive		No	Yes	Carriage Of Own Goods

5. Previous Insurance/No Claims Discount

Are you, or have you been insured in your own name in respect of any motor vehicle?
 If yes, please provide the following information: Yes

Previous Insurer	Policy Number	Expiry Date	Years NCB	Type of vehicle bonus earned
Ageas Insurance Ltd	FVGL014084H	05/11/2015	CU65 OPL 9 Yrs	Commercial Vehicle

6. Additional Information

IMPORTANT NOTES

- Your policy will be based on the answers provided in this proposal form. Your answers will influence the acceptance and assessment of this proposal. If you are in any doubt about whether a piece of information is relevant to your answer, your insurance adviser will be happy to give advice.
- Important notice-You are required by the Consumer Insurance (Disclosure and Representations) Act to take reasonable care to supply accurate and complete answers to all questions on this proposal form and to make sure that all information supplied is true and correct. Failure to supply accurate and complete answers may mean that your policy is invalid and that it does not operate in the event of a claim.
- It is an offence under the Road Traffic Act to make a false statement or withhold any information for the purposes of obtaining a Certificate of Motor Insurance
- Cover will not start until a Ageas Certificate of Motor Insurance or Cover Note is issued.
- Ageas reserves the right to decline this Proposal or to offer a policy containing restrictions in cover.
- Unless we agree otherwise, English law will apply to this contract of insurance.

Please read this notice carefully as it contains important information about our use of your personal information.

In this notice, we and us and our mean Ageas Insurance Limited. Your personal information means any information we hold about you and any information you give us about anyone else. You should show this notice to anyone else insured or proposed to be insured to drive your car under your policy as it will also apply to them. It explains how we use all the information we have about you and the other people insured under your policy.

Please note that if you give us false or inaccurate information this could give us the right to avoid your insurance policy or it could impact your ability to claim.

Sensitive information

Some of the personal information that we ask you to provide is known as "sensitive personal data". This will include information relating to health issues, race, religion and any criminal convictions. We need to use sensitive personal data to provide you with quotes, arrange and manage your policy and to provide the services described in your policy documents (such as dealing with claims).

How we use your personal information

We are part of the Ageas group of companies. We may share your personal information with other companies in the group for any of the purposes set out in this notice. If you want to know more about the Ageas group please go to www.ageas.co.uk

We will use your personal information to arrange and manage your insurance policy, including handling underwriting and claims and issuing renewal documents and information to you or your insurance adviser. We will also use your personal information to assess your insurance application and provide information to credit reference agencies.

We may research, collect and use data about you from publicly available sources including social media and networking sites. We may use this data for the purposes set out in this notice, including fraud detection and prevention.

We may have to share your personal information with other insurers, statutory bodies, regulatory authorities, our business partners or agents providing services on our behalf and other authorised bodies.

We will share your personal information with others:

- o if we need to do this to manage your policy with us including settling claims;
- o for underwriting purposes, such as assessing your application and arranging your policy and at renewal stage including:
 - o providing your (or any person included on the proposal) driving licence number to the DVLA to confirm licence status, entitlement and relevant restriction information and endorsement/conviction data. Searches may be carried out prior to and at any point during your insurance policy including any mid-term adjustment and renewal stage. (For details relating to information held about you by the DVLA please visit www.MyLicence.org.uk)
 - o search your (or any person included on the proposal) 'No Claims Discount' ("NCD") details against a No Claims Discount database (to obtain information in relation to your NCD entitlement. Such searches may be carried out against driving licence number, name, date of birth, Vehicle Registration Mark ("VRM") and/or postcode. (A search of the driving licence number with the DVLA or against the NCD Database should not show a footprint against the driving licence.)
- o for management information purposes;
- o to prevent or detect crime, including fraud (see below);
- o if we are required or permitted to do this by law (for example, if we receive a legitimate request from the police or another authority); and/or

Pontyclun Community Council

Risk Register executive summary

PCC has a register of risks detailing the risk areas which apply, how much this could affect us and likelihood of happening. Mitigants in place or planned are detailed.

New Clerk is currently reviewing the risks and mitigants so this list is not a complete position at this time.

Risks are labelled

- High – coloured Red
- Medium – coloured amber
- Low – coloured green
- Planned mitigants are coloured in pink (new or improved)

Actions to reduce likelihood and or severity are planned with the following aims

- Risks where likelihood of happening is high (4 or 5) – action to be taken within 6 months
- Overall High Risks – aim to reduce to medium over 12m period
- Overall Medium Risks – aim to reduce to Low over 24m period

Key points to note are as follows

1. Historically Council has prepared a risk assessment annually though does not appear to have had a comprehensive plan in place to action matters to reduce identified risks.
2. Whilst Council has registered with Information Commissioners Office for data protection we do not seem to have a published policy for responding to requests.

Risks with High overall score

1. Health & Safety Assessments. As we have 5 or more staff we should have written down H&S policies. These do not appear to be readily available or are out of date
2. No formalised arrangements in place for Holiday Cover /Sickness for Cleaner – proposals with Council for this meeting
3. No robust process in place to maintain and support Council's Computer equipment. Informal arrangements with Postmaster though he is now saying that he cannot always sustain this.
 - a. Over Easter our Computers failed one was able to be repaired in 3.5 hours the other was removed for a week to repair.
1. Earmarked reserves. There is no formal policy for replacement of assets not for allocation of funds for this. With recent addition of over £200k of Playground, fencing and Bridge a review is required.
2. With 8 new Councillors & an new Clerk the risk of breaching policies by omission or error is high. This will reduce by Councillors/ Clerk undertaking training and over time
3. No robust process in place to control Council Keys and access to Café 50 for evenings and weekends

Members should note that over time risks will change. New risks will arise and some will cease. Also new working practices, changes in statute and replacement of capital items will mean that existing risks will change as will their scores.

Actions required

- **Council to confirm rating/ action plan methodology above**
- **Clerk to ensure Risk position is completed with relevant actions advised to Administration working group monthly and to Council for noting once a quarter and review half yearly.**
- **Clerk to circulate Council's rules and policies to Members for them to read, retain and confirm understanding of.**
By End May
- **Clerk to draw up Health and Safety Assessment/ Policies and Fire Safety Assessment/Records in conjunction with Caretaker and report back to Council for adoption**
By June Council Meeting
- **Clerk to draw up budgeting policy for replacement of assets and report to Administration working group**
By June
- **Clerk to draw up policy for responding to data protection requests by July**

Pontyclun Community Council Risk Management Policy

- a) The recognition and management of risk is vital to ensure the proper management of the Council's assets and resources and efficient discharge of its duties and responsibilities to the community. Risk
- b) The Practitioner's Guide on Governance and Accountability requires Councils to identify risks which it faces and put in place a scheme designed to create the necessary awareness and actions
- c) Risk management is not a process which seeks to avoid risk completely but it seeks to identify and assess risks on an individual basis by using a scoring methodology which identifies the severity of
- d) The Plan which is appended to this policy identifies each of the risks that are considered to require attention as the impact of each on the Council would be of concern and in some cases could be
- e) The Plan forms part of the internal control arrangements of the Council and will be used as part of the process of audit by the Council's Internal Auditor
- f) In most of the identified areas of risk the Council's insurance arrangements will apply such as in relation to public liability, employer liability, loss of money, fidelity guarantee, property damage, official's
- g) An annual review of the plan in conjunction with the Council's insurance arrangements will be undertaken at the Annual Meeting of the Council

Assessment criteria

Rating

Potential consequences rated 1-5 (5 high)

- 1 - very little effect
- 2 - minor effects most likely to internal admin of Council
- 3 Some disruption of service/increase in complaints/ negative publicity & loss of some reputation
- 4 Major disruption of service/increase in complaints/ negative publicity & loss of some reputation. Contingency in
- 5 Major disruption of service/increase in complaints/ negative publicity & loss of some reputation. No Contingency

Likelihood of happening rated 1-5

- 1 Not known to have happened in last 5 years and unlikely to happen
- 2 Not happened in last 3 years and unlikely to happen in similar timescale
- 3. Not happened in last 12m unlikely to happen in similar timescale or likelihood not known
- 4. Has happened in last 12 or likely to in next 12m
- 5 Has happened in last 3m or likely to

Severity score is Potential classification x Likelihood

Classification

- Low risk - green severity score 1-7
- Medium risk - amber score 8-14
- High risk - score 15 and above

Actions required

- Low risk - no specific actions till next review
- Medium - actions within 24m. Aim to reduce risk to Low in this period
- High - actions within 12m to reduce risk to at least amber in this period
- Items with likelihood of happening of 4 or 5 - actions to be taken within 6m to reduce likelihood and/or severity of

n place
cy in place

f consequences

Area	Risk Item	Risk Identified	Consequence	Likelihood	Score	Classification	Mitigants in place to reduce, minimise or control risk							Comments		
Operational Risks	Health and Safety Assessments	Activities of the Council are not Risk assessed and Arrangements Regularly monitored.	5	5	25	High	Clerk has responsibility for ensuring that risk assessments are prepared and regularly monitored.									No H&S assessments in place for Office/Café 50
Operational Risks	Computing equipment	Failure of the Council's computer systems will cause undue strain on staff and lead to services not being provided and potential statutory or admin actions not being taken in a timely manner	4	5	20	High	Computer updates to be installed as they become available	Formal arrangements to be put in place for repair/maintenance								No formal arrangement for computer servicing in place
Legal Risks	Non-compliance with statutes and regulations	Possibility of fines for failure to meet obligations, court action, tribunal etc	4	5	20	High	Ensure the Council keeps up to date with all necessary legislation	Use or buy expertise if the necessary expertise is not available in-house	Undertake appropriate staff training	Maintain membership of appropriate bodies such as One Voice Wales, SLCC and ACAS seminars etc.	Keep abreast of 'good practice' guidelines issued by Welsh Assembly Government, Wales Audit Office etc.				As 8 new councillors and new Clerk this is currently higher than normal;	
Staffing risks	Training of Councillors	Councillors do not have the necessary skills and knowledge to perform their roles.	4	4	16	High	Council to have an annual training budget and all Councillors be required to commit themselves to appropriate training.	Ongoing training register to be maintained								As 8 new councillors this is currently higher than normal;
Risks at Special events, Services and activities	Hiring Café 50	Hirers do not secure building properly after their activity leading to damage at the premises or a user being locked in.	4	4	16	High	Limited Keyholder allowed	Keyholders register kept by Clerk. Keyholders complete an agreement form	Process for late night/evening closure to be drafted	Checklist for closing off to be provided to users					For review by new Co-ordinator	
Staffing risks	Cleaning contract	No cover for cleaner in the event of holidays or sickness	3	5	15	High	Arrange cover from local cleaning contractors								No cover in place	
Finance Risks	Reserves Earmarked	Lack of availability of funding to meet planned commitments.	5	3	15	High	Annual budgeting process to designate earmarked funding requirement.	Replacement of assets policy to be drafted	Full register of assets and liabilities to be maintained						Review of asset replacement and Reserve allocation required prior to 2017/8 budget process	
Asset Risks	Café 50	Health and Safety Requirements are not followed	5	3	15	High	Co-ordinator to establish H&S regime for Café 50 e.g. electrical inspections, fire extinguisher checks, fire risk assessment etc.).	Clerk regularly reports to the Committee on compliance with these requirements. Appropriate insurance in place.	Clerk inspects the condition of café 50 on a biannual basis. Co-ordinator to report any Maintenance issues to the Clerk.	Budget set annually to address non-urgent maintenance requirements.					For review by new Co-ordinator and Clerk	
Legal Risks	Code of Conduct	Members do not follow code of conduct leading to reputational issues for Council	5	3	15	High	Members to be trained in the Code of Conduct.								Level 3 likelihood as new councillors	
Legal Risks	Welsh Language Act	The Council fails To comply with the Act.	4	3	12	Medium	Council to adopt a Welsh Language Policy	Council to work with a local Welsh speaking resident to expand its communication arrangements through the medium of Welsh.								
Operational Risks	Accidents (Public, Staff and elected members and staff)	Public Staff and Members may be injured due to accidents or negligence. Costs of staff time, replacement, possible compensation claims etc.	4	3	12	Medium	Ensure public liability cover is in place and that the level of cover is adequate	Ensure that duty of care is uppermost when planning and/or providing a serve or activity (Risk assessments)	Regularly inspect premises and equipment							
Political / reputational risk	Council reputation	Loss of reputation and goodwill through members not acting transparently or without due Council authorisation. Council not communicating adequately or promptly with residents	4	3	12	Medium	Respecting electors rights by allowing attendance at meetings and other appropriate occasions	Proper recording of members interests and gifts etc.	Applying sound principles when dealing with representational matters, particularly in local planning and licensing issues	Use of Community Council noticeboards and webpage	Timely responses to all correspondence, consultations etc.	Good conduct and adherence to National Code of Conduct at all times				
Asset Risks	Café 50	Hirers cause damage To hall	4	3	12	Medium	Hiring agreement requires hirers to meet the cost of any damage caused to the hall.	An invoice to be served on any hirer who damages the hall.	In the case of major damage it might be necessary to pursue insurance claim or take legal action.							
Asset Risks	Fire, Act(s) of God, damage, vandalism and theft, IT viruses	Loss of assets or loss of use of assets, inability to deliver services, inefficiencies and disruption or delay	5	2	10	Medium	Provide appropriate insurance cover reviewed annually	Alarm systems are operated	Ensure that all data is regularly backed up in-house and off-site	Use fire-proof storage wherever possible	Undertake planned periodic condition checks and take any remedial action as soon as possible, prioritising work schedule	Ensure compliance with various health & safety requirements, including Risk assessments,safety (PAT and other tests/inspections)	Use appropriate anti-virus programmes and undertake periodic checks to ensure systems are still adequate		No contingency plans in place to provide alternative arrangements in the event of outages	
Staffing risks	Staffing inadequacies/ inefficiencies	Staffing inadequacies leading to additional costs, services not being provided or Reputational loss and cost	5	2	10	Medium	Staff development and training with regular programme of refresher activity	Ongoing staff training log to be maintained	Encourage membership of appropriate supporting organisations (OVW and SLCC)	Provide appropriate insurance cover for negligence etc.	Budget Provision for "unforeseens"					
Staffing risks	Availability of Staff	Long term absence of any staff member would result in serious workload issues for other staff and increased costs to Council	5	2	10	Medium	Council to nominate one of its members to cover the essential duties on a non -remunerated basis.	Access to SLCC's locum service or contact neighbouring Councils to see if cover can be provided by other serving Clerks.	Other staff to extend working hours to cover	Cross train Office staff to each others role and use outside contractors for caretaker role	Remote access to systems to allow staff to work from home if incapacity allows					
Operational Risks	Resilience	Staff will not be able to work in the event of disruption due to major unforeseen incidents eg Fire, Utility failure etc including at other locations	5	2	10	Medium	Contingency plans to be put in place									
Asset Risks	Council land	Inappropriate use of the councils land and damage by vandalism. Leads to increased costs and possible public accidents	3	3	9	Medium	Signpost in place to warn of penalties for inappropriate use.	Regular inspections by the caretaker, Clerk and members and corrective action taken as appropriate.								

Legal Risks	Legal Claims	Claims are made in Relation to Employment matters and from members Of the public about The condition of Council amenities Resulting in injury.	4	2	8	Medium	Council models it's as a good employer and follows all expected standards of good employment practice.	Public liability and legal expenses insurance is in place.	The Council has a range of employment policies in place (e.g. grievance and disciplinary procedures).	Weekly checks of playgrounds by staff and written records kept	Regular checks of playground by accredited RCT staff who also conduct risk assessment				
Operational Risks	Information Security	Important Council Information is lost due to damage by fire or water and On computer is Lost or damaged.	4	2	8	Medium	Data held on computer is continually backed up using a service provided by Know How.	No suitable hard copy storage at present							
Risks at Special events, Services and activities	Special Events, Services & Activities including Seasonal events	Injury to volunteers And attendees. Possibility of fines for failure to meet obligations, court action etc., Compensation payments, damages etc.	4	2	8	Medium	Working Party set up to manage events and prepare and apply a specific risk assessment plan covering matters such as use of hot water, access to the electricity generator, trailing wires etc.	Ensure public liability cover is in place and that the level of cover is adequate	Ensure that duty of care is uppermost when planning and/or providing a service or activity						
Operational Risks	Safety of Staff	Possibility of fines for failure to meet obligations, court action etc., Compensation payments, damages etc.	4	2	8	Medium	Protective clothing for staff.	COSSH principles in place.	Risk assessments and Safe Methods of Work in place.	Height and reach adjustable chairs provided in office to meet display screen regulations	Monitor allows observation of external door	Key pad lock on office door			
Asset Risks	Condition of Trees (Ivor Woods)	Damage caused by Falling trees and Roots causing damage to neighbouring properties.	4	2	8	Medium	Public liability insurance in place.	Annual tree inspection by Tree Surgeon and recommendations carried out in accordance with the report.							
Asset Risks	Footpaths and Footbridge	Damage to Footbridge/Stiles/Gates caused By inappropriate Use. Wear and tear from normal use leads to danger	4	2	8	Medium	Regular inspections by Caretaker, Clerk and members and corrective action taken as appropriate.								
Finance Risks	Salaries and wages	Salaries and wages are not paid at incorrect rates Income Tax and NI not deducted and/or not paid to HMRC	4	2	8	Medium	All wages and salary levels to be determined annually and recorded in the minutes.	Internal Auditor requested to check that correct rates being paid. Basic PAYE Tools (RTI) used to process salary and wages	Tax/NI and HMRC paid by due dates	Council to monitor salary and wages payments in accordance with budget.					
Finance Risks	Security of moneys held by Council	Physical Loss and expense to the Council to obtain duplicate cheques. Non recording of payments. Loss due to fraud	4	2	8	Medium	Ensure sound systems are in place for the recording, administration and banking of cheques	Undertake a monthly bank reconciliation	Ensure cheques /cashare banked promptly						
Operational Risks	Grounds Contract (Field)	Failure of contractor to meet the requirements of the contract.	4	2	8	Medium	A detailed specification to be drawn up and jointly signed with Contractor. Inspections of Council sites to be undertaken quarterly during the year as well as we as weekly checks to assess the adequacy of the performance of the Contractor and Clerk/RFO to take up matters with the Contractor as appropriate.								
Risks at Special events, Services and activities	Accidents (public) & liabilities.	Possibility of injury to service users resulting in compensation and reputational damage	4	2	8	Medium	All activity leaders nominate a fire officer and are briefed on fire procedures	Copies of insurance documents and relevant qualifications requested and kept by Clerk							
Risks at Special events, Services and activities	Christmas Decorations	Connection to Electricity supply Does not comply With appropriate standards	4	2	8	Medium	Qualified electrician employed to connect lights to trees.								
Finance Risks	Café 50	Hirers fail to pay hire charges	3	2	6	Low	All hirers to complete hiring agreement and return to Council with payment before hiring date. Receipt to be issued for all payments received.	Regular users to pay monthly in arrears and Clerk/RFO to progress outstanding payments.	Release of key to be withheld if payment not received before the date of the hire.						
Legal Risks	Disability Discrimination	Council's facilities Are not compliant With the legislative Requirements.	3	2	6	Low	The Council has an equality and diversity policy and attention is given to the needs of those with a disability such as access to the village hall, provision of disabled toilets etc.								
Asset Risks	Caretakers Equipment	Theft or damage to equipment	3	2	6	Low	Equipment to be locked away in Council's garage store when not in use.	Insurance is secured to cover losses from theft							
Political / reputational	Councillors propriety	Reputational risk due to register of interests, gifts and hospitality not being maintained correctly	3	2	6	Low	Register of Interest completed	Register of Gifts & Hospitality held	Formal review twice yearly						

Finance Risks	Financial Records	Financial Records Are lost or Damaged.	5	1	5	Low	Financial records are audited annually and files are then held in a suitable facility in the Office.	All transaction data and the cash book are maintained on specialist Finance software which is backed up on a central fileserver maintained by RBS						
Finance Risks	Insufficient funding to enable the Council to meet its objectives	Precept not submitted or inadequate. Unable to deliver or fully deliver the Council's planned services, activities and events	5	1	5	Low	Prepare an annual budget and precept in accordance with policy	Undertake an annual review of charges	Monitor actual spend against budget	Budget includes earmarked reserve for future spending	Budget to include emergency contingency of 2-3% of annual spend	Bank reconciliation at monthly meetings with Qly oversight by counsellors		
Finance Risks	Losses due to fraud, error, theft or inadequate systems of internal financial control	Precept not submitted or inadequate. Unable to deliver or fully deliver the Council's planned services, activities and eventsReputational costs, inconvenience and motivational costs, additional stress and strain	5	1	5	Low	Ensure sound financial instructions and procedures are in place	Ensure sound systems of internal and audit check, controls and balances are in place	Ensure financial records are accurately maintained on a high priority basis	Prepare annual accounts in accordance within the latest regulatory framework	Ensure an annual independent internal audit takes place	Provide appropriate insurance cover to mitigate against losses caused by these "threats" eg. fidelity guarantee, money, theft, all Risks cover		
Legal Risks	Ultra Vires	Council acting Beyond its powers e.g. ultra vires. Possible surcharge on elected members, disqualification from office, reputational loss	5	1	5	Low	Ensure the Council keeps up to date with all necessary legislation	Maintain membership of appropriate bodies such as One Voice Wales and SLCC						
Finance Risks	Recovery of VAT	VAT not recovered from the HMRC	4	1	4	Low	Clerk ensures claims for reimbursement are made on an annual basis.	Council to monitor receipt of VAT and Internal Auditor to check claims have been made as appropriate.						
Finance Risks	Reserves General	Inability to manage any unforeseen occurrences due to lack of cash flow.	4	1	4	Low	Council policy to maintain a non-earmarked reserve of approx 3 month's annual budget.							We hold approx 2m at present.
Asset Risks	Out of Hours cover	Unable to obtain out of hours access to premises in the event of issue	3	1	3	Low	Out of hours keyholder list advised to Alarm Company and Police	Police have keys to premises						
Finance Risks	Payment of Grants	Grant claims paid out inappropriately leading to insufficient funds for genuine requests	3	1	3	Low	Clerk to be responsible for processing grant claims for Council approval.	Internal auditor to review claims						
Risks at Special events, Services and activities	Floral displays	Floral displays are not installed in a safe manner leading to public danger	3	1	3	Low	Displays put up by Council's staff and checked after installation							

Pontyclun Community Council

Trade Register executive summary

PCC has a number of Trade accounts with various suppliers – see list overleaf

This allows the council to purchase goods on account with bills paid monthly

Current list is incomplete and the contracts will need amending to reflect change of Clerk. We presently do not have all the following details

1. Full list of Trade creditors
2. What their terms of trade are
3. What credit limits we have in place.

We also have a VISA debit card for paying bills. This has been registered to the Clerk in the past.

Recently prepaid top up cards have started to be used by many Public sector bodies as this allows cards to be used by various staff without significantly increasing risk to the body.

Actions required

- **Clerk to confirm all Trade accounts and report back in June meeting**
- **Council to confirm that VISA debit card is to be issued to new Clerk**
- **Clerk to look at feasibility of having prepay top up cards for caretakers and report back in July**

RETAILER	Credit Limit	Applicant	Date Applied	Date Approved
Leekes	£480	C Craven	27/09/2013	
		D Norfolk	01/07/2014	
Forest Park & Garden	£300	C Craven	20/06/2013	
Trustmark Stationery		C Craven		19/06/2013
Mend A Shu				
Printerbase Ltd				
Screwfix	£750	C Craven	16/09/2014	
		D Norfolk	16/09/2014	
		R Blank	16/09/2014	
Ashtead Plant Hire		C Craven	06/10/2014	07/10/2014
Braceys	£300	D Norfolk	12/01/2015	
Tudor Environmental		C Craven	14/04/2015	
		D Norfolk	14/04/2015	
Country Timbers				
PK Safety				

Pontyclun Community Council

Asset Register executive summary

PCC holds a number of Assets on behalf of the Community.

We maintain a record of assets which is used for Insurance purposes and to plan maintenance and replacement.

Members should note

Register is currently under review

- To ensure all assets are correctly marked
- Adding details of the leases and contracts which have entered into
- Adding other commitments for which we are responsible though where no specific asset can be added to Asset register eg Tarmac on the playground; Chattels that form part of café 50 which lease obliges us to maintain.

We have 3 redundant assets

1. A laptop – this is not used and does not switch on any longer. It has no value and should be sent for scrapping
2. Shredder – Council has moved to having its confidential waste disposed of by RCT so this is no longer required. It is in working order. Recommend that we offer to local charities & volunteer groups and if none want it then try to sell. Est value £10-20
3. Small trailer – The caretakers used this trailer when we had a smaller van. It was used to transport the water bowser when watering planters. Now that we have a larger van this is not used. Recommend that we see if a local Charity/Volunteer group wants it otherwise try to sell. Estimated vale £50

Actions required

1. Council to agree to dispose of Laptop, Shredder and trailer as above
2. Clerk to ensure Asset register is updated and complete and present to Administration Working group by end June
3. Administration Working Group to review assets and agree with guidance from Clerk
 - i. Asset Replacement policy
 - ii. Policy for assignment of reserves for asset replacement

And report back to Council with proposals for formal adoption at July Council Meeting.

Ref	LOCATION	ACQUISITION DATE	Difference between 2015/16 to 2016/17	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	£4,075.00	£4,910.00
BS12	Bus Shelter	Llantrisant Road Groesfaen - Westbound Village Green	Unknown	£2,500.00	
			£4,075.00		£29,847.68
COMMUNITY ASSET					
Wayside Seats					
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	£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	
			£1,000.00		£3,585.50
COMMUNITY ASSET					
MAES Y FELIN FIELDS					
M1	Railings	Maes-y-Felin Fields	19 December 2015		£47,600
M2	Fencing	Maes-y-Felin Fields	04 January 2016		£27,135
M3	Signage	Maes-y-Felin Fields	03 November 2015		£345
M4	Play Equipment/Furniture/Muga	Maes-y-Felin Fields	31 March 2016		£130,255
M5	Gates+Railings	Maes-y-Felin Fields	10 June 2016	£2,350.00	£2,350
M6	Steel Rubbish Bin Storage Shed	Maes-y-Felin Fields	16 January 2017	£786.00	£786.00
M7	Signage x1	Maes-y-Felin Fields	30 June 2017	£98.92	£98.92
M8	Signage x2	Maes-y-Felin Fields	11 August 2016	£192.45	£192.45
M9	Signage (Welsh) x3	Maes-y-Felin Fields	24 November 2016	£371.67	£371.67
M10	X4 Litter Bins+x2 Keys	Maes-y-Felin Fields	01 April 2016	£1,676.00	£1,676
			£5,475.04		£210,810.04
COMMUNITY ASSET					
NANT Y DWYRGY FOOTBRIDGE					
FB1	Footbridge+Steps		10 March 2017	£11,820.30	£11,820.30
			£11,820.30		£11,820.30
COMMUNITY ASSET					
IVOR WOODS					
I1	Signage x7	Ivor Woods	24 November 2014		£190.00
			£0.00		£190.00
COMMUNITY ASSET					
NOTICEBOARDS					
NB1	Noticeboard	Credit Union Building Heol Yr Orsaf Pontyclun	11 November 2013		£250.40
NB2	Noticeboard	Credit Union Building Heol Yr Orsaf Pontyclun	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
NB8	Noticeboard	Village Shop Llantrisant Road Groesfaen	Unknown		£200.00
NB9	Noticeboard	Ynysddu	14 April 2015		£347.60
NB10	Noticeboard	YGGG Llantrisant Cefn Y Hendy	13 July 2015		£361.00
			£0.00		£2,295.85
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	Workshop at rear of Pontyclun Community Centre	05 January 2016		£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	1998		£50.00	
	FP8	Floral Planter	Miskin nr Cenotaph	1998		£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	
						£0.00	£4,021.00
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		£150.00	
						£0.00	£834.00
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
BUILDINGS							
		Public Conveniences	Llantrisant Road Pontyclun	Unknown		-37597.32	£20,000.00
						£37,597.32	£20,000.00
EQUIPMENT							
		Tools+Machinery+Equipment	Workshop at rear of Pontyclun Community Centre - Assumption	Various		359.44	£9,886.98
						£359.44	£9,886.98
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
Brother A3 Wireless Network Colour Printer	Removed @28 October 2016 - NO VALUE		£95.63	£95.63
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
Guillotine	Council Office	13 March 2013		£22.81
Fuji T400 Red Camera	Council Office	15 January 2014		£79.00
Hewlett-Packard HP LaserJet M1536 Printer	Council Office	27 January 2014		£191.93
Hewlett-Packard HP LaserJet M1536 Printer	Council Office	27 January 2014	£191.93	£191.93
Montana Oak Corner Storage Units x2	Council Office	13 March 2014		£290.26
Laminator Office A3 PL320	Council Office	08 October 2014		
Shredder	Council Office	Unknown		
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
Fan Heater	Council Office	04 November 2015		£20.83
Key Cabinet	Council Office	25 April 2016	£95.80	£95.80
Unspec Office Equipment+ Stationery - Assumption	Council Office	Various		
			£191.76	£3,906.96
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
Hewlett-Packard HP LaserJet M1536 Printer	Café 50	27 January 2014	£191.93	£191.93
Digital Piano	Café 50	02 July 2015		£325.00
Hoover HVTL542WHK Under Counter Larder Fridge	Café 50	17 March 2016		£115.78
Whiteboard	Café 50	03 September 2014		£22.50
Henry Hoover	Café 50	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
			£191.93	£1,767.76
OTHER ASSESTS				
Chairman's Chain of Office	Council Office	Unknown		£1,325.48
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	?	23 November 2016	£143.90	143.90
			143.90	£7,731.88
TOTAL			£26,543.77	£323,291.83

Tool Inventory @27 February 2017

CATEGORY	ACQUISITION DATE	QUANTITY	ITEM	PURCHASE	ESTIMATE	ESTIMATE	CONDITION
				PRICE Excl VAT	VALUE	REPLACEMENT COST	
Petrol	Feb 2016	x1	STIHL Petrol Chainsaw MS261-C-M	535.00	535.00	535.00	Excellent
Petrol	2014	x1	STIHL Petrol Blower - Magnum BR600	Unknown	450.00	450.00	Very Good
Petrol	2014	x1	STIHL Petrol Hedge Trimmer HS81RC	Unknown	450.00	450.00	Very Good
Petrol	June 2015	x2	STIHL Brush Cutters FS460 C-M	1,400.00	1,400.00	1,400.00	Excellent
Petrol	2014	x1	Ariens Petrol Mower 911397-LM21SW	Unknown	500.00	750.00	Very Good
Petrol	Unknown	x1	AL-KO Petrol Mower D19088	Unknown	50.00	500.00	Very Poor
Petrol	2015	x1	Clarke Tiger Pressure Washer Petrol 2900	Unknown	400.00	400.00	Very Good
Petrol	Unknown	x1	Mower - Petrol	Unknown	150.00	250.00	Very Good
Petrol	Unknown	x1	Mower - Petrol	Unknown	150.00	250.00	Duplicate Entry
Petrol	Unknown	x1	Honda 2.6KW Petrol Generator GX160	Unknown	500.00	500.00	Good
Tools - Electrical/Cordless	2015	x1	ERBAUER Cross Cut Mitre Saw ERB611MSW	Unknown	150.00	200.00	Very Good
Tools - Electrical/Cordless	2015	x1	ERBAUER Jigsaw ERB389JSW	Unknown	50.00	50.00	Very Good
Tools - Electrical/Cordless	2015	x1	ERBAUER Sander ERB4015DR	Unknown	50.00	50.00	Very Good
Tools - Electrical/Cordless	09/11/2016	x1	ERBAUER Circular Saw	60.30	60.30	60.30	Excellent
Tools - Electrical/Cordless	2015	x1	HITATCH Cordless Drill	Unknown	200.00	250.00	Very Good
Tools - Electrical/Cordless	2015	x1	HITATCH Cordless Impact Driver VXH18DSAL	Unknown	200.00	250.00	Very Good
Tools - Electrical/Cordless	Unknown	x1	Black & Decker 4" Angle Grinder	Unknown	50.00	100.00	Good
Tools - Electrical/Cordless	2015	x1	Faithful 3 in 1 Stud Dector	Unknown	20.00	20.00	Very Good
Tools - Electrical/Cordless	2014	x1	Bosch Cordless Shears	Unknown	50.00	50.00	Good
Tools - Electrical/Cordless	2015	x1	Faithful Soldering Iron	Unknown	30.00	30.00	Very Good
Tools - Electrical/Cordless	Unknown	x1	SCH Bowser Pump	Unknown	500.00	1,000.00	Good
Electrical Accessories	Unknown	x2	240v Extension Lead 13 amp	Unknown	50.00	50.00	Very Good
Electrical Accessories	Unknown	x1	240v Extension Lead 13 amp	Unknown	25.00	25.00	Very Good
Electrical Accessories	Unknown	x1	240v Extension Lead 13 amp	Unknown	25.00	25.00	Disposed
Electrical Accessories	Unknown	x1	240v Extension Lead 16 amp	Unknown	25.00	25.00	Very Good
Electrical Accessories	Unknown	x1	110v Extension Lead 16 amp	Unknown	25.00	25.00	Very Good
Electrical Accessories	Unknown	x4	240v 4 point Extension Lead 13 amp	Unknown	40.00	40.00	Very Good
Electrical Accessories	Unknown	x1	240v Non Latching RCD Socket 13 amp	Unknown	5.00	10.00	Very Good
Electrical Accessories	Unknown	x2	Timer Plugs 13 amp	Unknown	10.00	20.00	Very Good
Electrical Accessories	Unknown	x1	240v RCD Plug 13 amp	Unknown	5.00	10.00	Very Good
Electrical Accessories	Unknown	x1	HITACHI Battery Charger	Unknown	75.00	75.00	Very Good
Electrical Accessories	Unknown	x1	Autocare Battery Charger	Unknown	40.00	40.00	Very Good
Electrical Accessories	Unknown	x2	Car Batteries	Unknown	50.00	100.00	Very Good

Tool Inventory @27 February 2017

CATEGORY	ACQUISITION DATE	QUANTITY	ITEM	PURCHASE	ESTIMATE	ESTIMATE	CONDITION
				PRICE Excl VAT	VALUE	REPLACEMENT COST	
Manual Tools+Accessories	Unknown	x1	D12 Push Up Ladder	Unknown	£50.00	£200.00	Fair
Manual Tools+Accessories	October 2015	x1	T6 Combi Ladder	£153.33	£153.33	£153.33	Excellent
Manual Tools+Accessories	Unknown	x2	Step Ladders	Unknown	£50.00	£200.00	Fair
Manual Tools+Accessories	Unknown	x1	Sack Truck	Unknown	£25.00	£80.00	Fair
Manual Tools+Accessories	Unknown	x1	One Ton Trolley Jack	Unknown	£25.00	£50.00	Fair
Manual Tools+Accessories	October 2015	x1	400 Litre Bowser (In Van)	£200.80	£200.80	£200.80	Excellent
Manual Tools+Accessories	October 2015	x1	180 Litre Bowser (Stripped)	Unknown	£20.00	£120.00	Poor
Manual Tools+Accessories	Unknown	x1	Caddy 535 Trailer 5ftx3.5ft	Unknown	£50.00	£500.00	Poor
Manual Tools+Accessories	Unknown	x1	Gas Blow Lamp	Unknown	£10.00	£40.00	Fair
Manual Tools+Accessories	Unknown	x1	Forge Steel Ratchet Set	Unknown	£45.00	£60.00	Very Good
Manual Tools+Accessories	Unknown	x1	Five Piece Builders Level Set	Unknown	£30.00	£55.00	Very Good
Manual Tools+Accessories	Unknown	x1	Record Smoothing Plane	Unknown	£30.00	£35.00	Excellent
Manual Tools+Accessories	Unknown	x5	Files - various	Unknown	£20.00	£60.00	Very Good
Manual Tools+Accessories	Unknown	x20	Screwdrivers - various	Unknown	£20.00	£80.00	Very Good
Manual Tools+Accessories	Unknown	x24	Spanners - various	Unknown	£20.00	£40.00	Good
Manual Tools+Accessories	Unknown	x6	Pliers+Snips	Unknown	£15.00	£67.50	Good
Manual Tools+Accessories	Unknown	x2	Pliers+Snips	Unknown	£5.00	£22.50	Good
Manual Tools+Accessories	Unknown	x2	Pliers+Snips	Unknown	£5.00	£22.50	Disposed
Manual Tools+Accessories	Unknown	x6	Handheld saws - various	Unknown	£26.64	£80.01	Good
Manual Tools+Accessories	Unknown	x3	Handheld saws - various	Unknown	£13.32	£39.99	Good
Manual Tools+Accessories	Unknown	x3	Handheld saws - various	Unknown	£13.32	£39.99	Disposed
Manual Tools+Accessories	Unknown	x3	Tape Measures	Unknown	£25.00	£40.00	Very Good
Manual Tools+Accessories	Unknown	x3	Hammers	Unknown	£20.00	£60.00	Good
Manual Tools+Accessories	Unknown	x1	Stanley Knife	Unknown	£5.00	£12.00	Fair
Manual Tools+Accessories	Unknown	x4	Irwin Wood Chisels	Unknown	£30.00	£35.00	Excellent
Manual Tools+Accessories	November 2015	x2	Litter Pickers	£51.75	£51.75	£51.75	Excellent
Manual Tools+Accessories	November 2015	x2	Litter Bag Rings	£25.20	£25.20	£25.20	Excellent
Manual Tools+Accessories	Unknown	x2	Watering Can	Unknown	£5.00	£20.00	Very Good
Manual Tools+Accessories	Unknown	x1	Manual Sprayer	Unknown	£0.00	£30.00	Needs to be Replaced
Manual Tools+Accessories	Unknown	x2	Grease Guns	Unknown	£3.00	£9.00	Satisfactory
Manual Tools+Accessories	Unknown	x2	Buckets (Plastic)	Unknown	£2.00	£10.00	Satisfactory
Manual Tools+Accessories	Unknown	x1	Wheel Barrow	Unknown	£35.09	£35.09	Very Good
Manual Tools+Accessories	Unknown	x1	Hatchet	Unknown	£5.00	£15.00	Fair
Manual Tools+Accessories	Unknown	x1	Hatchet	Unknown	£5.00	£15.00	Fair
Manual Tools+Accessories	Unknown	x1	Hatchet	Unknown	£5.00	£15.00	Disposed
Manual Tools+Accessories	Unknown	x1	Short Hook Bill	Unknown	£5.00	£15.00	Fair

Tool Inventory @27 February 2017

CATEGORY	ACQUISITION DATE	QUANTITY	ITEM	PURCHASE	ESTIMATE	ESTIMATE	CONDITION
				PRICE Excl VAT	VALUE	REPLACEMENT COST	
Manual Tools+Accessories	Unknown	x1	Lawn Edger	Unknown	£5.00	£10.00	Very Good
Manual Tools+Accessories	Unknown	x1	Edging Shear	Unknown	£4.00	£20.00	Very Good
Manual Tools+Accessories	Unknown	x1	Dutch Hoe	Unknown	£10.00	£30.00	Very Good
Manual Tools+Accessories	Unknown	x1	Hay Fork	Unknown	£5.00	£20.00	Very Good
Manual Tools+Accessories	Unknown	x1	Pitch Fork	Unknown	£5.00	£20.00	Very Good
Manual Tools+Accessories	Unknown	x1	Snow Shovel	Unknown	£2.00	£10.00	Very Good
Manual Tools+Accessories	Unknown	x2	Drainage Shovels	Unknown	£20.00	£50.00	Very Good
Manual Tools+Accessories	Unknown	x2	Shovels	Unknown	£25.00	£50.00	Very Good
Manual Tools+Accessories	2016	x1	Shove-Holer	£45.00	£45.00	£45.00	Excellent
Manual Tools+Accessories	Unknown	x1	Spade	Unknown	£4.00	£20.00	Very Good
Manual Tools+Accessories	2016	x10	Barrier Fence Pins	£35.00	£35.00	£35.00	Excellent
Manual Tools+Accessories	2016	x1	Barrier Fencing - 50m	£22.00	£22.00	£22.00	Excellent
Manual Tools+Accessories	Unknown	x1	Crowbar	Unknown	£5.00	£16.00	Good
Manual Tools+Accessories	Unknown	x1	Grass Rake	Unknown	£10.00	£25.00	Good
Manual Tools+Accessories	Unknown	x1	Garden Rake	Unknown	£4.00	£12.00	Very Good
Manual Tools+Accessories	Unknown	x2	Thaswel Bashers	Unknown	£10.00	£30.00	Fair
Manual Tools+Accessories	Unknown	x2	Hedge Shears	Unknown	£15.00	£30.00	Fair
Manual Tools+Accessories	Unknown	x1	Long Handle Pruner	Unknown	£10.00	£20.00	Satisfactory
Manual Tools+Accessories	Unknown	x1	L/H Hookbil	Unknown	£5.00	£20.00	Very Good
Manual Tools+Accessories	Unknown	x1	L/H Cultivator	Unknown	£10.00	£30.00	Very Good
Manual Tools+Accessories	Unknown	x2	Pick Axe	Unknown	£15.00	£40.00	Fair
Manual Tools+Accessories	Unknown	x1	Mattock	Unknown	£7.50	£20.00	Fair
Manual Tools+Accessories	Unknown	x1	L/H Tree Pruner	Unknown	£15.00	£35.00	Fair
Manual Tools+Accessories	Unknown	x5	Sweeping Brushes	Unknown	£5.00	£30.00	Fair
Manual Tools+Accessories	Unknown	x1	Sledge Hammer	Unknown	£5.00	£20.00	Fair
Manual Tools+Accessories	Unknown	x1	Sledge Hammer	Unknown	£5.00	£20.00	Disposed
Manual Tools+Accessories	Unknown	x4	Traffic Road Signs	Unknown	£10.00	£200.00	Satisfactory
Manual Tools+Accessories	Unknown	x13	Road Cones	Unknown	£20.00	£80.00	Very Good
Manual Tools+Accessories	Unknown	x3	Plastic Petrol Cans	Unknown	£5.00	£15.00	Fair
Manual Tools+Accessories	February 2016	x1	Combi Petrol Can Husqvarna	28.91	28.91	28.91	Excellent
Manual Tools+Accessories	Unknown	x3	Petrol Mixing Bottles	Unknown	3.00	12.00	Fair
Manual Tools+Accessories	Unknown	x2	Hand Forks	Unknown	5.00	20.00	Good
Manual Tools+Accessories	Unknown	x2	Hand Spades	Unknown	5.00	20.00	Good
Manual Tools+Accessories	Unknown	x1	Hand Pruning Saw	Unknown	5.00	15.00	Fair
Manual Tools+Accessories	Unknown	x1	Hand Pruning Saw	Unknown	5.00	15.00	Fair
Manual Tools+Accessories	Unknown	x1	Hand Pruning Saw	Unknown	5.00	15.00	Disposed

Tool Inventory @27 February 2017

CATEGORY	ACQUISITION DATE	QUANTITY	ITEM	PURCHASE	ESTIMATE	ESTIMATE	CONDITION
				PRICE Excl VAT	VALUE	REPLACEMENT COST	
Manual Tools+Accessories	Unknown	x1	Hand Side Shears	Unknown	5.00	15.00	Fair
Manual Tools+Accessories	Unknown	x1	Secateurs	Unknown	4.00	15.00	Fair
Manual Tools+Accessories	Unknown	x1	Pipe Stillson	Unknown	10.00	35.00	Fair
Manual Tools+Accessories	Unknown	x2	Long Reach Hanging Basket Watering Gun	Unknown	40.00	150.00	Excellent
Manual Tools+Accessories	2015	x1	Cast Watering Gun	Unknown	30.00	80.00	Excellent
Manual Tools+Accessories	2015	x1	Hozelock Auto Reel c/w Hose 40m	Unknown	160.00	160.00	Excellent
Manual Tools+Accessories	2015	x1	Hozelock Trolley Mounted Hose 50m	Unknown	80.00	50.00	Excellent
Manual Tools+Accessories	Unknown		Variety of Brass+Plastic Hose Fittings	Unknown	20.00	60.00	Excellent
Manual Tools+Accessories	Unknown	x2	Amberol Self Watering Hanging Baskets	Unknown	10.00	80.00	Good
Manual Tools+Accessories	Unknown	x2	Sets of Hanging Basket Brackets	Unknown	20.00	80.00	Excellent
Manual Tools+Accessories	Unknown	x1	Wall mounted Hose Pipe	Unknown	0.00	20.00	Fair
Manual Tools+Accessories	Unknown	x1	Dog Litter Bin	Unknown	120.00	120.00	Excellent
Manual Tools+Accessories	Unknown	x1	Dust Pan+Brush	Unknown	4.00	10.00	Good
Manual Tools+Accessories	Unknown	x1	Small Level	Unknown	2.00	10.00	Fair
Manual Tools+Accessories	Unknown	x1	Square	Unknown	2.00	10.00	Fair
Manual Tools+Accessories	Unknown	x2	Scrappers	Unknown	1.00	5.00	Fair
Manual Tools+Accessories	Unknown	x2	Wire Brushes	Unknown	1.00	6.00	Fair
Manual Tools+Accessories	2016	x1	Bolt Croppers	Unknown	45.00	45.00	Excellent
Manual Tools+Accessories	Unknown	x1	Fast Clamp	Unknown	2.00	5.00	Fair
Manual Tools+Accessories	Unknown	x4	Fast Clamps	Unknown	38.00	55.00	Excellent
Manual Tools+Accessories	Unknown	x1	Mastic Gun	Unknown	1.00	5.00	Fair
Manual Tools+Accessories	Unknown	x1	Two Step Stool	Unknown	10.00	30.00	Fair
Manual Tools+Accessories	Unknown	x10	Paint Brushes	Unknown	4.00	40.00	Good
Manual Tools+Accessories	Unknown	x3	Rollers	Unknown	4.00	15.00	Fair
Manual Tools+Accessories	Unknown	x3	Roller Trays	Unknown	2.00	10.00	Fair
Manual Tools+Accessories	Unknown	x3	Mixing Tubs	Unknown	1.00	10.00	Fair
Manual Tools+Accessories	Unknown	x1	Measuring Jug	Unknown	1.00	5.00	Poor
Manual Tools+Accessories	Unknown	x60	Drill Bits Various	Unknown	20.00	100.00	Good
Manual Tools+Accessories	2016	x1	50M Measuring Tape	15.00	15.00	15.00	Excellent
Manual Tools+Accessories	2016	x1	Measuring Wheel	40.00	40.00	40.00	Excellent
Manual Tools+Accessories	2016	x2	Backpack Sprayers	150.00	150.00	200.00	Excellent
Manual Tools+Accessories	2016	x2	Saw Horses	40.00	40.00	40.00	Excellent
Manual Tools+Accessories	2016	x1	Mobile Work Bench	60.00	60.00	60.00	Excellent
Manual Tools+Accessories	2016	x3	Bolster/Chisels	25.00	25.00	25.00	Excellent
Manual Tools+Accessories	2016	x1	Render Float	18.00	18.00	18.00	Excellent
Manual Tools+Accessories	2016	x1	Pointing Trowel	12.00	12.00	12.00	Excellent

Tool Inventory @27 February 2017

CATEGORY	ACQUISITION DATE	QUANTITY	ITEM	PURCHASE	ESTIMATE	ESTIMATE	CONDITION
				PRICE Excl VAT	VALUE	REPLACEMENT COST	
Manual Tools+Accessories	2016	x1	Brick Trowel	15.00	15.00	15.00	Excellent
Manual Tools+Accessories	Unknown	Unspec	Consumables - Cord- Access+Parts/Mower-	Unknown	100.00	500.00	Various
Manual Tools+Accessories			Access+Parts/Tool - Access+Parts/Oils/Lubs/	Unknown			
Manual Tools+Accessories			Cleaning Fluids/Herbicides/Maint Fluid/Paints/	Unknown			
Manual Tools+Accessories			Varnish/Stains/Turps/Fixings/Bulbs/Clothes/	Unknown			
Manual Tools+Accessories			Dust Sheets/Brackets/Spare Parts/Plant Feed/	Unknown			
Manual Tools+Accessories			Personal Cleaning Products/Mats/Ironmongery/	Unknown			
Manual Tools+Accessories			Rope/Straps/Hose/Work Bags	Unknown			
PPE+Safety Equipment	Unknown	x2	First Aid Kits - Workshop+Van	Unknown	10.00	30.00	Excellent
PPE+Safety Equipment	Unknown	x5	Fire Extinguishers - x4 Workshop x1 Van	Unknown	50.00	160.00	Excellent
PPE+Safety Equipment	Unknown	x1	Fire Blanket	Unknown	5.00	10.00	Excellent
PPE+Safety Equipment	2014	x2	Safety Harness c/w Harness	160.00	160.00	160.00	Excellent
PPE+Safety Equipment	Unknown	x3	Safety Helmets	Unknown	0.00	24.00	Poor
PPE+Safety Equipment	2015	x2	STIHL Safety Visor+Ear Defenders	80.00	80.00	80.00	Excellent
PPE+Safety Equipment	2015	x2	STIHL Brush Cutter Harnesses	80.00	80.00	80.00	Excellent
PPE+Safety Equipment	2014	x4	High Visibility Vests	Unknown	0.00	30.00	Poor
PPE+Safety Equipment	2014	x2	WP Coat+Trousers	100.00	100.00	100.00	Good
PPE+Safety Equipment	2014	x2	Pair of Safety Wellingtons	50.00	50.00	50.00	Good
PPE+Safety Equipment	2015	x2	Pair of Safety Rigger Boots	80.00	80.00	80.00	Good
PPE+Safety Equipment	Unknown	x2	Safety Specs	Unknown	0.00	10.00	Good
PPE+Safety Equipment	2015	x2	Safety Goggles	Unknown	0.00	8.00	Good
PPE+Safety Equipment	2015	x2	Ear Defenders	Unknown	5.00	20.00	Good
PPE+Safety Equipment	Unknown	x2	Box Vinyl Gloves	Unknown	10.00	10.00	New
PPE+Safety Equipment	Unknown	x2	Box Vinyl Gloves	Unknown	10.00	10.00	Used
PPE+Safety Equipment	Unknown	x0.5	Box Vinyl Gloves	Unknown	2.50	2.50	New
PPE+Safety Equipment	Unknown	x4	Pair of Rigger Gloves	Unknown	0.00	8.00	Fair
PPE+Safety Equipment	February 2016	x2	Pair of Chainsaw Gloves	34.75	34.75	34.75	Excellent
PPE+Safety Equipment	February 2016	x2	Chainsaw Trousers	160.94	160.94	160.94	Excellent
PPE+Safety Equipment	February 2016	x2	Pair of Chainsaw Boots	204.20	204.20	204.20	Excellent
Other	2014	x1	Coca Cola Fridge	99.99	99.99	99.99	Excellent
Other	Unknown	x1	Sharp Microwave Oven	Unknown	50.00	50.00	Poor
Other	2014	x1	Kettle	Unknown	2.00	10.00	Fair
Other	Unknown	x2	Chairs	Unknown	10.00	60.00	Fair
Other	Unknown	x1	Table	Unknown	5.00	40.00	Fair

Tool Inventory @27 February 2017

CATEGORY	ACQUISITION DATE	QUANTITY	ITEM	PURCHASE	ESTIMATE	ESTIMATE	CONDITION
				PRICE Excl VAT	VALUE	REPLACEMENT COST	
Other	Unknown	x3	Dustbins - x2 Metal+x1 Plastic	Unknown	20.00	30.00	Fair
Other	2015	x1	Mobile Phone+Charger	150.00	150.00	150.00	Excellent
Other	Unknown	x1	Clock Radio	Unknown	2.00	10.00	Fair
Other	Unknown	x1	Three Door Lockers	Unknown	20.00	100.00	Good
Other	Unknown	x1	Filing Cabinet	Unknown	5.00	100.00	Fair
Other	2014	x1	Sharps Box	Unknown	0.00	20.00	Fair
Other	2014	x1	Dry Wipe Board	24.78	24.78	24.78	Excellent
Other	Unknown	x1	Oil Filled Radiator	Unknown	10.00	40.00	Good
Other	November 2015	x1	Fan Heater	24.99	24.99	24.99	Excellent
Other	Unknown	x1	Metal Storage Cabinet	Unknown	10.00	100.00	Fair
Other	Unknown	Unspec	Workshop Shelving/Office Shelving/Ref Books/	Unknown	50.00	250.00	Fair
Other			Maps/Paperwork/Stationery/Various Containers/				
Other	Unknown		Clothes Line	Unknown	5.00	15.00	Fair
Adjustment	13/06/2016				84.69	285.69	
TOTAL				4,181.94	9,886.98	15,093.35	

Master Clothing Inventory

Clothing Inventory @14 February 2017

CATEGORY	ACQUISITION DATE	QUANTITY	ITEM	PURCHASE	VAT	ESTIMATE	ESTIMATE	CONDITION
				PRICE Excl VAT		VALUE	REPLACEMENT COST	
Boots	12/05/2014	x1	Superior Black Waterproof Metal Free Boots - Size 8	£29.00	£0			DISPOSED
Boots	12/05/2014	x1	Superior Black Waterproof Metal Free Boots - Size 7	£29.00	£0			DISPOSED
Jacket	12/05/2014	x1	Executive Class 3 Jacket - Yellow - Medium	£38.95	£7.79			IN USE
Jacket	12/05/2014	x1	Executive Class 3 Jacket - Yellow - Medium	£38.95	£7.79			IN USE
Jacket	12/05/2014	x1	Fleece - Navy - Medium	£10.50	£2.10			IN USE
Jacket	12/05/2014	x1	Fleece - Navy - Medium	£10.50	£2.10			IN USE
Jacket	03/11/2014	x1	Regatta Dover Jacket - Navy - Medium	£24.40	£4.88			DISPOSED
Jacket	03/11/2014	x1	Regatta Dover Jacket - Navy - Medium	£24.40	£4.88			DISPOSED
Sweatshirt	12/05/2014	x1	Sweatshirt - Navy - Medium	£7.50	£1.50			DISPOSED
Sweatshirt	12/05/2014	x1	Sweatshirt - Navy - Medium	£7.50	£1.50			DISPOSED
Bodywarmer	12/05/2014	x1	Soft Shell Bodywarmer - Navy - Medium	£23.98	£4.80			DISPOSED
Bodywarmer	12/05/2014	x1	Soft Shell Bodywarmer - Navy - Medium	£23.98	£4.80			DISPOSED
Poloshirt	12/05/2014	x1	Poloshirt - Navy - Medium	£7.50	£1.50			DISPOSED
Poloshirt	12/05/2014	x1	Poloshirt - Navy - Medium	£7.50	£1.50			DISPOSED
Poloshirt	12/05/2014	x1	Poloshirt - Navy - Medium	£7.50	£1.50			DISPOSED
Poloshirt	12/05/2014	x1	Poloshirt - Navy - Small	£7.50	£1.50			DISPOSED
Poloshirt	12/05/2014	x1	Poloshirt - Navy - Small	£7.50	£1.50			DISPOSED
Poloshirt	12/05/2014	x1	Poloshirt - Navy - Small	£7.50	£1.50			DISPOSED
Trousers	12/05/2014	x1	Hi-Vis Cargo Overtrousers - Yellow -Medium	£16.36	£3.27			IN USE
Trousers	12/05/2014	x1	Hi-Vis Cargo Overtrousers - Yellow -Medium	£16.36	£3.27			IN USE
Trousers	12/05/2014	x1	Redhawk Action Trousers - Navy - 32	£13.95	£2.79			DISPOSED
Trousers	12/05/2014	x1	Redhawk Action Trousers - Navy - 32	£13.95	£2.79			DISPOSED
Trousers	12/05/2014	x1	Redhawk Action Trousers - Navy - 32	£13.95	£2.79			DISPOSED
Trousers	12/05/2014	x1	Redhawk Action Trousers - Navy - 32	£13.95	£2.79			DISPOSED
TOTAL				£402.18	£68.84	£0.00	£0.00	
	2015/16							
Boots	18/05/2015	x1	Lightyear Black Ankle Boots - Size 8	£27.50	£0			DISPOSED
Boots	20/11/2015	x1	Site Meteorite Safety Boots - Size 8	£34.99	£0			DISPOSED
Boots - Assets Register	20/11/2015	x1	Nevis Rigger Safety Boots - Size 8	£39.99	£0			IN USE
Boots	18/05/2015	x1	Lightyear Black Ankle Boots - Size 7	£27.50	£0			DISPOSED
Boots	20/11/2015	x1	Site Meteorite Safety Boots - Size 7	£34.99	£0			DISPOSED
Boots - Assets Register	20/11/2015	x1	Nevis Rigger Safety Boots - Size 7	£39.99	£0			IN USE
Sweatshirt	18/05/2015	x1	Sweatshirt - Navy - Medium	£7.50	£1.50			DISPOSED
Sweatshirt	18/05/2015	x1	Sweatshirt - Navy - Medium	£7.50	£1.50			DISPOSED
T-Shirt	18/05/2015	x1	T-Shirt - Navy - Medium	£3.94	£0.79			IN USE
T-Shirt	18/05/2015	x1	T-Shirt - Navy - Medium	£3.94	£0.79			DISPOSED

Master Clothing Inventory

Clothing Inventory @14 February 2017

CATEGORY	ACQUISITION DATE	QUANTITY	ITEM	PURCHASE	VAT	ESTIMATE	ESTIMATE	CONDITION
				PRICE Excl VAT		VALUE	REPLACEMENT COST	
T-Shirt	18/05/2015	x1	T-Shirt - Navy - Medium	£3.94	£0.79			DISPOSED
T-Shirt	18/05/2015	x1	T-Shirt - Navy - Medium	£3.94	£0.79			DISPOSED
T-Shirt	18/05/2015	x1	T-Shirt - Navy - Medium	£3.94	£0.79			DISPOSED
T-Shirt	18/05/2015	x1	T-Shirt - Navy - Medium	£3.94	£0.79			DISPOSED
Bodywarmer	18/05/2015	x1	Bodywarmer - Navy - Medium	£29.54	£5.91			DISPOSED
Bodywarmer	18/05/2015	x1	Bodywarmer - Navy - Small	£29.54	£5.91			DISPOSED
Hi-Vis Waistcoat	18/05/2015	x1	Hi-Vis Waistcoat - Yellow - Medium	£5.86	£1.27			IN USE
Hi-Vis Waistcoat	18/05/2015	x1	Hi-Vis Waistcoat - Yellow - Medium	£5.86	£1.27			DISPOSED
Hi-Vis Waistcoat	16/06/2016	x1	Hi-Vis Waistcoat - Yellow - Medium	£5.86	£1.27			DISPOSED
Hi-Vis Waistcoat	18/05/2015	x1	Hi-Vis Waistcoat - Yellow - Small	£4.11	£1.27			IN USE
Hi-Vis Waistcoat	18/05/2015	x1	Hi-Vis Waistcoat - Yellow - Small	£4.11	£1.27			DISPOSED
Poloshirt	18/05/2015	x1	Poloshirt - Navy - Medium	£7.50	£1.50			DISPOSED
Poloshirt	18/05/2015	x1	Poloshirt - Navy - Medium	£7.50	£1.50			DISPOSED
Poloshirt	18/05/2015	x1	Poloshirt - Navy - Medium	£7.50	£1.50			DISPOSED
Poloshirt	18/05/2015	x1	Poloshirt - Navy - Small	£7.50	£1.50			DISPOSED
Poloshirt	18/05/2015	x1	Poloshirt - Navy - Small	£7.50	£1.50			DISPOSED
Poloshirt	18/05/2015	x1	Poloshirt - Navy - Small	£7.50	£1.50			DISPOSED
Poloshirt	18/05/2015	x1	Poloshirt - Navy - Small	£7.50	£1.50			DISPOSED
Trousers	18/05/2015	x1	Redhawk Action Trousers - Navy - 32	£13.95	£2.79			DISPOSED
Trousers	18/05/2015	x1	Redhawk Action Trousers - Navy - 32	£13.95	£2.79			DISPOSED
Trousers	18/05/2015	x1	Redhawk Action Trousers - Navy - 32	£13.95	£2.79			DISPOSED
Trousers	18/05/2015	x1	Redhawk Action Trousers - Navy - 32	£13.95	£2.79			DISPOSED
Trousers	18/05/2015	x1	Redhawk Action Trousers - Navy - 32	£13.95	£2.79			DISPOSED
Trousers	18/05/2015	x1	Redhawk Action Trousers - Navy - 32	£13.95	£2.79			DISPOSED
TOTAL				£457.18	£51.65	£0.00	£0.00	
	2016/17							
Boots	22/04/2016	x1	Medway Hiker Boots - Size 8	£64.99	£0			IN USE
Boots	12/01/2017	x1	Elger Safety Boots - Size 8	£46.99	£0			IN USE
Boots	22/04/2016	x1	Site Meteorite Safety Boots - Size 7	£39.99	£0			IN USE
Boots	12/01/2017	x1	Site Onyx Safety Boots - Size 7	£35.99	£0			IN USE
Jacket	17/05/2016	x1	Regatta Dover Jacket - Navy - Medium	£24.40	£4.88			IN USE
Jacket	17/05/2016	x1	Regatta Dover Jacket - Navy - Medium	£24.40	£4.88			IN USE
Jacket	16/06/2016	x1	Soft Shell Jacket - Navy - Medium	£25.47	£5.09			IN USE
Jacket	16/06/2016	x1	Soft Shell Jacket - Navy - Medium	£25.47	£5.09			IN USE
Sweatshirt	17/05/2016	x1	Sweatshirt - Navy - Small	£7.50	£1.50			IN USE
Sweatshirt	17/05/2016	x1	Sweatshirt - Navy - Small	£7.50	£1.50			IN USE
Sweatshirt	17/05/2016	x1	Sweatshirt - Navy - Medium	£7.50	£1.50			IN USE
Sweatshirt	17/05/2016	x1	Sweatshirt - Navy - Medium	£7.50	£1.50			IN USE

Master Clothing Inventory

Clothing Inventory @14 February 2017

CATEGORY	ACQUISITION DATE	QUANTITY	ITEM	PURCHASE PRICE Excl VAT	VAT	ESTIMATE VALUE	ESTIMATE REPLACEMENT COST	CONDITION
T-Shirt	17/05/2016	x1	T-Shirt - Navy - Medium	£3.94	£0.79			IN USE
T-Shirt	17/05/2016	x1	T-Shirt - Navy - Medium	£3.94	£0.79			IN USE
T-Shirt	17/05/2016	x1	T-Shirt - Navy - Medium	£3.94	£0.79			IN USE
Bodywarmer	16/06/2016	x1	Bodywarmer - Navy - Medium	£29.54	£5.91			IN USE
Bodywarmer	16/06/2016	x1	Bodywarmer - Navy - Small	£29.54	£5.91			IN USE
Hi-Vis Waistcoat	16/06/2016	x1	Hi-Vis Waistcoat - Yellow - Small	£4.11	£1.27			IN USE
Poloshirt	16/06/2016	x1	Poloshirt - Navy - Medium	£7.50	£1.50			IN USE
Poloshirt	16/06/2016	x1	Poloshirt - Navy - Medium	£7.50	£1.50			IN USE
Poloshirt	16/06/2016	x1	Poloshirt - Navy - Medium	£7.50	£1.50			IN USE
Poloshirt	16/06/2016	x1	Poloshirt - Navy - Small	£7.50	£1.50			IN USE
Poloshirt	16/06/2016	x1	Poloshirt - Navy - Small	£7.50	£1.50			IN USE
Poloshirt	16/06/2016	x1	Poloshirt - Navy - Small	£7.50	£1.50			IN USE
Poloshirt	16/06/2016	x1	Poloshirt - Navy - Small	£7.50	£1.50			IN USE
Trousers	16/06/2016	x1	Redhawk Action Trousers - Navy - 32	£13.95	£2.79			IN USE
Trousers	16/06/2016	x1	Redhawk Action Trousers - Navy - 32	£13.95	£2.79			IN USE
Trousers	16/06/2016	x1	Redhawk Action Trousers - Navy - 32	£13.95	£2.79			IN USE
Trousers	16/06/2016	x1	Redhawk Action Trousers - Navy - 30	£13.95	£2.79			IN USE
Trousers	16/06/2016	x1	Redhawk Action Trousers - Navy - 30	£13.95	£2.79			IN USE
Trousers	16/06/2016	x1	Redhawk Action Trousers - Navy - 30	£13.95	£2.79			IN USE
TOTAL				£528.91	£68.64	£0.00	£0.00	

Master Cleaning Materials Inventory

Cleaning Materials Inventory @23 April 2017

ITEM	STOCK TAKE @31/03/17	PURCHASE	VAT	SUPPLIER	ITEM	COSH
		PRICE Excl VAT			CODE	REGISTER
		PER ITEM	PER ITEM			
Yard Brush	x1					
Soft Brush	x1					
Morphy Richards Steam Mop	x1	£99.99				
Green Mop Handle	x1					
Green Mop Head	x3	£1.04	£0.20	P K Safety	02-31113g	
Green Mop Bucket	x4					
Red Mop Handle	x4					
Red Mop Head	x7	£1.04	£0.20	P K Safety	02-31113r	
Red Mop Bucket	x1					
Henry Hoover	x1	£106.48				
Henry Hoover Bags	x8	£5.00	£1.00	P K Safety	02-30813	
Wet Floor Sign	x1	£5.00	£1.00	P K Safety	11-60888	
Hoover Flexi Hose Extension	x1					
Red Dust Pan+Brush	x1					
Green Dust Pan+Brush	x1					
Blue Hand Brush	x1					
Blue Cleaning Cloths	Roll x1	£12.50	£2.50	P K Safety	02-30309B	
Vileda Red Cleaning Cloths	40 Cloths x1					
Yellow Dusters	x5	£1.79	£0.35	CBS	N/A	
Disposable Aprons	4 Rolls x200					
Bio Hazard Blood Kit	x1					
Bio Hazard Vomit+Urine Kit	x1					
Navy Tabard Size L	x2	£6.95	£1.39	P K Safety	00-10228n-l	
Plastic Toilet Brush	x2					
5 Ltr Pump	x3			P K Safety	30848	
Trigger Spray Bottle - Blue	x1			P K Safety	60209	
Window Cleaning Spray - Vanguard	500ml x3					27/03/2017
Glass+Mirror Cleaner Spray - Cleanol	750ml x2	£1.49	£0.29	P K Safety	30733	27/03/2017

Collated by Karen James 24/05/2017

Master Cleaning Materials Inventory

Cleaning Materials Inventory @23 April 2017

ITEM	STOCK TAKE @31/03/17	PURCHASE	VAT	SUPPLIER	ITEM CODE	COSH REGISTER
		PRICE Excl VAT PER ITEM	PER ITEM			
Steri-7 Anti Bac Wipes	0					27/03/2017
Pine Disinfectant	5ltrs x2	£1.93	£0.32	P K Safety	30603	27/03/2017
Hand Sanitizing Cleanol	5ltrs x0.75	£13.99	£2.79	P K Safety	30542	27/03/2017
Lemon Gel Floor Cleaner	5ltrs x1.5	£4.99	£0.99	P K Safety	30706	TO BE REMOVED
Mr Sheen Multi Surface Polish	300ml x2	£1.20	£0.24	P K Safety	30729	27/03/2017
Medex Anti-Bac Handwash	650ml x5	£1.12	£0.22	P K Safety	30611	27/03/2017
Disinfectant wipes - Big wash	0				30318	27/03/2017
Aerosol Air Freshener - Flowershop	330ml x4			P K Safety	30713	27/03/2017
Auto Air Freshener - Refill	300ml x2			P K Safety	30716	27/03/2017
Supertouch Blue Vinyl Gloves	Box x1					

REMOVED+DUPLICATE ITEMS

BS9	Bus Shelter
WS1	Wayside Seat
WS2	Wayside Seat
WS3	Wayside Seat
WS4	Wayside Seat
WS10	Wayside Seat
WS11	Wayside Seat
WS12	Wayside Seat
WS13	Wayside Seat
WS14	Wayside Seat
WS15	Wayside Seat
WS16	Wayside Seat
WS17	Wayside Seat
WS18	Wayside Seat
WS19	Wayside Seat
WS20	Wayside Seat
WS21	Wayside Seat
WS22	Wayside Seat
WS23	Wayside Seat
WS24	Wayside Seat
WS25	Wayside Seat
WS26	Wayside Seat
WS27	Wayside Seat
WS28	Wayside Seat
WS29	Wayside Seat
WS30	Wayside Seat

Citroen Van - Reg No. CN13 NCX

Brother A3 Wireless Network Colour Printer

Cardiff Road Mwyndy - Mwyndy Cross	2015
Heol yr Orsaf Pontyclun	2015
Cowbridge Road Pontyclun - Left of Cenotaph	2015
Cowbridge Road Pontyclun - Right of Cenotaph	2015
Cowbridge Road Pontyclun - Opposite Cenotaph	2015
Cowbridge Road Brynsadler - Pontyclun Football Club	2015
Llanharry Road Brynsadler - Opposite The Paddocks	2015
Cowbridge Road Brynsadler - Near Talygarn Drive	2015
Cowbridge Road Talygarn - Near Talygarn Mews	2015
Heol Y Felin Pontyclun - Next to the Library	2015
River Clun Footpath - Pontyclun (Train Station End Rear of Glyst)	2015
River Clun Footpath - Pontyclun (Ynysddu End)	2015
Llantrisant Road Ynysddu Pontyclun - Opposite Pant Footpath	2015
Llantrisant Road Pontyclun - Outside Fire Station	2015
Llantrisant Road Pontyclun - Outside St Paul's Church	2015
Heol Miskin Pontyclun - Junction of Clun Avenue	2015
Heol Miskin Pontyclun - Junction of Clun Avenue	2015
Heol Miskin Pontyclun - Opposite Sewage Pumping Station	2015
Cardiff Road Mwyndy Cross Mwyndy	2015
A4119 Mwyndy - Opposite Cardiff Road	2015
Llantrisant Road Groesfaen - Tynewydd Opposite Pendoylan Road	2015
Llantrisant Road Groesfaen - Village Green	2015
Duplicate - WSIV -LS	2015
Duplicate - WSIV -1	2015
Duplicate - WSIV -2	2015
Duplicate - WSIV -3	2015
SOLD - Rec'd £3,000	2015
Removed @28 October 2016 - NO VALUE	2016

Cyngor Cymuned Pontyclun Community Council

Swyddfa Cyngor Cymuned
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
CF72 9EE

Ffôn: 01443 238500
E-bost: pontycluncc@hotmail.co.uk
Gwefan: www.pontyclun.net



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

Telephone: 01443 238500
Email: pontycluncc@hotmail.co.uk
Website: www.pontyclun.net

Council Meeting schedules for 2017/18
Start 7 pm

Date	Month	Year
21	June	2017
19	July	2017
20	Sept	2017
18	Oct	2017
15	Nov	2017
20	Dec	2017
17	Jan	2018
14	Feb	2018
14	March	2018
18	April	2018
16	May	2018

2017 Bank Holidays

14 April	Friday	Good Friday
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17 April	Monday	Easter Monday
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1 May	Monday	Early May bank holiday
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29 May	Monday	Spring bank holiday
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28 August	Monday	Summer bank holiday
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25 December	Monday	Christmas Day
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26 December	Tuesday	Boxing Day
-------------	---------	------------

2018 Bank Holidays

1 January	Monday	New Year's Day
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30 March	Friday	Good Friday
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2 April	Monday	Easter Monday
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7 May	Monday	Early May bank holiday
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2018 Bank Holidays

28 May	Monday	Spring bank holiday
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27 August	Monday	Summer bank holiday
-----------	--------	---------------------

25 December	Tuesday	Christmas Day
-------------	---------	---------------

26 December	Wednesday	Boxing Day
-------------	-----------	------------

Pontyclun Community Council

Adoption of new policies summary

PCC has a number of policies in place which have regular review on an annual or bi-annual basis.

Periodically we receive example model policies from One Voice wales (OVW) which we can choose to adapt and adopt where relevant.

Our Staff handbooks refer staff to follow guidelines set out in our Internet Policy, however up to now no policy has been in place. Appendix 14b is an initial draft policy for adoption

OVW has issued a model policy on social media. The Council currently does not have a presence in it's name however the policy also covers personal use so we should look to adopt pending review of our presence.

The council does not have a Welsh language Policy in place. There is no requirement to register this policy any more however I would still recommend that we have a policy to ensure that we help support our residents who may wish to communicate with us via the medium of Welsh.

Our standing orders require the Complaints and press policies to be reviewed at annual meeting. These are attached

Actions required

- 1. Adopt Internet policy**
- 2. Adopt Social Media policy**
- 3. Social and culture working group to review potential for Council to use Social media and advise council with recommendations by October.**
- 4. Members to decide if council to adopt a Welsh Language policy**
- 5. Members to confirm Complaints and Press policies**

Pontyclun Community Council

Internet & IT security Policy

INTRODUCTION

This document defines the Internet use Policy for Pontyclun Community Council. The Internet use Policy applies to all users of the Internet and relevant people who support the Internet system. The Internet is a general term that covers access to numerous computers and computer systems worldwide that are accessed electronically.

This document:

- Sets out the Community Council's policy for the protection of the confidentiality, integrity and availability of the Internet system.
- Establishes Council and user responsibilities for the Internet system.
- Provides reference to documentation relevant to this policy.

1. OBJECTIVE

The objective of this policy is to ensure the security of Pontyclun Community Council's Internet system. To do this the Council will:

- Ensure Availability Ensure that the Internet system is available for users.
- Preserve Integrity Protect the Internet system from unauthorised or accidental modification ensuring the accuracy and completeness of the Council's assets.
- Preserve Confidentiality Protect assets against unauthorised disclosure.

The purpose of this policy is to ensure the proper use of the Council's Internet system and make users aware of what the Council deems as acceptable and unacceptable use of its Internet system. By following the guidelines in this policy, the Internet user can minimise the legal risks involved in the use of Internet. If any user disregards the rules set out in this Internet use Policy, the user will be fully liable and may be subject to disciplinary action by the Council.

2. COUNCIL RESPONSIBILITIES

- The Council will ensure that all users are properly trained before using the Internet system.
- The Council will take all reasonable steps to ensure that users of the Internet service are aware of policies, protocols, procedures and legal obligations relating to the use of Internet.
- The Council will ensure all users of the Internet are registered.

3. GUIDELINES

The Council considers the Internet as an important means of communication and recognises the importance of proper Internet content and speedy replies in conveying a professional image and delivering good customer service. Therefore the Council wishes users to adhere to the following guidelines:

Acceptable Internet Usage

- To access research material and other information relevant to your work.

- To access web sites and webmail accounts for personal use so long as this does not interfere with work.

Unacceptable Internet Usage

- Creating, downloading or transmitting any obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- Creating, downloading or transmitting any defamatory, sexist, racist, offensive or otherwise unlawful images, data or other material.
- Creating, downloading or transmitting material that is designed to annoy, harass, bully, inconvenience or cause needless anxiety to other people.
- Creating or transmitting “junk-mail” or “spam”. This means unsolicited commercial webmail, chain letters or advertisements.
- Using the Internet to conduct private or freelance business for the purpose of commercial gain.
- Creating, downloading or transmitting data or material that is created for the purpose of corrupting or destroying other user’s data or hardware.
- Downloading streaming video or audio for entertainment purposes.

IT security

- The council will ensure that IT equipment is secure (physically and virtually) through use of appropriate measures such as firewalls, security software and passwords
- Staff users can share the same log on details however all confidential files will be stored with password protection to preserve integrity.
- Passwords to access systems will be changed at six monthly intervals and within 1 month of any users leaving
- The council’s website will be protected to prevent unauthorised access and regularly maintained to ensure published material is relevant and up to date.
- It is the responsibility of the sender of data sent electronically to ensure that appropriate due regard is made to the risks of sending electronically. In particular any confidential information being sent by email should be encrypted before dispatch with the password required to unencrypt the information passed to the recipient via a phone call or by prior arrangement.
- Council data held electronically offsite by members or officers should be held securely on protected devices. No council data should be held on unprotected devices and if the devices are shared with non-Council staff/members then confidential data must be encrypted.
- Members and Officers working on Council data offsite must take care to ensure that unauthorised people cannot access or see the data eg by shoulder surfing. Appropriate screen protection can be used to minimise this risk.

4. SPECIFIC ISSUES

Defamation & libel

A published (spoken or written) statement or series of statements that affects the reputation of a person (a person can be a human being or an organisation) and exposes them to hatred, contempt, ridicule, being shunned or avoided, discredited in their trade, business, office or profession, or pecuniary loss. If the statement is not true then it is considered slanderous or libellous and the person towards whom it is made has redress in law.

What you must not do - Make statements about people or organisations on any web pages you are including on the website without verifying their basis in fact.

Harassment

Harassment refers to a wide spectrum of offensive behaviour. The term commonly refers to behaviour intended to disturb or upset, and, when the term is used in a legal sense, it refers to behaviours which are found threatening or disturbing.

What you must not do - Use the internet to harass other members of staff by displaying particular web sites that they consider offensive or threatening.

Pornography

Pornography can take many forms. For example, textual descriptions, still and moving images, cartoons and sound files. Some pornography is illegal in the UK and some is legal. Pornography that is legal in the UK may be considered illegal elsewhere. Because of the global nature of Internet these issues must be taken into consideration. Therefore, the Council defines pornography as the description or depiction of sexual acts or naked people that are designed to be sexually exciting. The Council will not tolerate its facilities being used for this type of material and considers such behaviour to constitute a serious disciplinary offence.

What you must not do - Create, download or transmit pornography. Send or forward emails with attachments containing pornography. If you receive an email with an attachment containing pornography you should report it to the Clerk to the Council or Chairman of the Community Council

Copyright

Copyright is a term used to describe the rights under law that people have to protect original work they have created. The original work can be a computer program, document, graphic, film or sound recording, for example. Copyright protects the work to ensure no one else can copy, alter or use the work without the express permission of the owner. Copyright is sometimes indicated in a piece of work by this symbol ©. However, it does not have to be displayed under British law. So a lack of the symbol does not indicate a lack of copyright. In the case of computer software, users purchase a licence to use the work. The Council purchases licences on behalf of its users.

What you must not do - Alter any software programs, graphics etc. without the express permission of the owner. You should also not claim someone else's work is your own or send copyrighted material by Internet without the permission of the owner.

What are the consequences of not following this policy?

Depending on the breach

- Users and/or the Council can be prosecuted with potential fines or imprisonment
- The reputation of the Council will be seriously questioned
- Disciplinary action could be taken against the user which could ultimately lead to their dismissal.

Pontyclun Community Council

SOCIAL MEDIA POLICY

Introduction

A revolution is taking place in how we communicate. The world is experiencing the biggest ever change in how information is created and owned, as well as the speed in which it can be shared. This is changing the way we live, work and even how we speak and think.

Social media is a blanket term applied to a range of online multimedia tools that are used for creating content and two way communication. They can be accessed via your smartphone, PC, laptop, tablet or smart TV. All social media accounts are free of charge and can be set up quickly and easily from an Internet page.

1. Policy statement

- 1.1. This policy is intended to help employees and elected members make appropriate decisions about the use of social media such as social networking websites, forums, message boards, blogs or comments on web-articles, such as Twitter, Facebook and LinkedIn.
- 1.2. This policy outlines the standards the Council requires employees and elected members to observe when using social media, the circumstances in which your use of social media will be monitored and the action that will be taken in respect of breaches of this policy.

2. The scope of the policy

- 2.1. All employees and elected members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the Council.
- 2.2. Breach of this policy by employees may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- 2.3. Breach of this policy by elected members will be dealt with under the Code of Conduct.

3. Responsibility for implementation of the policy

- 3.1. The Council has overall responsibility for the effective operation of this policy.
- 3.2. The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 3.3. All employees and elected members should ensure that they take the time to read and understand this policy. Any breach of this policy should be reported to the Clerk or Chair of the Council.

3.4. Questions regarding the content or application of this policy should be directed to the Clerk.

4. Using social media sites in the name of the council

- 4.1. The Clerk, Admin Assistant and elected members are permitted to post material on a social media website in the name of the Council and on its behalf in accordance with the rules and scope of this policy.
- 4.2. If you are not sure if your comments are appropriate do not post them until you have checked with the Clerk/Chair.

5. Using social media

- 5.1. The Council recognises the importance of the internet in shaping public thinking about the Council and the support and services it provides to the community. It also recognises the importance of our employees and elected members joining in and helping shape community conversation and direction through interaction in social media.
 - a) Before using social media on any matter which might affect the interests of the Council you must have read and understood this policy and
 - b) Employees must have gained prior written approval to do so from the Clerk.

6. Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- 6.1. Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- 6.2. Any employee/elected member who feel that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform the Clerk/Chair.
- 6.3. Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk/Chair.
- 6.4. Do not up load, post or forward any content belonging to a third party unless you have that third party's consent.
- 6.5. Before you include a link to a third party website, check that any terms and conditions of that website permit you to link to it.
- 6.6. When making use of any social media platform, you must read and comply with its terms of use.

- 6.7. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the Council.
- 6.8. You are personally responsible for content you publish into social media tools.
- 6.9. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.10. Don't discuss colleagues without their prior approval.
- 6.11. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion. Remember that although it is acceptable to make political points or canvass votes via your own social media accounts this will not be permissible if you are commenting on behalf of the Council.
- 6.12. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7. Monitoring use of social media websites

- 7.1. Employees and elected members should be aware that any use of social media websites (whether or not accessed for Council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure and councillors under the Code of Conduct.
- 7.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and the Council.
- 7.3. In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct/breach of the Code of Conduct (this list is not exhaustive):
 - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
 - b) a false and defamatory statement about any person or organisation;
 - c) material which is offensive, obscene, criminal, discriminatory, derogatory or may cause embarrassment to the Council our councillors or our employees;
 - d) confidential information about the council or anyone else
 - e) any other statement which is likely to create any liability (whether criminal or civil, whether for you or the organisation); or
 - f) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.Any such action will be addressed under the Disciplinary Procedure/Code of Conduct.
- 7.4. Where evidence of misuse is found the Council may undertake a more detailed investigation involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses

or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

7.5. If you notice any use of social media by other employees/elected members in breach of this policy please report it to the Clerk/Chair *in accordance with the Council's Whistle Blower Policy*.

8. Monitoring and review of this policy

8.1. The Council shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

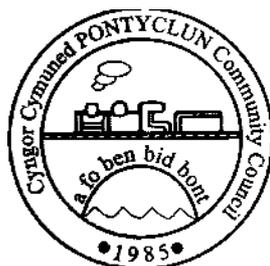
Further information for elected members, published by the Welsh Local Government Association, on the use of social media can be viewed on the One Voice Wales website:-

http://www.onevoicewales.org.uk/OVWeb/good_practicegeneral-8204.aspx

March 2017

Cyngor Cymuned Pontyclun Community Council

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: pontycluncc@hotmail.co.uk

Gwefan: www.pontyclun.net

Telephone: 01443 238500
Email: pontycluncc@hotmail.co.uk

Website: www.pontyclun.net

Complaints Procedures

1. COMPLAINTS PROCEDURE pages 2-3
2. PROCEDURE FOR HEARING APPEALS BY COUNCIL Appendix A page 9
3. EXAMPLES OF GROSS MISCONDUCT Appendix B page 10

Revised and adopted 12 May 2015

COMPLAINTS PROCEDURE

What is a complaint

- 1.0 Pontyclun Community Council believes a complaints procedure demonstrates to its residents that the Council:
- wishes to provide a good service;
 - values feedback;
 - undertakes its business in an open and honest manner;
 - wishes to deal with complaints fairly.
- 1.1 The Council believes that complaints and suggestions provide a valuable opportunity for improving its services and performance.
- 1.2 For the purposes of this procedure, a complaint is defined as:
- An expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Council or its staff affecting an individual resident or group of residents.*
- 1.3 This definition covers most complaints, for example:
- dissatisfaction with the administration of policy and decisions;
 - delays in responding to service requests;
 - failure to achieve standards of service;
 - failure to fulfil statutory responsibilities;
 - employees' behaviour or attitude.

Dealing with complaints

Stage 1: complaints about staff

- 1.4 Many complaints can be dealt with quickly and satisfactorily by the 'front line' staff, the Clerk, the administrative assistant or the Caretaker who provide the service.
- 1.5 However, complainants will be told what they should do if they remain dissatisfied. This will normally be to ask that their complaint be considered by their line manager or the Chair of the Community Council.

Stage 2

- 1.6 The Line manager or the Chair will reconsider the complaint and inform the complainant of the outcome.
- 1.7 If the complainant is dissatisfied with the outcome of this stage the complainant will be told that their complaint will move to stage 3. Complaints about the Community Clerk will pass automatically to stage 3.

1.8 The complaint will be considered by a Complaints Panel comprising three members of the Community Council and not the Chair. The Complaints Panel will, after obtaining any additional information necessary, recommend a response to the full Council.

1.9 If, after being informed of the outcome of this stage, the complainant remains dissatisfied, the complainant will be advised how they can pursue the complaint through the local ombudsman. Contact details are as follows.

**Complaints about
Members of
Pontyclun
Community Council**

1.10 All Councillors have signed an undertaking that they will observe the Council's Code of Conduct. The Code specifies a Councillor's obligations. Alleged

breaches
of the Code
must be
reported to the
Public Service
Ombudsman for
Wales.

Revised and adopted 12 May 2015

Pontyclun Community COUNCIL

PRESS, MEDIA AND COMMUNICATION POLICY

1 INTRODUCTION

- 1.1 The purpose of this policy is to define the roles and responsibilities within Pontyclun Community Council (known as “the Council”) for working with the press and media (known as “the media”) and deals with the day-to-day relationship between the Council and the media. Communications via other means such as Social Media, Community Council website and Council noticeboards is also covered by this policy.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

2 KEY AIMS

- 2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 2.2 The media themselves have a vital role to play on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to Officers and Members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 THE LEGAL FRAMEWORK

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the Government’s Code of Recommended Practice on Local Authority Publicity (March 2011). Some aspects of the Code are relevant to this policy:-
 - “Where local authority publicity addresses matters of political controversy it should seek to present the different positions in relation to the issue in question in a fair manner”.

- “Any publicity describing the council’s policies and aims should be as objective as possible, concentrating on the facts or explanation or both. Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy”.
- 3.2 In particular, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- 3.3 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and take appropriate action in accordance with the Standing Orders and Code of Conduct adopted by the Council.
- 3.4 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council’s solicitor before any response is made.
- 3.5 There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively in accordance with the Council’s policies on Freedom of Information and Data Protection. These issues include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Community Clerk before any response is made to the media.

4 CONTACT WITH THE MEDIA

- 4.1 When responding to approaches from the media, the Chairman of the Council should be the authorised contact with the media in consultation with the Community Clerk.
- 4.2 Statements made must reflect the Council’s opinion. If practicable, to assist with accuracy it is preferred that such statements are in writing,
- 4.3 Other Councillors’ can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.
- 4.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.

- 4.5 Letters representing the views of the Council should only be issued by the Community Clerk following agreement by the Council. If individual Members choose to send letters to express their own opinions on Council policies, they are strongly advised to check their facts first with the Community Clerk. It should always be made absolutely clear whether the views put forward are those of the Council or of an individual Member.
- 4.6 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.
- 4.7 All of the above shall apply equally to postings by Councillors on Social Media outlets such as Twitter and Facebook.

5 ATTENDANCE OF MEDIA AT COUNCIL OR WORKING GROUP MEETINGS

- 5.1 Agendas and minutes of meetings will be supplied to media outlets together with dates of meetings being available on the Council's website.
- 5.2 The Local Government Act 1972 requires that all agendas, reports and minutes be sent to the media on request, prior to the meeting.
- 5.3 The media are encouraged to attend Council and Working Group meetings.
- 5.4 Filming or taping of Council or Working Group proceedings is governed by Council Standing Orders which state "Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent".

6 ELECTIONS

- 6.1 The Code of Recommended Practice on Local Authority Publicity (March 2011) contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the particular position they hold in the Council. These extracts from the Code illustrate the main points:-
- "During the period between the notice of an election and the election itself, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members. Publicity relating to individuals involved directly in the election should not be published by local authorities during this period unless expressly authorised by or under statute. It is permissible for local authorities to publish factual information, which identifies the names, wards and parties of candidates at elections".
 - "Local authorities should pay particular regard to the legislation governing publicity during the period of heightened sensitivity before elections and referendums".

- 6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

7 PRESS RELEASES

- 7.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.
- 7.2 Any Officer or Member may draft a press release, however they must all be issued by the Community Clerk following agreement by the Council in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

8 URGENT SITUATIONS

- 8.1 In the case of an urgent letter or press release being required in advance of a Council meeting, this may be issued by the Community Clerk with the agreement of the Chairman of the Council or relevant following circulation of a draft version to other Members for comment.
- 8.2 In the case of urgent actions being required in the absence of the Members and Officers with specific roles and responsibilities under this policy, the following delegations shall apply:
- a) the Vice Chairman of the Council may act in the absence of the Chairman;
 - b) The Community Clerk may act in the absence of the Vice Chairman of the Council.

9 COUNCIL NOTICEBOARDS AND WEBSITE.

- The Council noticeboards are primarily for the display of agenda and other statutory notices relating to the Council's business and also notices from the Borough Council, Welsh Government and other statutory bodies. Subject to the availability of space, notices from local or national not for profit organisations considered as being of interest to the local community will be displayed in the community notice board on the wall at Heol yr Orsaf. The Clerk is to be responsible for maintaining the information on the noticeboards and ensuring that the information therein is up to date.
- The Community Council website will be used to convey information on matters of interest and latest news, together with agenda of forthcoming meetings and archive minutes from Council meetings. The Clerk is responsible for keeping the information on the site up to date

Pontyclun Community Council

OUT OF HOURS CALLOUTS

We currently have no arrangements for emergency out of hours call outs to the Offices

- The Police do hold a set of keys so can access if required
- There have been no call outs in last 4 years

In the event of an emergency we should have a call out list held with –

- Chair
- Clerk
- Police
- Alarm Company
- Community Centre team

Names on the list could include -

Café 50 Co-ordinator

Clerk

Cleaner (lives locally)

Caretaker

In the event of a callout

Person who gets called out should receive some recompense and we propose they should receive additional pay for the time spent from leaving home till return and also time off in lieu but no travel expenses.

Action required

- 1. Council to approve this policy**

Pontyclun Community Council

Process for reviewing planning applications

The document describes proposal for dealing with planning applications going forward.

CURRENT PROCESS

Council receives weekly notifications from RCT of local planning applications. This advice is received between 1 and 3 weeks after applications are submitted.

Clerk adds details of planning applications to the next monthly Council meeting agenda for comments at that time. Due to meeting timings it is likely that our consideration will be about 5-6 weeks after application has been submitted and in some cases after RCT planning meeting may have deal with the case. This is particularly true in the summer when no meeting is held in August or if we move meetings around (eg we merged March and April 2017 meetings). This month's list is Appendix 17b with some of these now being from Mid March.

Most applications are approved without issue and larger more contentious applications have more consideration time so our current process is fine for those.

The new Standing Orders require Clerk to forward planning requests which need to be considered before next meeting to be sent to the Chair for a decision on if an extraordinary meeting is to be held to discuss.

PROPOSALS

To speed potential objections and reduce time at meetings discussing simple planning applications and also reduce requirement for Chair to review we propose that Council should review the way it deals with Planning applications.

- Council sets delegates up a Planning sub-committee of one representative from each ward – or delegates responsibility to the Local environment working group.
- Sub committee meets monthly opposite the full Council meeting to review applications

Action required

- 1. Administration working group to review proposals and recommend new policy and terms of reference to Council in June meeting**

PONTYCLUN COMMUNITY COUNCIL

COMMENTS ON PLANNING APPLICATIONS FOR May 2017 MEETING

APPLICATION NO.	ADDRESS	COMMENTS
17/0419/10	NYTHFA, HENSOL ROAD, MISKIN, PONTYCLUN, CF72 8JU GR e: 304445 n: 180588	Proposed new bungalow and detached garages.
17/0259/10	21 MANOR HILL, MISKIN, PONTYCLUN, CF72 8JP GR e: 304749 n: 181072	Proposed ground floor extension, new external porch, raising of roof levels for attic extension and garage.
17/0287/10	36 THE HOLLIES, BRYNSADLER, PONTYCLUN, CF72 9BA GR e: 303073 n: 180699	Proposed garage extension.
17/0324/10	13 ROWAN TREE LANE, MISKIN, PONTYCLUN, CF72 8SF GR: 304725 n: 181558	Proposed single storey extension.
17/0362/10	1 LLWYNFEN ROAD, PONTYCLUN, CF72 9EN GR e: 303694 n: 181108	Double storey rear extension.
17/0436/10	LYN MOR, HEOL MISKIN, MISKIN, PONTYCLUN, CF72 8JN GR e: 304637 n: 181027	Extend above existing garage

Pontyclun Community Council

Café 50 Pricing policy executive summary

The current policy states

Purpose and use of Cafe 50

Café 50 is available for use by groups of people who are over the age of 50 from Monday to Friday in the morning 9.30 – 11.45 and afternoon 1.30 to 5.00 p.m.

These groups will not be charged for use of Café 50.

Lunch is provided between 12 and 1.30 p.m Monday to Friday and therefore the Café 50 cannot be used for any other purpose during this period.

Groups wishing to use Café 50 should contact the Clerk/Café 50 Co-ordinator on 01443 238500 between 10 and 12 in the morning to arrange use of the facility.

Hiring Café 50

Café 50 can be hired for use by any group, whether over 50 or not, or for a private function in the evenings and weekends and may be available for hire during the day, Monday to Friday if there is no other group using the facility.

Available for hire	
Monday – Friday	5:00 pm until 9:00 pm
Saturday and Sunday	9.30 am until 8:30 pm

Hire Charges

Dinning and seating area	£15 per hour for businesses
Dinning and seating area	£10 per hour for voluntary/charity groups
Seating area only	£7:00 per hour for either

Catering

Catering is provided by Jayne Ryan Catering. There is no access to the kitchen for users of Café 50.

If requested, facilities can be provided for making tea and coffee at a cost of 60p per cup. Milk and water will be placed in a fridge in Café 50.

Food can be provided by Jayne Ryan catering and arrangements need to be made directly with the caterer.

Hire Arrangements

- Booking forms must be completed and returned to office prior to any session.
 - Details completed on the forms will be used to raise an invoice.
 - Full payment must be made before the session commences
 - Copies of your Insurances will also be requested.
-

Points for members to consider

1. Daytime users of Café 50 do occasionally make donations to the Council in recognition of the use of facilities.
 - a. Eg U3A and the Tuesday quiz
2. Mature Movers is charged for the use of Café 50. They do meet our criteria for free usage but are a business so have paid before.
3. The Trefoil group meets in the evenings. They pay as per our published tariff though should they meet in the day the charge would be waived. This group have a key and lock up after themselves so no additional cost to the Council for their usage.

Actions required

- **Confirm existing charging policy**
- **Confirm/amend arrangements for Mature Movers and Trefoil Group.**
- **Administration working group to formulate policy with regards to Donations received by council, in particular -**
 - **Who can we accept from**
 - **What if conditions are attached to donations**

Pontyclun Community Council

Report from the Clerk

Action points from prior meetings

Reference	Date initiated	Action	Who is responsible	Expected completion	Current status	Comments
465	Sep-16	Admin group meeting to be convened to review operations of Café 50 to properly analyse its values and burdens and to make recommendations of its findings	Janice Jones		Open pending	Meeting has not been held yet
492	Dec-16	Write to Tesco re Car parking spaces/delivery	Clerk		Open pending	Letter sent 2/2/17. With Tesco HO who are reviewing
504	Feb-17	More signage for Public Conveniences	Clerk		Open Active	Quotations received. Total of £255.10 for 3 signs plus for door of toilet
MM506	Apr-17	Pay £300 to Pontyclun Road Runners	Clerk	May	Closed	Cheque sent early May
MM507	Apr-17	Contact Jon Buryon re mud on pavement	Clerk	May	Open pending	Awaiting new Council policy on agreement to use field
MM508	Apr-17	Contact Caterers to advise - they are in arrears; no SO and we will go to tender. Chair to review letter prior to sending	Clerk	May	Open pending	Account up to date and SO set up before letter sent. Awaiting new Council guidance as contract says we will enter into good faith negotiations on expiry of contract
MM509	Apr-17	Caretaker to repair slope on land next to Cenotaph by way of banked path using mesh for stability	Caretaker	Sep	Open Active	Caretaker reviewing options. Replacement steps for Footbridge is priority so after this
MM510	Apr-17	Richard Daniel to be offered [post of café 50 Co-ordinator subject to references and DBS	Clerk	May	Open Active	No reply despite leaving messages. Last message said if did not respond we would assume not interested

Requests to use Playing fields

We have a request from PAG to allow them to once again use Pontyclun park on 9th June for their Summer fete.

We also have a request to allow Fairplay sports (mini stars) to do Rugby training again this spring.

Both have been approved in the past and are subject to seeing suitable insurance cover (seen from Fairplay)

There is no set policy for this sort of request and over the last couple of meetings we have had a number of these which have had approval delayed due to unforeseen circumstances. We also had requests regarding adding banners to the railings.

We recommend that Admin working group drafts a policy to allow the officers to apply this swiftly.

Action – Council to delegate authority to draft policy on allowing groups to use Council assets such as playing fields /railings.

References for Contractors

Beaver Bridges have asked us to provide a reference to be held on a central database by Constructionline.

The Council does not have a policy on providing Contractor references so a decision will have to be made by Council.

Action –

- 1. Council to decide if we wish to provide reference for Beaver Bridges.**
- 2. If Council wishes to provide these in future Admin working group to agree policy for Officers to follow.**

Communication with Councillors

Information - The Council regularly receives information which Councillors should note or be aware of. Rather than add to the monthly council meeting we propose to circulate such information via e-mail on a Friday.

This will spread the requirements for reading out over a month, release time spent in monthly meeting and also allow Councillors to raise matters arising in a more timely manner.

Monthly meeting -Councillors should note that if they wish to add items to the next monthly meeting they should be with the Clerk 10 clear days before the meeting date. For June this will be Thursday 8th.

My plan is to start circulating agenda and supporting papers electronically from now on. This will save significant resources and release Officers time.

Typical meeting needs 300-500 sheets of paper with a printing cost of nearly 2.5p a sheet plus paper

Time to print, collate and deliver papers - 3-5 hours

Action – Members to confirm they are happy for these arrangements

Internal audit

We had our internal audit last week. The report will be received shortly though no major issues have been verbally advised. Council will need to sign off report and accounts next month.