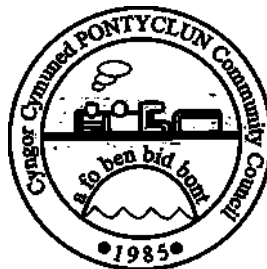


Cyngor Cymuned Pontyclun Community Council

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

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



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

Ffôn: 01443 238500
E-bost: clerk@pontyclun-cc.gov.wales
Gwefan: www.pontyclun.net

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

Draft Minutes

Draft minutes of the **Meeting** of the Pontyclun Community Council be held at Café 50, Heol yr Orsaf, Pontyclun at 7.00 p.m. on **Wednesday 9th 2019**.

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

1. To receive apologies for absence
 - a. **Apologies received from Karan Lane. Councillors Kate Jones and Alison Theaker did not attend**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. **As members of the Pontyclun Environment Trust Councillors, Paul Griffiths, Mike Davies and Margaret Griffiths declared a personal interest in the item on Trees at Millfield**
3. Report on damage caused by Tree at Millfield
 - a. **Sarah Jenkins from the Pontyclun environment trust spoke about the Riverside walk land and the work of the Trust**
 - b. **Councillor Paul Griffiths gave members a short review of the history of the land**
 - c. **Members agreed that Council Officers would remove the existing damaged fencing, storing reusable timber on site in case needed to rebuild fence.**
 - d. **Council would write to residents in Millfield advising that we were removing damaged fence. As the fence served no practical purpose and removing it would make it easier to manage the verge, the letter would say**

we had no plans to replace it. Should residents object or it be shown that this was dangerous then volunteers would be sought to rebuild the fence.

e. Action MM689

4. To confirm minutes of the Council meeting of 11th September 2019 are a true record and discuss matters arising from them
 - a. Minutes confirmed as a true record
 - b. Matters arising
 - i. Council will receive 60 hedge saplings in spring 2020 as a grant from Woodland trust to help with park boundary
 - ii. Work on Groesfaen bus shelter to make it suitable as a War memorial are proceeding and a dedication will happen this November.
 - iii. Lisa at the Deli in Pontyclun spoke with the Chair about the Creigiau Community market suggesting one could be arranged in Pontyclun. Chair will explore with organisers
 - iv. Chief Officer forwarded suggestions regarding polling stations to RCT CBC and they have already been in touch regarding the Church in Groesfaen
 - v. South Wales police confirmed we could publish their crime report, though did advise that they do so anyway
5. To confirm Council payments in August and September and review year to date budget spend
 - a. Spending in August and September confirmed
 - b. Council noted variations from budget
 - c. Chief Officer to contact Welsh Audit office regarding delayed receipt of their bill which has caused us issues budgeting this year
6. To receive update from Social and Cultural working group
 - a. Members received update on Christmas Festival
 - b. Council agreed to put up a Christmas tree and £400 was agreed for the costs
 - c. It was agreed that the Social and Cultural working group would discuss consulting and working with Young people at its next meeting
7. To receive verbal report from RCT Community Liaison group and adopt Community Charter
 - a. Councillor Carole Willis outlined the role of this group which was to facilitate better interaction between RCT CBC and the Town and Community Councils in its Borough.
 - b. They are aiming to create 1 point of contact within RCT for all queries by Community Councils
 - c. A twinning Committee has been set up and Members can apply to join
 - d. The group are aiming to offer training sessions to Councillors and officers on subjects which are believed to be of use
 - e. Meetings are held approximately quarterly, will move venues around the borough and we are able to offer agenda items.
 - f. The Liaison group have completed work on updating the Community Charter which the Council agreed to sign and confirm. **Chief Officer to contact to establish next steps MM690**
8. To approve and accept external audit for 2018-9
 - a. Councillors noted the result of the audit and approved and accepted it
9. To receive report on "Renew" scheme
 - a. Members discussed the scheme and support it gave across Wales
 - b. They noted that the Council has taken many actions and that there were other groups who might benefit more from the support from this Charity
 - c. They therefore agreed that we would not formally join the scheme but see if we could approach them on an ad hoc basis where specific technical advice was needed for our projects e.g. where specific grants could be obtained

This is a true copy of the minutes of the October 2019 meeting of the Pontyclun Community Council. A signed copy can be seen at the Council Offices

Cyngor Cymuned PONTYCLUN Community Council

Council payments summary

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

Action –

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

Time: 09:52

Current Bank A/c General

List of Payments made between 01/10/2019 and 31/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2019	Rhondda Cynon Taf C.B.C.	5492	1,638.22		Pension+Deficit ⁵ Sept'19
01/10/2019	Rhondda Cynon Taf C.B.C.	DD	40.52		Trade Refuse Oct'19
01/10/2019	Rhondda Cynon Taf C.B.C.	DD	40.52		Trade Refuse Oct'19
02/10/2019	Mrs Carri-Anne Carmichael	5500	200.00		Senior Stretch x8 Weeks
07/10/2019	Tesco	BCARD	65.78		Fuel for Van
07/10/2019	Halfords	BCARD	16.89		Tools
07/10/2019	Hello Print	BCARD	112.44		Grant awarded @Sept Mtg
07/10/2019	HelloPrint	BCARD	29.88		Sign for Bus Shelter
08/10/2019	Action Hire Ltd	5503	42.30		Trailer Hire+Base for Shed
08/10/2019	British Telecom	DD	69.10		Broadband+Office Phone Sept'19
08/10/2019	Leekes Ltd	VISA	234.98		Shed+Maintenance
11/10/2019	Aldi Stores	FPO	47.88		Yarmmongers Grant Sept Mtg
14/10/2019	Amazon Marketplace	VISA	15.61		x3 Diaries
14/10/2019	Swalec	DD	19.15		27 Jun'19 to 24 Sept'19
15/10/2019	Amazon Marketplace	VISA	65.00		Hatch Door
16/10/2019	British Telecom	DD	9.60		Caretaker Mobile Phone Oct'19
17/10/2019	Amazon Marketplace	VISA	6.93		x6 Packing Tape Rolls
25/10/2019	Rhondda Cynon Taf C.B.C.	DD	163.00		Car Park Rates
25/10/2019	Yarmmongers	FOP	15.96		Grant awarded @Sept Mtg
28/10/2019	Dark Green Media	SO	35.00		Website Hosting Oct'19
29/10/2019	Lloyds Bank	BANK CHG	5.00		10 Aug'19 to 09 Sept'19
30/10/2019	Rhondda Cynon Taf C.B.C.	5502	1,638.22		Pension+Deficit Oct'19
Total Payments			9,846.95		

Notes of meeting of social and cultural working group, 15th October 2019

Christmas Festival, 23rd November

Music programme, amplification and Health and safety are all under control.

YGGG Llantrisant PTA cannot be involved in the children's room

Carole, Anne and Margaret are continuing to sort out arrangements for the children's room. Pontyclun primary School and Ysgol Llanhari to be involved.

Athletic Club are unable to make Friday 22nd November available for removal of furniture.

Gwyn and Julius to make arrangements for furniture removal and repositioning on Saturday 23rd November.

Banner that was discussed at Community Council meeting was agreed to be simple and should be used with no embellishments.

VE Day 2020.

Working group to recommend that picnic in the park should be held on Saturday 9th May to commemorate VE day. Details will be discussed post Christmas.

Groups involved last year should be informed as soon as possible of the new date

Children and Young people

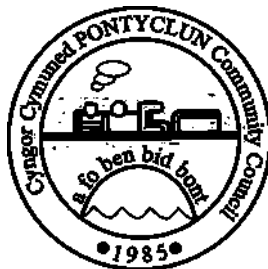
We will set up an exploratory meeting with an officer from RCT who works with young people. Possible dates 29th October or 4th November. We will invite Chris Bullock, Youth pastor from Bethel and write to Y pant and Ysgol Llanhari asking if a teacher involved in the Baccalaureate would like to attend.

We recommend that the council write to the eco councils of the three primary schools , Pontyclun , YGGG Llantrisant and Ysgol Llanhari, explaining how we have worked with YGGG Llantrisant and asking if they have any projects that they would like the Community Council to be involved in. The schools would need to take the lead.

Cyngor Cymuned Pontyclun Community Council

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

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



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

Ffôn: 01443 238500
E-bost: clerk@pontyclun-cc.gov.wales
Gwefan: www.pontyclun.net

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

Notes from Administration working group

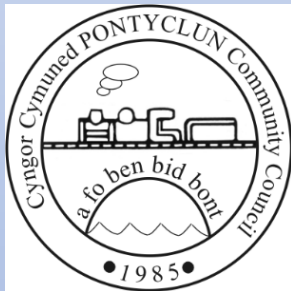
The Administration working group of Pontyclun Community Council met in Café 50 at 6pm on Tuesday 15th October

The notes to update full Council meeting are below

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

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

This policy outlines how long Pontyclun Community Council will retain documents to ensure compliance with regulations, data protection and normal practice



Cyngor Cymuned PONTYCLUN Community Council

Document Retention Policy

Oct 2019

Contents

Introduction.....	2
Purpose	2
The Retention/Disposal Policy	2
Disposal and Action to be taken.....	3
Data Protection.....	4
Appendix 1 _Retention Considerations.....	5
Appendix 2 The Retention Schedules.....	7

Document Retention Policy (the Policy)

Introduction

In carrying out services, the Council collects information internally, from external organisations and individuals and stores a vast number of data/information/images (the document(s)) and personal data. The documents can take various forms such as letters received from third parties, copy letters which have been sent out, invoices, completed application forms, plans/drawings, financial records, registers, contracts/deeds, e-mail communications (and any attachments), photographs, tape recordings, staffing details, archived material and CCTV images. The records can be retained as 'hard' paper records or in electronic form.

Data Protection legislation (the Legislation) requires the Council to have clearly defined policies including a consent policy (the Consent policy) and procedures for the retention/disposal of the documents, images (see below) and personal data and that these actions are documented. Where any conflict exists the Legislation Consent policy takes precedence over the Policy.

Retention of specific documents may be necessary to fulfil statutory or other regulatory requirement, evidence events/agreements in the case of disputes, meet operational need, and to achieve the preservation of documents of historic or other value, and for legislative reasons. Also, the destruction of documents could cause the council difficulty in defending claims, operational problems, reputational damage and failure to comply with the Freedom of Information legislation.

In having a policy, it is significant that the Legislation sets out rules regarding retention and destruction of documents and, for example, requires personal data processed must not be kept for longer than necessary for that purpose unless the appropriate consent has been obtained.

Purpose

Within the terms of the Legislation the purpose is to provide a Council policy to decide whether the documents should either be:
retained – and if so in what format, and for what period; or
destroyed – and if so when and by what method.

This policy is not concerned with the disposal/retention of unused materials.

The Retention/Disposal Policy

A decision whether to retain or dispose of the document should be taken in accordance with this policy and the Legislation.

Essentially no document should be disposed of unless all the considerations in the retention considerations criteria checklist in Appendix 1 and the Retention Schedules in Appendix 2.

Where a retention period has expired in relation to the document a review should always be carried out before a final decision is made to dispose of that document.

If a decision is taken to dispose of a document or set of documents, consideration must be given to the method of disposal.

Disposal and Action to be taken

Disposal can be achieved in many ways, for example:

Confidential waste—making available for collection by a designated refuse collection service,

Physical destruction on site – for example shredding of paper records,

Deletion – for computer files,

Migration of documents to external body.

Under no circumstances should paper documents containing personal data or confidential information be deposited in refuse tips. To do so could result in the unauthorised disclosure of such information to others and render the Council liable to prosecution or other enforcement action under the Legislation. Such documents should be destroyed in the office (e.g. by shredding) or placed in specially marked 'Confidential Waste' refuse bins.

It should be noted that the Information Commissioner's Office has advised that if steps are taken to make data impossible to retrieve, then this will be regarded as deletion.

Migration of documents to a third party (other than for destruction or recycling) is unlikely to be an option in most cases. However, this method of disposal will be relevant where documents or records are of historic interest and/or have intrinsic value.

Disposal must be documented by keeping a record of the document disposed of, the date and method of disposal, and the officer who authorised disposal. The documenting of disposal is particularly important due to the Freedom of Information Act and a requirement in the Legislation.

Data Protection

The legislation does not set out any specific minimum or maximum periods for retaining personal data. However, personal data shall not be kept for longer than is necessary for that purpose or those purposes.

In practice, the Council will need to:

- review the length of time it keeps personal data;
- consider the purpose or purposes and for how long the information is held;
- securely delete information that is no longer needed for this purpose or these purposes; and
- update, archive or securely delete information if it goes out of date.

Under the Legislation personal data processed for any purpose must not be kept for longer than is necessary for that purpose. In other words, retaining the documents that contain personal data beyond the length of time necessary for the purpose for which that data was obtained is unlawful.

No document should be marked for disposal unless due regard has first been given to the Legislation Consent policy and which, as mentioned, takes precedence over the Policy, the five Key Disposal/ Retention considerations detailed below, and the Retention Schedules contained in Appendix 2.

Appendix 1

Retention Considerations.

1. Has the document been appraised?

The nature/contents of the document being considered for disposal should be ascertained. No document/s should be marked or designated for disposal unless this has been done. It follows that the above can only be achieved by the carrying out a physical inspection and appraisal.

If appraisal is inadvertently overlooked or carried out negligently, the Council runs the very real risk of important documents being destroyed in error.

2. Is retention/destruction required to fulfil statutory or other regulatory requirements?

There is specific legislation that stipulates mandatory retention periods for some local government documents. The legislation that affects retention periods include the following: the Legislation, financial legislation, and various local government statutes.

3. Is retention required to evidence events in the case of a dispute?

On occasions, the Council becomes involved in disputes with third parties. Such as disputes, if not satisfactorily resolved, can result in the dissatisfied party bringing legal proceedings against the Council. Conversely, the Council may wish to institute legal proceedings against an individual or organisation e.g. to recover an unpaid debt, or in respect of faulty workmanship. Where a dispute arises, or litigation has been commenced it is important that the Council has access to all correspondence and other documentation that is relevant to the matter. Without such, there is the danger that the Council's position will be compromised, an unmeritorious claim might succeed, or the Council may be unable to assert its legal entitlements.

Further, the limitation legislation specifies time limits for commencing litigation. The starting point therefore, is that the retention period is the length of time that must elapse before a claim is barred. The position is further complicated if a child or a person lacking mental capacity is involved.

4. Is retention required to meet the operational needs of the service?

In some cases retention may be desirable (whether permanent or otherwise) even though no minimum retention period applies or has expired. A professional judgement needs to be made as to the usefulness of a document and at all times taking full note of the legislation and the consent given by an individual.

5. Is retention required because the document or record is of historic interest or intrinsic value?

In most cases this consideration will not be applicable. However, some documents currently held by the Council may be of historic interest and/or have some monetary value. Where it is suspected that the document falls within this description appropriate enquires should always be made before taking any further action.

Even if the document is of historic or monetary value, disposal rather than retention by the Council, may well be the appropriate option.

6. Documents relating to Council assets or on contentious issues which may recur in future

Officers are to use judgement when reviewing document retention regarding Council asset ownership or any contentious issues where there is likelihood of recurrence. In those instances, documents should be retained until asset is disposed of and/or the objections/issues raised become obsolete. Where there is doubt presumption should be for retention as the preferred option even if beyond normal retention period.

Appendix 2

The Retention Schedules

what needs to be kept, for how long and the method of disposal.

Note

GDPR consent granted documents take priority over this Policy and will be destroyed once consent is withdrawn

Standard retention timescales are subject to comments and review under Appendix 1 of this document

Appendix 4a

Documents where long term retention is needed will where possible be retained in electronic format only

Ref no.	Document examples	Retention Action
1. Democratic Process		
1.1 Council and Committee Meetings		
	Council minutes Council agenda and reports (for meetings) Council notice papers Committee minutes	Indefinite, Indefinite, Retain for 6 years Retain for 6 years
1.2 Members		
	Register of members interests ; gifts and hospitality	Indefinite,
1.3 Working Groups, Partnerships, Agency and External Meetings (where the Council legally owns the record)		
	Documents establishing Agenda Minutes Council reports Recommendations & supporting documents	Retain for 6 years Indefinite Indefinite Retain for 6 years Retain for 6 years
1.4 Working Group, Partnership, Agency and External Meetings (where the Council does not legally own the record)		
	Documents establishing the committee Agenda Minutes Council reports Recommendations & supporting documents	Destroy 3 years after the last action
2. Management and Administration		
2.1 Statutory Returns		
	Reports to Unitary Authority	Destroy 7 years after the last action
	Policy and Procedure Policy implementation and development Organisational Charts	Destroy after use is concluded
2.2 Public Consultation		
	Survey returns for the development of significant policy Survey analysis/summary for the development of significant policy	Destroy 5 years after the last action
	Survey returns for the development of minor policy Survey analysis/summary for the development of minor policy	Destroy 1 years after the last action
2.4 Enquiries and Complaints		
	Register of enquiries and complaints directed to the Council Correspondence detailing responses on Council actions/policy Public Services Ombudsman responses on Council actions/policy	Destroy 5 years after the last action Destroy 5 years after the last action
	Printed material of responses on Council actions/policy	Destroy 2 years after the last action
2.5 Quality and Performance Management		
	Review of the quality, efficiency or performance of local service	Destroy 5 years after the last action
	Assessment of the quality, efficiency or performance of local service	Destroy 3 years after the last action
2.6 Public Relations		
	Flyers, leaflets etc. of the Council	Destroy after last relevant use. May retain examples/templates to support future activities
2.7 Media Relations		
	Interaction with the media	Destroy 3 years after the last action
	Media publications concerning the Council	Destroy 6 years after publication
2.8 Marketing		
	Promotional material of Council campaigns and events	Destroy 6 years after the last action
2.9 Civic Events		
	Materials relating to Civic events	Destroy after use is concluded. May retain some materials to act as template for future or for ongoing publicity
3. Legal and Contracts		
2.1 Litigation		

Appendix 4a

	Criminal case files on behalf of the Council Civil case files on behalf of the Council Correspondence relating to litigation on behalf of the Council	Destroy 7 years after the last action
3.2 Advice		
	Legal advice on a point of law	Destroy 7 years after the last action
3.3 Agreements		
	Not including contractual agreements	Destroy 6 years after the last action
3.4 Conveyance (see also Property Acquisition and Disposal)		
	Conveyancing files changing ownership of land or property	Destroy 12 years after the last action
3.5 Contracts and Tendering		
	Expressions of interest – Contract let or not proceeded with	Destroy 2 years after the last action
3.6 Specification and Contract Development		
	Ordinary Contracts, Contracts under seal	Destroy 6 years after the last action Destroy 12 years after the last action
3.7 Tender issuing and Return		
	Opening notice for issuing and returning of a tender	Destroy 1 year after the last action
3.8 Evaluation of Tender		
	Evaluation criteria for Ordinary Contract Evaluation criteria for Contracts under seal	Destroy 6 years after the last action Destroy 12 years after the last action
3.9 Successful Tender Document		
	Tender documents for Ordinary Contract Quotations for Ordinary Contract Tender documents for Contracts under Seal Quotations for Contracts under Seal	Destroy 6 years after the last action Destroy 6 years after the last action Destroy 12 years after the last action Destroy 12 years after the last action
3.10 Unsuccessful Tender Document		
	Tender documents Quotations	Destroy 1 year after the last action
3.11 Post Tender Negotiation		
	Clarification of Contract Post tender negotiation minutes	Destroy 1 year after the last action
3.12 Awarding of Contract		
	Signed Ordinary Contract Signed Contract Under Seal	Destroy 6 years after the last action Destroy 12 years after the last action
3.13 Contract Management		
	Service level Agreements Compliance reports Performance reports	Destroy 2 years after the last action
	Changes to requirements to Ordinary Contracts Variation forms to Ordinary Contracts Extension of an Ordinary Contract Complaints relating to an Ordinary Contract Disputes on payment of an Ordinary Contract	Destroy 6 years after the last action
	Changes to requirements to Contracts Under Seal Variation forms to Contracts Under Seal Extension of a Contract Under Seal Complaints relating to a Contract Under Seal Disputes on payment of a Contract Under Seal	Destroy 12 years after the last action
4. Human Resources		
3.1 Personnel Administration		
	Parental leave records Maternity leave records; Support/Paternity leave records Holiday records	Destroy 5 years from birth/adoption STAT: Destroy 3 years after end of tax year in which Mat period ends Destroy 6 years after end of tax year to which they refer
	References for mortgages/landlords DBS forms Salary master record – Tax/NI information	Destroy 1 year after last action Destroy as soon as info is recorded on Personnel file Destroy 6 years after end of tax year to which they refer
	Personnel file & training records Medical clearance/examinations Letter of Appointment & Employment contracts Letter of Acceptance Personal particulars, qualifications etc. Declarations of pecuniary interests	Destroy 6 years after employment terminates Destroy as soon as info is recorded on Personnel file Termination + 6 years Termination + 6 years
	All other records	Termination + 6 years
4.2 Employees Relations		
	Generic Agreements and Awards Negotiations, Disputes & Claims lodged	Termination + 6 years

Appendix 4a

	Employee relations management	Destroy 2 years after the last action
	Disciplinary written warning Disciplinary final warning	Destroy 6 months after the last action Destroy 12 months after the last action unless extended
	Disciplinary investigations where grievance unfounded	Destroy immediately after found to have been unfounded; or after appeal
4.3 Equal Employment Opportunities		
	Investigation that entitlements & obligations are in accordance with agreed Equal opportunities policies Monitoring form	Destroy 5 years after last action Do not retain once details recorded for monitoring
4.4 Occupational Health		
	Health questionnaire & Medical clearance Adjustment to work place, Restrictions, Recommendations DSE Eye Test forms Accident books, records /reports	Destroy as soon as info is recorded on Personnel file Destroy as soon as info is recorded on Personnel file Retain only current STAT: 3 years after date of last entry
4.5 Recruitment		
	Application Forms Interview notes & correspondence with all applicants	Destroy 1 year after recruitment has been finalised
4.6 Staff Performance Monitoring		
	Probation reports Performance plans	Destroy 1 year after recruitment has been finalised. Destroy 5 years after last action
	Sick leave inc. Self-certificates, Fit notes & SSP records Special leave such as Jury service, Study leave Special and personal leave Attendance records Flexitime sheets Annual leave	Destroy 6 years after end of tax year to which they refer Destroy 3 years after last action Destroy 3 years after last action Destroy 6 years after last action Destroy 2 years after last action Destroy 2 years after last action
4.7 Termination		
	Resignation Redundancy (Section 188) details, calculation of payments, refunds, notification to Secretary of State Dismissal Death Retirement	Destroy 6 years after termination Destroy 6 years after termination Destroy 6 years after termination Destroy 6 years after termination Destroy 6 years after last pension payment
4.8 Training and Development		
	Routine staff training (not occupational H&S or child related)	Destroy 3 years after last action
	Training concerning children	Destroy 35 years after training completed, or last entry
	Training concerning occupational health and safety	Destroy 50 years after training completed
	Individual training reports	Individual course assessment records should be destroyed once the training has been renewed every 3 years
	Training (materials)	Destroy 1 year after course is superseded
	Training (proof of completion)	Destroy 7 years after action completed
5. Financial Management		
5.1 Accounts and Audit		
	Consolidated annual reports Consolidated financial statements Statement of financial position Operating statements General ledger	Retain in accounting software for as long as system retains
	Consolidated monthly and quarterly reports Consolidated monthly and quarterly financial statements Working papers for the preparation of the above Creditor listings and reports	Destroy after use – some will be retained in meeting minutes
	Debtor listings and reports	Destroy after use
	Audit investigations	Destroy 7 years after the end of the financial year in which the records were created
	Official Quotations/or estimates {held by managers} Orders & Invoices Credit card statements Cash collection books Receipts Cheque counterfoils Bank statements Journals	Destroy 6 years after the conclusion of the financial transaction that the record supports
	Reconciliation of financial accounts Summaries of accounts	Destroy 6 years after administrative use is concluded

Appendix 4a

Taxation records	Destroy 6 years after the end of the financial year in which the records were created
National Insurance numbers Employee notification and input records	Destroy 6 years after employee ceases employment
Authority sheets relating to payment of employees Payroll deduction authorities Payroll disbursement Employee pay records Employee taxation records Bonuses, expenses and overtime records	Destroy 7 years after the conclusion of the financial transaction that the record supports
National Minimum Wage records	STAT: Retain for 3 years after the end of the pay reference period following the one that the records cover
Pensioners records	12 years after benefit ceases
Non-accountable processes relating to payment of employees	Destroy after administrative use is concluded

5.4 Financial Provision

Annual budget (only final version needs to be kept)	Retained as part of Council meeting minutes
Draft budgets Departmental budgets	Destroy 3 years after annual budget has been adopted
Budget monitoring statements	Destroy after next year's annual budget has been adopted

5.5 Assets Management

Schedules of acquisitions Consolidated current asset reports Asset registers	Retain up to date copy only – reviewed annually
Routine returns and reports on asset status Inventories Stocktaking	Destroy 2 years after administrative use is concluded

5.6 Asset Acquisition and Disposal

Tenders for provision of goods and/or services {held by City Clerk} Legal documents relating to acquisition /sale of assets Particulars of sale documents Leases, licences and rental agreements Applications for leases, licences and rental agreements Tender documents Contract documentation Certificates of approval	Destroy 6 years, if under £50,000 or 12 years if over £50,000, after all obligations/entitlements are concluded
--	---

6. Property and Land Management

Consolidated property & buildings annual reports Summary of leased property Summary of owned property Site register Register of leases	Destroy after use is concluded
--	--------------------------------

6.2 Property Acquisition and Disposal

Plans (See also Conveyance)	Retain for the life of the property or building plus 12 years
Legal documents relating to the sale/write off for real property Particulars of sale documents Board of survey Tender documents Conditions of contracts	Destroy 15 years after all obligations/entitlements are concluded

6.3 Property Development and Renovation

Project specifications for buildings of 'special interest' Plans Installation manuals Certificates of approval	Transfer to Archives after use is concluded
Project specifications for all other buildings Plans Installation manuals Certificates of approval	Retain for the life of the building
Works orders for the development of property Tender documents Conditions of contracts	Destroy 7 years after the conclusion of the transaction that the record supports

6.4 Leasing and Occupancy

Appendix 4a

	Lease agreements Rental expenditure authorities Valuation queries Applications for leases, licences & rental revision	Destroy 15 years after the expiry of the lease
	Requests for works, cleaning, etc	Destroy 7 years after the conclusion of the transaction that the record supports
6.5 Transport		
	Lease for the acquisition and disposal of vehicles Contracts for the acquisition and disposal of vehicles Quotes for the acquisition and disposal of vehicles	Destroy 7 years after the disposal of the vehicle
	Maintenance of vehicles	Destroy 7 years after the disposal of the vehicle
	Vehicle usage reports	Destroy 7 years after the disposal of the vehicle
	Vehicle log books	Destroy 7 years after closure
6.6 Insurance – Property Management		
	Insurance register	Transfer to Archives after use is concluded
	Insurance policies Correspondence	Destroy 7 years after the terms of the policy have expired
	Insurance policy renewal records Correspondence	Destroy 5 years after the insurance policy has been renewed
6.7 Claims Management		
	Claims records	Destroy 7 years after all obligations/entitlements are concluded (if a child allow for the claimant to reach 25 years of age)
7. General Public Service		
7.1 Health & Safety		
	Equipment inspection records	Destroy 6 years from the destruction of the equipment
	Playground equipment inspection records	Destroy 21 years from the destruction of the equipment. If a child is injured they have until their 21 st birthday to make a claim
	Property asbestos files	Destroy 40 years from last action
	Radon monitoring records	Destroy 50 years from the last action or at age 75 years of employees whichever is the greater
	Risk assessment records	Destroy 3 years from last assessment
	Accident books for adults	Destroy 3 years from closure
	Accident book for children	Destroy 25 years from closure
	Assessment under H&S regulations and records of consultation with H&S Reps and committees	Retain permanently
	Applications to hire café 50 or other Council assets including lettings diaries, copies of bills to hire and tickets issued	Destroy after 6 years
	Café 50 lunchtime attendance records	Destroy after 1 month (anonymised summary held for 5 years)
	Grant requests	Destroy after 6 years
	Café 50 group details	Destroy 1 year after group stops using Café 50
	Café 50 user information	Destroy 1 year after user stops using Café 50 or on request
	Planning applications	Applications not considered at Council meeting held for 3 months. Those considered will become part of permanent record of Council minutes

Notes

[Insurance](#)

All insurance policies should be kept for as long as it is possible for a claim to be made under them. Irrespective of how long policies and correspondence are retained, the council will keep a permanent record of insurance company names and policy numbers for all insured risks.

Article 4 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753) requires local councils, as employers, to retain certificates of insurance against liability for injury or disease to their employees arising out of their employment (this insurance is mandatory pursuant to the Employers' Liability (Compulsory Insurance) Act 1969) for a period of 40 years from the date on which the insurance is commenced or renewed.

[Local/historical information](#)

The Local Government (Records) Act 1962 provides that the council may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use of such records (defined as materials in written or other form setting out facts or events or otherwise recording information).

Any such items held by the Council will be retained whilst they remain relevant.

[Planning papers](#)

RCT CBC as the planning authority will retain full details, however the Council will retain some planning application information sent to us for up to 3 months from when we received them

Cyngor Cymuned PONTYCLUN Community Council

Welsh Language Policy

The Council has a Welsh language policy in place. We should note this is not an approved scheme under the Welsh Language Act

The Welsh language Commissioner (WLC) issued new guidelines in 2018 for approved schemes and the Clerk/Chief Officer has taken the opportunity to use these to update our current policy.

Unfortunately, some of the proposed actions to be an approved scheme would be beyond the resources available to the Council at this time.

Whilst our Policy will not be able to become an approved scheme the Clerk asked the Standards Officer of the WLC to review our policy and comment on it. Their comments, which were mainly to remove content which had little tangible meaning, have been included in this revision.

The new policy includes the following changes for the Council to consider

1. Our e-mails and headed paper will include a statement that correspondence in Welsh is welcomed
2. Grant forms will be available in English and Welsh (or bilingually)
3. Any publications which the Council might consider in the future, such as newsletters, information sheets or explanatory material, will wherever practical be bilingual in content or provided equally in English and Welsh with both versions having equal prominence and accessibility. When published as separate documents, they will include a statement that it is available in the other language.
4. If requested at least 14 days before a meeting the Council will consider providing simultaneous translation facilities

Members should note that the first 2 of these are in place and have been for over 12 months so this has no effect on workloads

Action – Members to consider changes to Welsh language Policy

Report on progress in implementing the Councils Welsh Language Policy

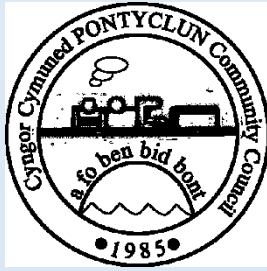
The Council formally adopted a Welsh Language policy in July 2017 and this requires us to report regularly on implementation.

So far the demand by residents of Welsh language services has been low, though this may be as a result of them being unaware that they may contact us in Welsh.

The Council has only received one e-mail in Welsh and no post since April 2017. The only people who seem to show an interest in Welsh correspondence are the Merched y Wawr, who acknowledge and are grateful for the work we have done to improve our use of Welsh

We have made progress on our commitments. In particular

- The Council e-mails now have bi-lingual signature and information footers
- The publicity for the Christmas lights event was bilingual as were the Certificates for winners of the Best shopfront displays.
- The materials and publicity for the Peace at Last event in 2018 was bilingual
- Significant progress has been made on bi-lingual signage with new signs in the Park and Public convenience opening hours being put up bi-lingually. New permanent signs are always bi-lingual
- All the Council's permanent notices in Café 50/ Council Offices are now bilingual and we also aim to do the same for temporary signage where practical.
- Headed paper and e-mail footers include a statement that correspondence is welcome in Welsh.
- The Grant forms have been published in English and Welsh since April 2018.
- There is some Welsh language content on our website
- The the "permanent" notices on the noticeboard have been bilingual since May 2018.
 - Councillor contact details
 - Grant application process
 - Council meeting timetable.



All residents of Pontyclun and correspondents with the Council have a choice to deal with us in their preferred language. This policy sets out how we will aim to meet this commitment for the Welsh Language

Cyngor Cymuned PONTYCLUN Community Council

Welsh Language Policy

Adopted Nov 2019

Contents

Aims and Objectives of the Policy.....	2
Service Planning and Delivery.....	2
Delivery of Services.....	2
The Council's Public Image.....	4
Standards of Service in Welsh.....	4
Implementing and Monitoring the Policy	4

Aims and Objectives of the Policy

The Council has adopted the principle that in the conduct of public business in Wales it will treat Welsh and English on a basis of equality. This policy sets out how the Council will implement that principle in the provision of services to the public in our area.

We aim to

1. progress purposefully and within available human and financial resources to a situation which will allow access to the services and democratic processes of the Council in the medium of the Welsh language.
2. enable everyone who receives or uses the Council's services or contributes to the democratic process to do so through the medium of Welsh or English, according to personal choice.
3. encourage the use of the Welsh language in the community

The Council will monitor the Policy to ensure that these aims, and objectives are achieved, and standards maintained. All administrative aspects of the implementation of this policy will also be monitored.

The Council recognises that members of the public can express their views and needs better in their preferred language, that enabling them to use their preferred language is a matter of good practice rather than a concession and that the denial of that choice could place members of the public at a real disadvantage. The Council will therefore draw attention to the ways in which the public may use the Welsh language when dealing with the Council.

Service Planning and Delivery

When the Council plans and formulates new policies or initiatives, it will assess the linguistic consequences to ensure that they meet the commitments given in this Policy.

In addition, new policies and initiatives will facilitate the use of the Welsh Language wherever possible and reasonably practicable within the meaning of the Act.

Should model policies be adopted which are provided to us bilingually or in English and Welsh, the Council will publish the bilingual/Welsh Version.

Delivery of Services

- Council meetings
These are, in general, open to the public as observers and contributors during a designated section of the meeting.

The council will consider simultaneous translation facilities should a request be made 14 days prior to the meeting date

The Council does have 3 members who are fluent in Welsh and when present they would be able to translate for residents who wish to participate through the medium of Welsh.

- Public and Other Meetings

The Council does have 3 members who are fluent in Welsh and when present they would be able to translate for residents who wish to participate through the medium of Welsh

Whenever practical materials used by the presenters on screen or as handouts will be provided bilingually.

- Dealing with the Public

Written Communications

The public are welcome to deal with the Council in writing in either Welsh or English. Correspondence through the medium of Welsh will not lead to any undue delay.

The Council's headed paper and e-mails will include a statement in Welsh that correspondence is welcome in both languages.

Every letter received in Welsh will receive a signed reply in Welsh whenever a reply is required.

Telephone Communications

Unfortunately, there is currently no Welsh speaking officer employed by the Council who would be able to deal with telephone enquiries in the medium of the Welsh language.

For the present, therefore, callers will be invited to

- Give their contact details so a Welsh language speaking Councillor can call them back to discuss in their issue in Welsh
- write to the Council using their chosen language.
- Or alternatively, the caller will be invited to continue in English.

- Cafe50

Notices & information for Cafe50 will be treated in the same way as any other material provided by the Council.

Groups using Cafe50 may provide bi-lingual materials if they wish and the Council will signpost relevant groups to the local menter iaith for practical assistance and grant advice.

The Council's Public Image

The Council's name and address and other standard information used on its letter headings will be bilingual and the Welsh language will be treated no less favourably than the English language.

Publishing and Printing Materials for the Public

Any publications which the Council might consider in the future, such as newsletters, information sheets or explanatory material, will wherever practical be bilingual in content or provided equally in English and Welsh with both versions having equal prominence and accessibility. When published as separate documents, they will include a statement that it is available in the other language.

Any new signage will be provided bilingually, and existing signage will be replaced at the end of its useful life in a bilingual format. The size, quality, legibility and prominence of text will be equal in Welsh and English.

Advertising and Publicity

Statutory notices will be published in both languages in accordance with the Act.

Council Website & Social Media

Where materials are available in Welsh or bilingually, they will be published on the website/social media.

Any queries posted by the public on any Council Social Media sites will be treated as written materials above.

Standards of Service in Welsh

The Council aims to apply the same high quality to all aspects of the administration and execution of the services that it delivers. Any reference to these standards in publications, posters, press statements or any other publicity material which might be used from time to time will adopt the same standards with respect to the use of the English and Welsh languages.

The Council will monitor these standards and their administration.

Implementing and Monitoring the Policy

Staffing

At present the Council has no Welsh speaking staff.

The Council encourages staff to learn Welsh and will give due regard to the need to speak Welsh when recruiting in the future.

Where staff request training in the Welsh language, the Council will consider time off for and to paying some of the costs incurred.

Monitoring

The Council will, on an annual basis, review the range and quality of services provided in English and Welsh as part of its quest for good services generally.

The Clerk will then publish a report to the Council outlining the position.

This policy will be reviewed every 3 years

REPORT OF ENVIRONMENT WORKING GROUP MEETING

Date of Meeting: Friday 20th September, 2019

Agenda

1. Apologies for Absence
2. Matters arising from meeting held 24.04.19
3. Pontyclun Community Garden - Letter of Agreement
4. Pontyclun Environment Group - Lease/Tenancy of Land at Brynsadler Mill
5. Entrance Gate - River Walk – Land at Brynsadler Mill
6. Environment Wales Act 2016 - Community & Town Council's duty - Section 6
7. A.O.B

Present :- Paul Griffiths, Margaret Griffiths, Mike Davies, Karan Lane, Sarah Jenkins (PEG), & Lisa Williams (PCG)

1. Apologies:- Gwyn Jackson & Anne Jackson

2. Matters Arising from Meeting 24.04.19 :-
 - . Draft Letter to Residents - Pontyclun Community Garden - No particular feedback reported but it was commented that general concern seems to be that no structures should be added to the current garden location. There are no plans for additional structures at present. Any additional demand in the future can be discussed as/if necessary.

 - 3. Pontyclun Community Garden - Letter of Agreement
 - . Discussions amongst members of the Garden Group have indicated a preference for the longer form of Agreement originally drafted as opposed to the suggested, more concise, Letter of Intent.

 - . The Working Group discussed the type of Agreement, and it was indicated that the Garden Group might be willing to reconsider the Letter of Intent if it was re-titled as a 'Letter of Agreement'. This would make it clear that an Agreement has been reached between the Garden Group and the Council, rather than the implication being that there was a mere intention of an Agreement.

 - . Lisa agreed to go back to the Garden Group to discuss further:
 - (i) whether the Letter of Intent will be acceptable so long as it is titled as a 'Letter of Agreement'; or
 - (ii) whether the Garden Group would prefer to enter into the long form of Agreement that was first proposed.

 - . The point was made that the reasoning behind the more concise Letter of Intent/Agreement is to avoid the necessity for either party to have to engage in time consuming, and potentially expensive legal advice.

 - . Lastly, Lisa raised the point that the Garden Group will require evidence of RCT Council's consent to the proposed Agreement.

4. Pontyclun Environment Group - Lease/Tenancy of Land at Brynsadler Mill

. Some amendments to the draft lease were discussed, primarily :-

- (i) It is recommended that the Community Council agree to deletion of Clause 5 of the draft Lease which is as follows :-

“Payments

The Tenant shall pay the costs and expenses (assessed on a full indemnity basis) of the Landlord, including any solicitors’ or other professionals’ costs and expenses and whether incurred during or after the end of the term, in connection with or in contemplation of the enforcement of the tenant covenants of this lease and with any consent applied for in connection with this lease, and the preparing and serving of any notice in connection with this lease under Section 146 or 147 of the Law of Property Act 1925, or taking any proceedings under either of those sections, notwithstanding that forfeiture is avoided otherwise than by relief granted by the Court.”

- (ii) Clause 7.2 should have an additional paragraph (d) that the Tenant shall not;

“erect any structure on the Property without the Landlord’s consent”.

- (iii) It is recommended that the Community Council agree to deletion of Clause 7.4 of the draft Lease which is :-

“The Landlord may enter the Property to inspect its condition and may give the Tenant a notice of any breach of any of the Tenant covenants in this lease relating to the condition of the Property. The Tenant shall carry out and complete any works needed to remedy that breach within the time reasonably required by the Landlord, in default of which the Landlord may enter the Property and carry out the works needed. The costs incurred by the Landlord in carrying out any works pursuant to this clause 7.4 (and any professional fees and any VAT in respect of those costs) shall be a debt due from the Tenant to the Landlord and payable on demand. Any action taken by the Landlord pursuant to this clause 7.4 shall be without prejudice to the Landlord’s other rights, including those under Clause 13”

- (iv) It is recommended that Clause 7.5 be deleted, as the additional Tenant’s covenant mentioned at (ii) above should be inserted instead. Clause 7.5 says;

“The Tenant shall not make any alteration or addition to the Property, or install or erect any equipment, buildings or other structure on the Property without the Landlord’s prior written consent such consent not to be unreasonably withheld, and the Tenant shall, at the Landlord’s request and at the Tenant’s cost, remove the Tenant’s installations and erections at the end of the Term and make good any damage caused to the Property by that removal”.

- (v) Clause 8(f) to be deleted. This clause states that the Landlord shall :-

“ (f) prevent or manage erosion of the river bank of the river running through the Property.”

. Lastly, it was suggested that the Community Council’s insurance cover be checked with regards to the Tenant’s obligations at Clause 7.3. Margaret kindly agreed to check the insurance position. Update - Following the meeting, Margaret has confirmed the Council’s level of insurance cover to KL and Sarah. KL will follow this up with Sarah to check whether any concerns regarding the Tenant’s obligations remain.

Action

The Council to discuss and confirm whether those clauses referred to at points (i) to (v) above can be deleted/amended as suggested.

2.

5. Entrance Gate – River Walk – Land at Brynsadler Mill

. Sarah raised the issue that a dog has sadly been killed close the entrance to the river walk, and it is suggested that putting an entrance gate at the river walk should in future help prevent dogs running into the road from the walk entrance. The Working Group discussed this and agreed a gate was a good idea. Sarah agreed that PEG would deal with erecting a gate. A “natural” wooden gate might be possible, and would be in keeping with the river walk site.

6. Environment Wales Act 2016 - Community & Town Council's duty - Section 6

. The first Appendix to this Report gives an outline of the obligations upon the Community Council under the provisions of Section 6 of the 2016 Act. You will note that Julius will need to submit a report confirming how the Council meets its Section 6 obligations.

. The first Appendix also notes the action that the Council currently takes which meets the Section 6 obligations.

. The Working Group agreed that the Council is in fact currently meeting the Section 6 obligations well. Julius had, prior to the meeting, discussed with KL that he could complete the required report on the basis of what we are currently doing, and confirming we will continue in the same way going forward. We can, in particular, stress our involvement with external groups (e.g: Garden Group and PEG).

. Update - Since the meeting, Margaret & Paul have kindly prepared a draft S:6 Report which is attached as the second Appendix to this report.

Action: The Council to consider and confirm that the draft S:6 Report can be submitted on behalf of the Council.

7. A.O.B

. Sarah raised one point of other business, which was use of the flower bed at the Hollies. There are 3 Holly trees planted, but no flowers planted at present. Sarah queried whether there were any plans for the flower bed e.g: planting perennials?

Action: Karan agreed to raise this query with Julius.

ENVIRONMENT (WALES) ACT 2016 - SECTION 6 DUTY - COMMUNITY & TOWN COUNCILS

- . Section 6 under Part 1 of the 2016 Act introduced **an enhanced biodiversity and resilience of ecosystems duty** (the S6 duty) for **public authorities** in the exercise of functions in relation to Wales.
- . The S6 duty requires that public authorities **must seek to maintain and enhance biodiversity** so far as consistent with the proper exercise of their functions, and in so doing **promote the resilience of ecosystems**.
- . To comply with the S6 duty public authorities should **embed the consideration of biodiversity and ecosystems** into their early thinking and business planning, including any policies, plans, programme and projects, as well as their day to day activities.
- . To comply with the S6 duty, most public authorities must **prepare and publish a plan** setting out what they propose to do to maintain and enhance biodiversity, and promote resilience.
- . This plan can and should be **an integral part of any planning document** as part of the public authority's business or corporate planning processes. A standalone plan is not necessarily required.
- . A public authority, in complying with the S6 duty, must have regard to:
 - . The S7 list of habitats and species of principal importance for Wales
 - . The State of Natural Resources Report (SoNaRR), published by NRW
 - . Any Area Statement which covers all or part of the area in which the authority exercises its functions, once these are produced.
- . The **Nature Recovery Action Plan for Wales** contains six objectives which should be used to help develop and guide actions to comply with the S6 duty, and **further technical guidance will be produced**.
- . A **report** on what the public authority has done to comply with the duty **must be published by the end of 2019** and then every 3 years after this date.
- . Complying with the S:6 duty will help public bodies subject to the Well-being of Future Generations (Wales) Act 2015 to maximise their contributions to the Well –being goals.

WHAT THE COMMUNITY COUNCIL DO ALREADY

- . We have a Community Garden – including a bug hotel and bees nests
- . We leave a strip of grass at Pontyclun Park to grow wild
- . We leave a strip of grass by the Community Centre to grow wild
- . We do not cut the hedge/tree line between the Park and rugby fields so as not to disturb wildlife
- . In the woods, when we cut down, we leave the wood in piles to create a habitat for wildlife
- . Woods at the river walk is left to be completely wild
- . Hanging baskets are all filled with pollinator friendly flowers
- . We are bee friendly

ACTION

The Working Group is asked to consider a proposed recommendation for Council with respect to the report which the Council is required to publish by the end of 2019. Thoughts for consideration :-

- . The above list shows that the Community Council do a lot already which meets the S6 duty.
- . The Welsh Government are due to publish more guidance which the Clerk has advised is still not available - bearing in mind the end of 2019 deadline!
- . Budget constraints are such that the Council cannot realistically take on **added** financial expenditure with respect to meeting the S6 duty.
- . **Proposal** - The Working Group could recommend that our report states that we will continue to undertake the above mentioned actions which will meet out S6 obligations **for the next 3 years** (i.e: when the next report will be due).

Pontyclun Community Council

A Report of Actions relevant to Section 6 of Environment (Wales) Act 2016

Section 6 of this Act requires that Pontyclun Community Council seeks to maintain and enhance biodiversity so far as consistent with the proper exercise of its functions and in so doing promote the resilience of ecosystems.

This is a report on actions of the Community Council and its partners which are relevant to this requirement.

In fulfilling this requirement Pontyclun Community Council recognises that its role is to facilitate and harness the contribution of many others including:

- Pontyclun residents,
- The volunteers of Pontyclun Environment Group,
- The volunteers of Pontyclun Community Garden
- Rhondda Cynon Taf County Borough Council
- Pontyclun businesses.

Pontyclun Environment Group is a group of residents whose activities have included:

- Establishing and maintaining the riverside walk along the River Ely from Brynsadler to Pontyclun on land leased by the Community Council
- Managing the containment of knotweed and balsam along the riverside with the effect of widening the bio diversity of the area
- **Working with Llais y Goedwig to optimise the health of the woodland areas on the land leased from the Community Council optimising the trees, plants, birds and animal species they support**
- Coordinating the input of volunteer residents in undertaking litter picks **throughout the Pontyclun Community** recognising that litter free areas host bio diversity and foster community appreciation of local eco-systems
- Organising local walks with the county ecologist so that residents can better understand and appreciate the diversity of the local eco-systems

The Community Council seeks to support and work closely with the Environment Group.

Pontyclun Community Garden

Pontyclun Community Garden is a group of volunteer residents who have established and maintained a community garden within the Pontyclun Park which is provided by Pontyclun Community Council.

The Community Garden includes

- Insect friendly flowers and vegetables
- Bug hotel
- Bees nest
- Composting

The Community Council seeks to support and work closely with the Community Garden

Working with Local Schools

Pontyclun school children have made agreements with local retailers that tap water will be provided to children bringing their own bottles. The effect is to reduce the use of plastic and reduce the littering of plastic bottles.

The Community Councils seeks to support and work closely with local schools.

Working with Rhondda Cynon Taf County Borough Council

RCT Council has innovated in the development of a grass cutting and collecting machine which allows vegetation a long growing season before it is cut and collected so as to foster local eco-systems and encourage greater bio diversity.

Pontyclun Community Council works with RCT Council to identify and reserve sites for this 'hay cut' regime. The sites include:

- A half-acre of land along the perimeter of Pontyclun Park which is owned by the Community Council
- 5 acres of land on the top end of the cycle path which runs from from Pontyclun Railway Station to the A473
- 20 acres of land enclosed by Ffordd Cefn yr Hendy

- Land in on Cowbridge Road, Talygarn and by the motorway Talygarn Drive

The Community Council seeks to support and work closely with Rhondda Cynon Taf County Borough Council.

Pontyclun Community Council

Pontyclun Community Council owns and maintains 5 acres of woodland at Ivor Woods. Its woodland management is intended to increase bio-diversity and local eco-systems. Where safe, fallen branches and trees are left 'in-situ' or cut branches are placed in piles to encourage wild life. Where possible, the canopy is managed to control light and encourage bio-diversity.

The Community Council, as an agent of RCT Council, maintains 20 miles of public right of ways. In managing overgrowth and clearing litter, avoiding chemical interventions, the Council fosters bio-diversity and local eco-systems.

The Community Council has a 'bee friendly' designation.

Cyngor Cymuned PONTYCLUN Community Council

Drinking Water Fountain in Pontyclun Park

Members will recall that the Council agreed to investigate this further with quotations to be obtained from Welsh water for connection of water fountain to the mains

On the basis that we wish to

1. Tap into existing water pipe near to Rugby Club water meter
2. Put in a “rubble soak away” drain

The most cost effective and suitable option is a junior height Drinking Fountain with bottle filling station. The costs to install this would be –

- £500 for the fountain
- £150-£200 for a concrete plinth and support for the fountain
- £50-£200 for the soakaway (plus possible equipment hire cost dependent on conditions)

We now have a cost from Welsh Water for the connection to mains which is £1812 plus VAT. This is at the top end of their indicative estimate.

We would also have to pay to join our fountain to the water companies access point. This could be done by our caretakers with effectively just materials to pay for.

Overall cost therefore would be between £2500-3000 based on final design options chosen.

We did apply for Grant funding from Welsh Water towards this cost but were unsuccessful

Members should note that the instructions for all the drinking fountains we have looked at include a statement to the effect that “the fountain must be drained down or removed prior to any risk of freezing weather, to avoid damage to all internal pipes and tap valves” If we followed this to the letter the fountain would not be operable between October half terms and approx. April.

Prior to commencement, under the terms of our lease we will require permission from RCT CBC, and we have had indications that this would be forthcoming

No planning permission is required as section 12 of the act applies and we have general permitted development rights.

Action

Do members wish to progress with installation of drinking water fountain in Park?



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

Officer Report

Crime and Anti Social Behaviour Sept-Oct 2019 Pontyclun Ward

Pontyclun Community Council meeting Sept / Oct 2019

This report summarises crime and antisocial behaviour reported to police during the part calendar month from 1st Sept to the 4th Oct or date report was received, in the Pontyclun ward.

Crime

In total there were 3 crimes reported in relation to below sections.
They are summarised as follows.

Burglary- 1 crimes recorded.

- i) Cowbridge Road, Shed Burglary where three push bikes stolen, Csi have attended and carried out finger print analysis, inquires ongoing.

Theft Handling – 8 crimes recorded

- i) Corner Park, Theft of petrol, vehicle on false plated drove off without payment id process still ongoing.
- ii) 4 incidents of theft of bins, Heol Robart, Glan Yr Afon and Derwen Road Pontclyn it is believed that youths have been to taken the bins to burn in the wooded area behind the residential area that they have been stolen from. Regular patrols are being carried and images circulated.
- iii) Llwyn Saer Farm, Theft of Lawn Mower, No suspect identified
- iv) Windsor Court, theft of mobile, phone had been pick up by ex-partner and return the next day,
- v) Pontyclun RFC, theft of drivers licence which had been left on table. Licence returned the next day by finder after being identified by CCTV.

Criminal Damage 2 Crimes recorded

- i) Miskin Manor, Male causing damage at premises, Police attended and removed male, No further action taken.
- ii) Tudor Mews, Damage to vehicle. Drunk male arrested and issued with Fixed penalty notice. Also pay for damages.
- iii) Cowbridge Rd, Damage to wall, enquiries ongoing.

Antisocial behaviour

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

ASB – Nuisance – 2 calls 5 relating to youth annoyance.

- i) The Chestnuts, Rp report there was a large group of youths in the area and the rp believed they may be going to have a rave, Patrols were carried out youths had left the area.
- ii) Station Terrace, Youths hanging around at the bottom of the Rp property patrols were carried out on a regular basis, Rp spoken with youths in the meantime and asked them to move on, youths moved without issue no further problems.

Apologies that I could not attend on this occasion.

Considering the time span above I believe the figures to be positive.

We have been involved with a number of operations. I believe that the above figures are very positive for the area and our targeting of areas seems to be paying off. we have however had a report of drugs being found at the park this month via tweeter. Patrols are being carried out and area monitored.

ASB calls with regards to the park area and the bottom of Station Terrace have started back up and we taking positive action against any offences witnessed or reported, Patrols are being carried out and area monitored.

Regards to received complaints regards to motor bikes / Mopeds using the footpath at the bottom of Ely Valley Industrial estate, further reports have been received regards to this and again we will be looking to take positive action against those found committing any offences.

Kind Regards

PCSO54412 Dave Jones
Community Officer for Pontyclun.
Talbot Green Police Station

Tel:07805301035 / 01443 743721

PC5006 Lee Coates
Neighbourhood Beat Manager
Talbot Green Police Station

NOT PROTECTIVELY MARKED

Tel: 01443 743721 / 07584770782

Email: David.jones3@south-wales.pnn.police.uk

Email: lee.coates@south-wales.pnn.police.uk

NOT PROTECTIVELY MARKED

Cyngor Cymuned PONTYCLUN Community Council

Independent Remuneration panel for Wales

Each year the panel sets the remuneration for a number of Welsh Public bodies including Community Councils

The final report is due to be issued in Spring 2020, however a draft report has been issued now to assist in budgeting for 2020-21.

[The full report can be found here](#)

The sections which relate to us can be found from page 41.

Members should note that there are no material changes proposed from last year. When the final report is published, we will need to review again should there be changes.

1. The Clerk will make arrangements to pay Councillors their £150 allowance towards costs without them requesting it. **To assist in budgeting any could Members who might be considering receiving this allowance in 2020-21 advise the Clerk confirming by the end of November.**
2. Any Councillors who wish to claim reimbursement necessary costs in relation to care of dependent children and adults up to max £403pm, subject to receipts, should contact the Clerk by end November
3. Last year the Council agreed to reimburse Councillors for actual costs of
 - i. Travel & subsistence for authorised duties
 - ii. actual losses incurred by members by attending authorised duties
 - iii. subject to the limits described in the report
 - iv. Action – do Councillors wish to continue to do so again in 2020-21. Note - none have been claimed so far.**
4. Last year the Council resolved not to offer any payments to Chair, Deputy Chair and Senior Councillors. These are allowable again this year as below and Council is required to confirm each year. Note that even if Council resolves to make payments available individuals may decline to accept.
 - a. Chair – max payment £1500
 - b. Vice Chair – max payment £500
 - c. Senior Councillors with specific responsibilities (e.g. Working Group conveners) – max £500
 - d. Action Council to confirm if any such payments are to be approved**