

Pontyclun Community Council

Chair's Annual Report

May 2020

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

However since March 2020 so much of our community life has been changed by the virus Covid-19 which has been a threat to all our lives. The very necessary steps taken to reduce the transmission of the virus has reduced the economic and community life of Pontyclun to a very sad and extraordinary extent.

Our town centre which was previously buzzing with vibrant economic activity is now almost perfectly still with only food shops open and they must limit access. All our other businesses are closed – the cafes, restaurants and pubs; the hairdressers, beauty parlours, podiatrists and physiotherapists, the Gallery, the clothes shops, the florist, the Community Shop. They will all gradually re-open but incomes will have been lost and recovery will require great strength and effort.t

All schools in Pontyclun are currently closed and a small number of children of key workers are attending a ‘hub’ service at Ysgol Llanhari.

Pontyclun is normally distinguished by the warmth and liveliness of its social activity as residents come together in friendship and mutual support. All this is mightily diminished. The Community Centre, Café 50, the Athletic Club, the Rugby Club are all closed. Even our chapels and churches are restricting their activity. Almost all our social clubs have stopped meeting although great efforts are being made to maintain contact during this period. All these institutions rely wholly on the volunteer spirit of Pontyclun and their resurrection as we come out of this crisis will require determination and effort

Members of the Community Council have been active in this crisis. They have supported Pontyclun Community Friends, a network in which over a hundred local volunteers who have supported residents who have asked for help with shopping and medicines – as well as conversation. In the midst of this adversity the strength of our community has shown itself

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

Through its programme of social and cultural activities Pontyclun Community Council will work to bring people together and enhance their well being.

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

In May 1919 the Community Council held once again its annual 'Picnic in the Park'. Hundreds of local people came together to enjoy each other's company. A myriad of local groups helped organise community activities: the running club, the cricket club, the petanque club, the Environment Group, the Community Garden, the School PTA, Bethel Baptist Church, the U3A, the Macmillan Group. Once again. Councillor Carole Willis was a remarkable organiser of children's games.

Last December the Council worked with local Macmillan Fundraising Committee to organise the Christmas Festival at the Athletic Club which coincides with the switching on of the Christmas Lights. We thank the Macmillan Committee for organising the Christmas Market along with the local choirs and musicians who provided the music – including the rock band of Councillor Martin Ashford. The Council hired a marquee for this event and this allowed the wonderful participation of our choirs from Ysgol Llantrisant, Ysgol Llanhari and Pontyclun Primary School. The Council worked with Pontyclun School PTA to organise a Christmas Grotto which was full of joyful and creative activity and was visited by Father Christmas

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

The Council Clerk, Julius Roszkowski, has organised a very successful Walking Rugby Group

Pontyclun Community Council works with local businesses to support the local economy

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

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

The Council continues to press for improved road safety measures in Groes Faen and Miskin.

In normal times car parking continues to be a major problem in the town centre. Local Businesses have pressed the case for extra car parking and have provided the evidence that trade is being lost when people cannot find a convenient car parking space. In recent years there has been extra parking places in front of the Rugby Club in the town centre. The Council is continuing to press for extra car parking spaces at the Railway Station

The Council has been pressing the Welsh Government and Transport for Wales for extra train capacity at Pontyclun. During the past year Transport for Wales has introduced more and larger carriages and this has resulted in a 40% increase in the number of seats. The Community Council continues to make the case for increased train frequency.

Pontyclun Community Council will work with other organisations to improve our local environment

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

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

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

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

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

During the past year Councillor Karen Lane has used her professional legal skills to gain agreement on a new lease for the Environment Group and a new agreement with the Community Garden.

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

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

The Community Council at its meeting on 8 January 2020 agreed its budget for 202-21. The Council plans to spend £122.100 in the coming year – 2.7% more than this year which largely reflects increases in staff costs. This budget will result in the average Pontyclun household being charged £34.79 towards the Council's costs.

The Community Council budget will cover the costs of Café 50, the town centre car park, Pontyclun Park, Ivor Woods, summer flowers and Christmas lights, maintenance of public footpaths, the Christmas Festival, Picnic in the Park.

The Council has been commended for its financial management by its external auditors and credit goes to the Administrator, Karen James, and the Clerk, Julius Roszkowski.

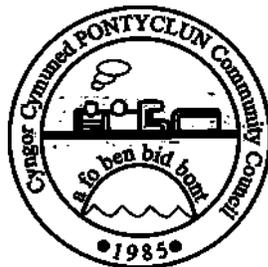
The Council has six members of staff, five of whom are part-time, and it benefits from the commitment and wide range of skills that they bring to the organisation.

In May 2020 the dark cloud of Covid 19 is hanging over Pontyclun. We will come through this crisis although no-one can be sure how the virus will continue to affect our lives in coming months. As the next year unfolds Pontyclun Community Council will work alongside all residents in Pontyclun to re-create everything that is wonderful in our community.

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
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Gwefan: www.pontyclun.net

Telephone: 01443 238500
E mail: clerk@pontyclun-cc.gov.wales
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Public Minutes

Draft minutes of the **Annual Meeting** of the Pontyclun Community Council held at Café 50, Heol yr Orsaf, Pontyclun at 7.00 p.m. on **Wednesday 8th May 2019**. And the **Monthly meeting** of the Pontyclun Community Council held at Café 50 on **Wednesday 8th May 2019**

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

1. To receive apologies for absence
 - a. Councillor Kate Jones gave her apologies
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. None disclosed

Annual Meeting agenda

3. Report for 2018-19 from current Chair
 - a. The Council noted the Chair's report
 - b. Members agreed that the Clerk could publish the report as the Report of the Council for 2018-9 **Action MM652**

4. Election of Chairperson 2019-20
 - a. **Members re-elected Councillor Paul Griffiths as Chair**
5. Election of Vice Chairperson 2019-20
 - a. **Members elected Councillor Carole Willis as Deputy Chair**
6. To confirm the minutes of the Council's Annual meeting of 16 May 2018 as a true record of the last Annual Meeting.
 - a. **Minutes confirmed as a true record**
7. Appointment or Reappointment of any standing Committees, Sub Committees or Working Groups and review terms of reference. Currently the council has 4 working groups
 - a. **Existing groups were retained with the current Convenors continuing**
8. To confirm subscriptions to other bodies; Council representatives on external bodies and Charter arrangements
 - a. **Existing subscriptions and representations will continue**
 - b. **Clerk to confirm to Basil Hollington that re can support Carole Willis as our representative on the North West Cardiff Group**
9. To confirm Council governance documents
 - a. **Documents confirmed**
 - b. **Changes to Financial Regulations were agreed as detailed in appendix**
 - c. **Clerk to investigate Council's power to select from only local suppliers and or those on approved list of RCT CBC / Welsh Government – Action Clerk MM653**
10. To review and agree payment arrangements to Creditors for 2019-20
 - a. **Members approved payments in advance up to budget for the Standing Orders, Direct Debits, other regular payments and trade accounts as presented in agenda supporting papers**
11. To confirm the Council's Insurance policies for 2019/20
 - a. **Council noted its insurance details**
12. To review the Council's Asset register
 - a. **Council noted its assets**
 - b. **Council agreed that going forward only assets with cost of more than £20 would require listing in the register**
13. To fix the dates and times for the Council's ordinary meeting for the ensuing year
 - a. **Council agreed that dates would remain at 2nd Wednesday of the month**
14. To review Council's policies for data protection and Information handling
 - a. **Council approved revised policy as recommended in supporting papers**
 - b. **Clerk to provide additional guidance for Councillors on gathering/holding data Action MM654**

Monthly Meeting Agenda

1. To Confirm minutes of the Council meeting of 18th April 2018 are a true record of the meeting
 - a. **Minutes confirmed**
2. To confirm Council payments
 - a. **Payments noted and Confirmed**
 - b. **Members agreed to contact U3A and decline their donation for use of Café 50 to cover their additional costs due to having to rearrange this years committee meetings to accommodate Afternoon Social dementia support group**
3. To review Budget v actuals for 2018-9
 - a. **Members noted 2018-9 final position**
4. To consider report on Community events from Social and Cultural working group
 - a. **Report discussed arrangements for Picnic in the Park**
 - b. **Timetable of events prepared and actions allocated which are to be confirmed by working group convener. Councillor Margaret Griffiths Action MM655**
 - c. **A budget of £450 was agreed for the event to include purchase of**
 - i. **6 banners**
 - ii. **A 6m x 3m marquee (funded by general reserve)**
5. To consider report from Environment Working Group
 - a. **Members agreed recommendations on progressing licences/Leases for Community garden and Riverside Walk. Action Councillor Karan Lane MM655**
 - b. **Members agreed letter about Community garden to be sent to residents around Park by Chair. Action Councillor Paul Griffiths MM656**
 - c. **Members agreed that Clerk was to register the Council as an organiser of a refill water scheme Action MM657**
 - d. **Councillor Willis will work with YGGG Llantrisant to help launch the scheme**
6. Community Infrastructure Levy (CIL)
 - a. **The Council agreed that the Clerk would advise RCT CBC that any monies received in CIL would be applied to**
 - i. **Improvements to Parks and open spaces**
 - ii. **Improvements to Community facilities**
 - iii. **Improvement of Parking, Bike racks and Traffic management**

iv. **Action MM658**

7. Update on Brofiscin Quarry

- a. Members noted the letter received from Natural Resources Wales
- b. Members asked Clerk to write back asking for a copy of the report mentioned in the letter and to express that it remains our view that the quarry should be subject to regular annual monitoring, copying in our local MP AM and RCT Environment services **Action MM659**

This is a true copy of the minutes of the Annual meeting of Pontyclun Community Council and the Monthly meeting of Pontyclun Community Council held on 8th May 2019. A signed copy is held in the Council Offices

Cyngor Cymuned PONTYCLUN Community Council

Council Sub committees and Working Groups

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

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

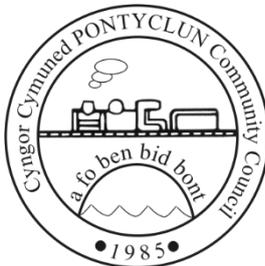
5. The current terms of reference are provided

Action –

1. **Council to confirm Working group conveners, membership & terms for 2020-21**

Cyngor Cymuned Pontyclun Community Council

**Council Working Groups terms of
reference
Last review May 2020**



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Mission Statement

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

Key Strategies of the Council

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

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

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

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

Working group terms of reference

Administration

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

It will consider advice on:

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

Economy

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

It will consider advice on:

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

Environment

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

It will consider advice on:

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

Social and Cultural Activities

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

It will consider advice on:

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

Membership of working groups

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

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

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

- On Council notice boards
- And on the Community Website

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

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

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

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

Delegated Powers

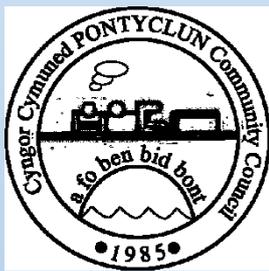
The Working groups normally have no delegated powers, however, the Council can and may decide to delegate specific powers for specified matters to working groups.

Café 50 steering group

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

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

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



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

Cyngor Cymuned PONTYCLUN Community Council

Working group terms of
reference

Adopted June 2017 revised May 2019

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Cyngor Cymuned PONTYCLUN Community Council

Council Core Governance documents

1. Pontyclun Community Council uses the model Governance documents (where available) issued by One Voice Wales as its base for our versions
2. We have then made a few adjustments for our local circumstances
3. There have been no changes in the base models this year and Clerk recommends no changes
4. **Copies of the existing governance documents can be found on the Council's website or by clicking on each title below**
 - a. [Standing Orders](#)
 - b. [Financial Regulations](#)
 - c. [Code of Conduct](#)
 - d. [Complaints](#)

In addition the following Policy documents are due to reconfirmation. Again no changes are recommended. **Copies of these documents are on the Council's website or by clicking on each title below**

- [Data protection and Freedom of Information](#)
- [Press](#)
- [Council Health and Safety statement](#)

Action –

1. **Council to confirm the unchanged Governance & policy documents for a further 12m months**

Cyngor Cymuned PONTYCLUN Community Council

Council Regular payments

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

Creditor	Description		Indicative Annual Amount ex VAT
Rhondda Cynon Taff County Borough Council	Non-Domestic Rates at Car Park Heol Yr Orsaf	Direct Debit to be collected in 10 mthly instalments	1660
Rhondda Cynon Taff County Borough Council	Non-Domestic Rates for Café 50	Direct Debit to be collected in 10 mthly instalments	RCT CBC agreed to pay these going forward
Rhondda Cynon Taff County Borough Council	Non-Domestic Rates for External Store (Toilets)	Direct Debit to be collected in 1 mthly instalment	47
Rhondda Cynon Taff County Borough Council	Non-Domestic Rates for Community Centre Workshop and Premises	Direct Debit to be collected in 6 mthly instalments	310
Rhondda Cynon Taff County Borough Council	Trade Waste – Community	Direct Debit to be collected mthly	494
Rhondda Cynon Taff County Borough Council	Trade Waste – Café 50	Direct Debit to be collected mthly	494
SWALEC	Lighting at Footpath nr Windsor Fields & for Christmas lights	Direct Debit to be collected quarterly	130
BT	Community Caretaker - mobile	D/D collected monthly	60
BT	Contingency mobile	Direct Debit to be collected mthly	60
BT	Office Broadband & Phone plus line rental	Direct Debit to be collected quarterly	600
Dark Green Media	Website Hosting+Support	S/O to be paid mthly	420
PEAC (UK) Ltd	Rental of Toshiba Photocopier	D/D collected quarterly	756
Toshiba	Photocopier Usage	D/D collected quarterly	Varies £243 (2019/20)
ICO	Data Protection	Direct Debit to be collected annually	35

Screwfix	Community Maintenance Tools/materials	Direct Debit to be collected monthly	Varies
Staff Salaries	X6 Members of Staff – <i>Excl Dementia Support Officer who left @07 April'20</i>	Standing Orders to be paid monthly or via BACS	Varies

2. In addition, we have several “regular” payments which we must make to meet contractual or legal obligations. These are also included within our budget and are listed below. Officers will pay via BACS where recipients will accept BACS payments or by Card rather than cheque to reduce bank charges.

Creditor	Description		Indicative Annual Amount ex VAT
Rhondda Cynon Taff County Borough Council	Grounds Maintenance Service for Maes-y-Felin Park (£300 to be paid by Pontyclun Primary School)	Paid annually	1600
Rhondda Cynon Taff County Borough Council	Electricity Usage at Café 50	Paid annually	2800
Rhondda Cynon Taff County Borough Council	Gas Usage at Café 50	Paid annually	750
Rhondda Cynon Taff County Borough Council	Water Usage at Café 50	Paid annually	560
Lloyds Bank plc	Bank account service charge	Charge collected mthly	120
BHIB insurance	Annual Insurance	Paid annually	890
One Voice Wales	Annual Subscription	Paid annually	1100
SLCC	Annual Subscription	Paid annually	150
Rialtas Bus Solutions Ltd	Software Annual Support	Paid annually	165
HMRC	Tax+NI Contributions	Paid monthly	Varies
Rhondda Cynon Taff County Borough Council	Pension Contributions	Paid monthly	1638
Auditing Solutions Ltd	X2 Internal Audits	Paid bi-annually	430
Wales Audit Office	External Audit	Paid annually	300-400
DVLA	Community Van Road Tax	Paid annually	250

Came & Company	Community Van Insurance	Paid annually	500
MPLC	Annual Motion Picture Licence	Paid annually	170 (2019/20)
PRS / PPA	Music licence	Paid annually	104 (2019/20)
Pontyclun Community Centre	Office Rent	Paid annually	3794 (2019/20)
PHS Group	Sanitary Disposal (x2 Public Toilets)	Paid annually	32.40 (2019/20)
Floodlighting and electrical services ltd	Portable Appliance Testing	Paid annually	130

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

Trade Accounts

The Council has A Company Visa card which it uses to pay for many goods. We do have trade accounts with the following businesses. These are used where better terms can be obtained than paying as we go

- Leekes (£480)
- Screwfix (£750)
- Forest Park and gardens (£300)
- Braceys (£300)

Action –

- a. **Council to confirm the Standing Order/Direct Debit and other regular payments for 2020-21**

Cyngor Cymuned PONTYCLUN Community Council

Our Standing orders require us to review and confirm several items each year at the annual meeting. These are detailed below with supporting information in the relevant appendices

Subscriptions to other bodies; Council representatives on external bodies and Charter arrangements

1. Council is a member of One Voice Wales and pays for Clerk to be a member of Society of Local Council Clerks(SLCC)
2. One Voice Wales (up to two/ only one vote) – the Chair is our representative
3. County Borough Council/Community Council’s Joint Liaison Committee – Council had two representatives in 2019/20 – Councillors Margaret Griffiths and Carole Willis
4. To confirm representation on the Boards of Governors for YGGG Llantisant (Former Councillor Huw Rees is Governor till Sept 2020) and Pontyclun Primary School – Anne Jackson is current governor
5. The Council is a member of the North West Cardiff group – Councillor Carole Willis and representatives of Groesfaen 2020 represent us.
6. The Council is a signatory to the Tree Charter and the Armed Forces Charter
7. The Council is a signatory to the RCT/ Community Councils shared community charter.

Council Insurance

1. Pontyclun Community Council has insurance in place for its assets and vehicle
2. Council has approved a Policy on how we insure our assets
3. Current insurance policy details are attached in appendices 6a and b

Schedule of Council assets

Appendix 6c details our current assets. An abridged version of this schedule will be published on the website

Dates of Council meetings for next 12 months

The Council currently meets on the 2nd Wednesday of the month. The dates for the next year would therefore be

11 June	13 January
18 July	10 February
9 September	10 March
14 October	14 April
11 November	12 May
9 December	

Action – Members to review/confirm items above

Local Councils

Policy Schedule

27/03/2020

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details

Name of Council:	Pontyclun Community Council
Correspondence Address:	Cowbridge Road Pontyclun Rhondda Cynon Taf CF72 9EE
Business:	Local Council
Schedule produced on:	27/03/2020
The county association of local council you are affiliated to:	Not Declared
Population of Council Area:	Up to 10,000

Period of Insurance

Effective dates	From:	01 April 2020
	To:	31 March 2021
Renewal date:		01 April 2021
LTA Expiry Date:		01 April 2023

Your Insurance Adviser's Details

BHIB Limited
AGM House
3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

The Schedule details for each Section are shown in the following pages.

Premium Details

Annual Premium (excluding Terrorism):	£795.74
Insurance Premium Tax:	£95.49
Total Amount Due (excluding Terrorism):	£891.23
<hr/>	
Overall Annual Premium:	£795.74
Overall Insurance Premium Tax:	£95.49
Overall Amount Due:	£891.23

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£250,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Covered	£25,000

Applicable to all Sections where stated.

Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	Not Insured	Not Insured
Contents	£90,000	£108,000
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Gates and Fences	£40,000	£48,000
Playground Equipment	£100,000	£120,000
CCTV Equipment	Not Insured	Not Insured
War Memorials	£75,000	£90,000
Ground Surfaces	Not Insured	Not Insured
Mowers and Machinery	£25,000	£30,000
Sports Equipment	£30,000	£36,000
Regalia	Not Insured	Not Insured
Terrorism	Not Insured	
<hr/>		
Section Excess:		£125
Excess in respect of all Subsidence claims:		£1,000
Excess in respect of all Terrorism claims:		Nil
Territorial Limits:	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Migration of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£2,500
In a locked safe at the Insured's premises out of business hours	£2,500
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 2 - Additional Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 3 - Standalone Increased Cost of Working	Not Insured	
Item 4 - Loss of Rent Receivable	Not Insured	
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

	Sub-Limit of Indemnity
Extended Premises	
Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000
Extended Incident	
Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000
Excess	
Utilities	£500

Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses: £10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only.

Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability <i>(Personal Injury and or Property Damage caused by the Insured's Products)</i>	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Public and Products Liability Extensions - Sub-Limits		
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250		any one claim or series of claims arising out of any one Occurrence relating to Property Damage
	Nil		all other claims

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
	Sub-Limits	Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
Section 6	NCD & Excess Protection		Not Insured
	Loss of No Claims Discount		£500
	Application of Excess Protection		£250
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
	Co-Insurance		10%
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	Personal Accident		Insured
	Operative Time of Cover		Whilst carrying out official duties
	Scale of Compensation - Ages 16-75		
	1. Death		£100,000
	2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech		£100,000
	3. Permanent Total Disablement		£100,000
	4. Temporary Total Disablement		£200 per week
	5. Temporary Partial Disablement		£100 per week
	Excess period for items 4 & 5		14 days
	Maximum Benefit Period for items 4 & 5		104 weeks
In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.			

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Section 10	
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year.

To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

The following endorsements are applicable to your BHIB Local Councils Policy Wording, in addition to the cover provided under the BHIB Local Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:

The Insurer will pay for necessary and reasonable costs and expenses incurred by the Insured with the Insurer's consent for the lopping or removal of trees for which the Insured is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the Property Insured.

However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.

The liability of the Insurer under this extension shall not exceed a maximum of £1,000 any one Occurrence and £5,000 any one Period of Insurance.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:

The Insurer will pay the reasonable costs of clearing and removing any property illegally deposited in or around the Premises.

The liability of the Insurer under this extension shall not exceed a maximum of £1,000 any one Occurrence and £5,000 any one Period of Insurance.

[GDPRCLP] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence B. Data Protection

1. The Insurer will defend the legal rights of an Insured Person following civil action taken against the Insured Person for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The Insurer will also pay any compensation award made against the Insured Person under Section 13 of the Data Protection Act 1998) or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The Insurer will represent the Insured in appealing against the refusal of the Information Commissioner to register the Insured's application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the Insured is registered with the Information Commissioner in respect of Contingency 2B a)

[GDPRELPL] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the Insurer will indemnify the Insured and if the Insured so requests any Person Entitled to Indemnity in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation(Regulation(EU) 2016/679)under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the Insurer
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation(Regulation(EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an Employee
 - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an Employee
 - iii) to the extent that an indemnity is provided elsewhere in this Policy
- a. Item b) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an Employee
 - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an Employee
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the Insured during the Period of Insurance
- c. this Extension will not apply in respect of
 - i. the payment of fines or penalties
 - ii. the cost of replacing reinstating rectifying or erasing any data
 - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this Policy

[IL001] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted Sums Insured and/or Declared Values.
For Contents and other Property specifically described in the Schedule (other than Stock), the Retail Price index (or some other suitable index the Insurers decides upon) will be used.
The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The Insurer will indemnify the Insured against:

1. death of the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man or total and permanent disablement of the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man
3. illness of the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the Insured which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one Period of Insurance.

In the event of a claim under this Extension the Insured must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The Insured
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred and or the persons employed to replace Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man is directly or indirectly caused by or results from:
 - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
 - (b) the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
 - (c) pregnancy or any condition connected with pregnancy or childbirth
 - (d) any criminal act by the Insured or the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

Long Term Undertaking - Expiry Date 01 April 2023

Reduced Premium

In consideration of the reduced premium at which this insurance is written You have agreed to an undertaking to offer at each renewal until the expiry date stated in the Schedule the insurance under this Policy, on the terms and conditions in force at the expiry of each Period of Insurance and to pay the premiums annually it being understood that

- a. We shall be under no obligation to accept an offer made in accordance with this undertaking
- b. The Sums Insured or Limits of Indemnity may be reduced at any time to correspond with any reduction in value or business.

The above -mentioned undertaking applies to any policy or policies which may be issued by Us in substitution for this Policy.

Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include BHIB Insurance Brokers, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s)). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the information we have collected.

How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information

and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow, G64 2QR. Telephone: 0345 300 0597. Email PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

If you have taken a product out with us online or by telephone you can also use the European Commission's Online Dispute Resolution for logging complaints. To use this service the European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: <http://ec.europa.eu/odr>

Financial Services Compensation Scheme

Aviva are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations, depending on the type of insurance and circumstances of your claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the United Kingdom, Channel Islands or Isle of Man in which you, the policyholder, normally live or (if applicable) the first named policyholder normally lives, or
2. In the case of a business, the law applying in that part of the United Kingdom, Channel Islands or Isle of Man where it has its principal place of business, or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Material Circumstances

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

1. disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
2. make such disclosure in a reasonably clear and accessible manner; and
3. ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion..

Claims since inception of this policy

Any claim which has been reported to Insurers under this policy is deemed to have been included in this Statement of Facts and does not need to be separately shown within the claim section of this document.

New Business Schedule Countrywise Motor Insurance



Policy number	AGRI/105761/2020	Date of issue	21 Apr 2020
Effective from	01:00:00 hours 01 May 2020	Effective until	23:59 hours 30 Apr 2021

Thank you for choosing MS Amlin.

Please take time to read the following important information

This schedule, which should be read in conjunction with your Countrywise Motor Insurance policy wording and certificate(s) of insurance, confirms the level of cover you have chosen, together with any terms and restrictions that apply, which in some cases may be modified by an endorsement.

It is important that you read this schedule carefully to ensure that you understand the level of cover that we are providing and to contact your broker immediately if you need to add information, make any changes or have any questions.

You are also reminded that where cover has been agreed on the basis you providing supporting documentation then this should be provided to your broker as soon as possible, but in any event within 30 days of the above effective from date.

Should you wish to make any future changes, please contact your broker immediately since cover will not begin until MS Amlin confirms acceptance.

Policyholder

Name of Company	PONTYCLUN COMMUNITY COUNCIL
Trading Name	
Address	Cowbridge Road Pontyclun Mid Glamorgan CF72 9EE
Agricultural Occupation	Town Council
Other Occupation(s)	None

Premium

Premium (excluding Insurance Premium Tax)	£ 396.84
Insurance Premium Tax	£ 47.62
Total Premium including Insurance premium Tax	£ 444.46

Insured Vehicles

Commercial Vehicles

Registration	Make / Model	GVW (tons)	Year	Value Cover	Premium (ex IPT)
CU65 OPL	FORD TRANSIT CUSTOM 270	Up to 3.5T	2015	£ 20,000 Comprehensive	£ 396.84



MS Amlin Insurance SE

MS Amlin

MS Amlin Insurance SE (UK Branch), The Leadenhall Building, 122 Leadenhall Street, London EC3V 4AG, United Kingdom, tel. +44 (0) 207 746 1000
MS Amlin Insurance SE is authorised by the National Bank of Belgium in Belgium and is subject to limited regulation by the Financial Conduct Authority and Prudential Regulation Authority. Details about the extent of our regulation by the Financial Conduct Authority and Prudential Regulation Authority are available from us on request. In some respects the regulatory system applying will be different from that of the United Kingdom.

New Business Schedule Countrywise Motor Insurance



Trailers / Implements

The MS Amlin policy covers Trailers / Implements that are attached to a vehicle listed above and continues to do so once detached until such time the Trailer / Implement is attached to another vehicle, subject to

- the cover that applies to the Trailer / Implement will be the same as the insured vehicle to which the Trailer / Implement is (or was last) attached to and
- Catering trailers, Caravans and Mobile Homes plus any trailer / Implement valued in excess of £100,000 are excluded, unless specified below

Permitted Drivers

Registration / Identification

Permitted Drivers (subject holding correct licence type)

CU65 OPL	Any driver aged over 25
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Policy Excess

The following shows the amount of excess payable by the proposer in the event of a claim for loss of or damage to the insured vehicle.

Where more than 1 excess applies these should be added together

Policy excess

Standard excess (including Voluntary)	£ 100
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Young & inexperienced driver excess (does not apply to Agricultural/ Special type vehicles)

Where driver is aged 21 years or below	£ 250
Where driver is aged 22-24 years	£ 200
Where a driver aged 25 years or more has not held their full relevant UK/EU driving license at least 12 months	£ 200

Glass excess (in total)

Agricultural / Special Types

Repair of Windscreen & Window Glass	£ 0
Replacement of Windscreen & Window Glass	£ 50

All other Vehicle Types

Repair of Windscreen & Window Glass	£ 0
Replacement of Windscreen & Window Glass (approved repairer)	£ 50
Replacement of Windscreen & Window Glass (non approved repairer)	£ 125



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New Business Schedule Countrywise Motor Insurance



Use of Vehicles

Permitted use

- Social, Domestic and Pleasure and in the ordinary course of the business of the Proposer
- Travel to and/or from the Proposer's place of work and/or study
- Agricultural / Special type vehicles whilst hired or loaned to a Public Authority for the purpose of driving stone crushing plant or for snow clearance
- Agricultural and/or Forestry contracting where the amount of income that is derived from this use is no more than 10%

Excluded use (unless included as an Additional use extension) the following is not covered

- Use in connection with any other business
- Use by any other person to travel to and/or from their place of work and/or study and for any associated business use
- Transportation of passengers, goods, livestock and/or towing of a vehicle / trailer for hire or reward
- Racing, pace-setting, speed trials, motor rallies, competitions or trials
- Self drive hire
- Use in connection with the motor trade
- Use as a tool of trade when not on a public highway

Additional use extension

Driver Name	Vehicles
	Use in the ordinary course of their occupation/trade
	Carriage of any horse, animal and/or other living creature for hire and/or reward

Endorsements

The standard insurance cover provided by this policy is extended or restricted by means of the following endorsements.

P06 - Fleet Rated

The General Term "No Claim Discount" and "Protected No Claim Discount (PNCD)" are deleted
all other terms, conditions and warranties apply



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MS Amlin

New Business Schedule Countrywise Motor Insurance



Important Notices

Policy changes

Changes to this policy are only valid from the time that MS Amlin confirms acceptance.

Privacy Notice

Your information has been, or will be, collected or received by MS Amlin. We will manage personal data in accordance with data protection law and data protection principles. We require personal data in order to provide good-quality insurance and ancillary services and will collect the personal data required to do this. This may be personal information such as name, address, contact details, identification details, financial information and risk details.

The full Data Privacy Notice can be found on www.msamlin.com/en/site-services/data-privacy-notice.html.

A paper copy of the Data Privacy Notice can be obtained by contacting the Data Protection Officer by email (dataprotectionofficer@msamlin.com) or at the below address:

Data Protection Officer
MS Amlin Insurance SE (UK Branch)
The Leadenhall Building, 122 Leadenhall Street, London EC3V 4AG

Fraud prevention

MS Amlin may pass information to the Claims and Underwriting Exchange register, run by Insurance Database Services Ltd (IDS Ltd) and the Motor Insurance Anti-Fraud and Theft Register, run by the Association of British Insurers (ABI). The aim is to help us check information provided and also to prevent fraudulent claims. When dealing with your request for insurance, we may search these registers. Under the conditions of your policy, you must tell us about any incident (such as an accident or theft) which may give rise to a claim. When you tell us about an incident, we will pass information relating to it to the registers.

Financial Services Compensation Scheme

MS Amlin Insurance SE (UK Branch) is covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if we are unable to meet our obligations to you under this policy. If you are entitled to compensation under the Scheme the level and the extent of the compensation would depend on the type of business and the circumstances of the claim. Further information is available from the FSCS.

Financial Services Compensation Services
10th Floor, Beaufort House, 15 St Botolph Street, London, EC3A 7QU

Website address: www.fscs.org.uk

Motor Insurance Database

Following UK legislation which implemented the Fourth EU Motor Directive, all UK motor insurance details are now required to be held on a central database. This legislation places an obligation upon you to ensure that the information stored on this database remains accurate and current at all times. Consequently any delay or failure to update your records may cause you to be in breach of this legislation which is a punishable offence.



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MS Amlin

Ref	LOCATION	INSPECTION DATE	ACQUISITION DATE	Difference between 2018/19 to 2019/20	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	September 2019	£590.67	£3,090.67	
BS6	Bus Shelter	Heol Miskin - Nr Junction of Heol y Bryn	Unknown		£2,500.00	
BS7	Bus Shelter	Nr Junction of Cardiff Road Mwyndy - Towards Cefn Yr Hendy	14/08/2014		£2,165.67	
BS8	Bus Shelter	Cardiff Road Mwyndy - Nr Bute Cottage	14/08/2014		£2,165.67	
BS10	Bus Shelter	Llantrisant Road Groesfaen - Westbound opposite Pen Y Groes	02/06/2015		£3,090.67	
BS11	Bus Shelter	Llantrisant Road Groesfaen - Eastbound outside Church	18/10/2016		£4,910.00	
BS12	Bus Shelter	Llantrisant Road Groesfaen - Westbound Village Green	Unknown		£2,500.00	
WMP-1	War Memorial Plaques x2	Llantrisant Road Groesfaen - Westbound Village Green	October 2019	£1,400.00	£1,400.00	
				£1,990.67		£31,838.35
COMMUNITY ASSET		Wayside Seats				
WS1	Wayside Seat	Heol Yr Orsaf - Outside Pontyclun Community Centre	Unknown	50.00		
WS5	Wayside Seat	Ivor Woods Brynsadler - ANT 340 North Entrance	Unknown		£50.00	
WS6	Wayside Seat	Ivor Woods Brynsadler - ANT 340 between North Entrance+East Entrance	Unknown		£50.00	
WS7	Wayside Seat	Ivor Woods Brynsadler - ANT 340 East Entrance	Unknown		£50.00	
WS8	Wayside Seat	Ivor Woods Brynsadler - Bottom Path between South Entrance+East Entrance	Unknown		£50.00	
WS9	Wayside Seat	Ivor Woods Brynsadler - Bottom Path most Westerly Point	Unknown		£50.00	
WS10	Wayside Seat	Llantrisant Road Groesfaen - Village Green next to Bus Stop	Unknown	50.00	£50.00	
WSIVL5	Wayside Seat - Wooden Set x7	Ivor Woods Entrance - Disposed	05/04/2016	£1,000.00		
WSIVLS1	Wayside Seat	Ivor Woods Landscaped Area	27/04/2015		778.50	
WSIVLS2	Wayside Seat	Ivor Woods Landscaped Area	27/04/2015		778.50	
WSIVLS3	Wayside Seat	Ivor Woods Landscaped Area	27/04/2015		778.50	
				£1,000.00		£2,635.50
COMMUNITY ASSET		PONTYCLUN PARK				
M1	Railings	Pontyclun Park	19 December 2015		£47,600	
M2	Fencing	Pontyclun Park	04 January 2016		£27,135	
M3	Signage - Incident Reporting Sign	Pontyclun Park	27 July 2018		£174.98	
M4	Play Equipment/Furniture/Muga	Pontyclun Park	31 March 2016		£130,255	
M5	Gates	Pontyclun Park	10 June 2016		£2,350	
M6	Steel Rubbish Bin Storage Shed	Pontyclun Park	16 January 2017		£786.00	
M7	Signage x1	Pontyclun Park	30 June 2017		£98.92	
M8	Signage x2	Pontyclun Park	11 August 2016		£192.45	
M9	Signage (Welsh) x3	Pontyclun Park	24 November 2016		£371.67	
M10	X4 Litter Bins+x2 Keys	Pontyclun Park	01 April 2016		£1,676	
M11	x2 Wooden Planters+Seat	Pontyclun Park	Unknown		£100	
M12	Drop Down Bollard+2 Fixed Bollards	Pontyclun Park	Unknown		£200.00	
M13	Steel Storage Shed	Pontyclun Park	30 August 2019	£862.50	£862.50	
				£862.50		£211,802.52
COMMUNITY ASSET		NANT Y DWYRGY FOOTBRIDGE				
FB1	Footbridge+Steps		10 March 2017		£11,820.30	
				£0.00		£11,820.30
COMMUNITY ASSET		IVOR WOODS				
I1	Signage x7	Ivor Woods	24 November 2014		£190.00	
I2	x1 Wooden Footbridge+Steps	Ivor Woods	Unknown		£500.00	
I3	x1 Cast Concrete Footbridge	Ivor Woods	April 2018		£500.00	
I4	Wooden Fencing	Ivor Woods	Unknown		£400.00	
I5	x1 Wooden Footbridge	Ivor Woods	Unknown		£350.00	
				£0.00		£1,940.00
COMMUNITY ASSET		NOTICEBOARDS				
NB1	Noticeboard	Credit Union Building Heol Yr Orsaf Pontyclun	11 November 2013		£250.40	
NB2	Noticeboard	Bus Shelter Westbound Llantrisant Road Groesfaen (Village Green)	11 November 2013		£250.40	
NB3	Noticeboard	Entrance to Café 50 Heol Yr Orsaf Pontyclun	Unknown		£200.00	
NB4	Noticeboard	Post Office Cowbridge Road Pontyclun	11 August 2014		£162.15	
NB5	Noticeboard	Library Heol Y Felin Pontyclun	Unknown		£200.00	

NB6	Noticeboard	Bus Shelter (Ref BS2) Dany Y Bryn Brynsadler	11 August 2014		£162.15
NB7	Noticeboard	St Davids Church School Road Miskin	11 August 2014		£162.15
NB9	Noticeboard	Ynysddu	14 April 2015		£347.60
NB10	Noticeboard	YGGG Llantrisant Cefn Y Hendy	13 July 2015		£361.00
				£0.00	£2,095.85
COMMUNITY ASSET		Litter Bins			
LB1	Litter Bin	Ivor Woods Brynsadler - North Entrance (Bridge)	23 February 2015		£175.00
LB2	Litter Bin	Ivor Woods Brynsadler - East Entrance (From Maes Y Felin Woods)	23 February 2015		£175.00
LB3	Litter Bin	Ivor Woods - South Entrance (The Hollies)	23 February 2015		£175.00
				£0.00	£525.00
COMMUNITY ASSET		Dog Bins			
DB4	Dog Bin	Ivor Woods Brynsadler - North Entrance (Bridge)	23 February 2015		£178.76
DB5	Dog Bin	Ivor Woods Brynsadler - East Entrance (From Maes Y Felin Woods)	23 February 2015		£178.76
DB6	Dog Bin	Ivor Woods - South Entrance (The Hollies)	23 February 2015		£178.76
DB7	Dog Bin	Manor Hill Miskin - ANT 315	23 February 2015		£178.76
DB8	Dog Bin	Bryn Amlwg Playing Area Bryn Amlwg Road Pontyclun - ANT 316	23 February 2015		£178.76
DB9	Dog Bin	Bryn Amlwg Park Cefn Yr Hendy Miskin - ANT 316	23 February 2015		£178.76
DB10	Dog Bin	Fford Cefn Yr Hendy Miskin - Opposite Oaklands	23 February 2015		£178.76
DB11	Dog Bin	Maes Y Felin Woods Pontyclun - ANT 321 (Glan Yr Afon)	23 February 2015		£178.76
DB12	Dog Bin	Fford Cefn Yr Hendy Miskin - Maes Y Wennol Play Area	23 February 2015		£178.75
DB13	Dog Bin	Groesfaen - Junction of Llantrisant Road and Peterston Road	05 January 2016		£161.67
DB14	Dog Bin	Cowbridge Road Brynsadler - Opposite Football Club	05 January 2016		£161.67
DB15	Dog Bin	Footpath Maes Y Felin Woods - ANT 326	February 2018		£161.66
				£0.00	£2,093.83
COMMUNITY ASSET		Floral Planters			
FP1	Floral Planter	Cowbridge Road Pontyclun (Millfield)	1998		£500.00
FP2	Floral Planter	Cowbridge Road Pontyclun (Southgate Garage)	1998		£500.00
FP3	Floral Planter	Cowbridge Road Pontyclun (Fullbrooks Bistro)	1998		£500.00
FP4	Floral Planter	Cowbridge Road Pontyclun (Ann Williams Chemist)	1998		£500.00
FP5	Floral Planter	Cowbridge Road Pontyclun (Bernice Hair Salon)	1998		£500.00
FP6	Floral Planter	Llantrisant Road Pontyclun (The Windsor)	1998	£500.00	
FP7	Floral Planter	Café 50	March 2015		£50.00
FP8	Floral Planter	Café 50	March 2015		£50.00
FP9	Floral Planter	Heol Miskin/Junction at New Mill Corner	10 September 2019	£1,017.00	£1,017.00
FP-YS	Floral Planter x3	Ynysddu Bridge	16 April 2015		£552.00
FP - WS	Floral Planter x1	Llantrisant Road Pontyclun (The Windsor)	16 April 2015		£184.00
FP - LB	Floral Planter x1	Heol - y Felin (Pontyclun Library)	16 April 2015		£184.00
FP-TS	Floral Planter x10	Train Station - Purchased by Arriva Trains Wales	2014		£1.00
FP-HL	Floral Planter	The Hollies Brynsadler	February 2017		£250.00
				£517.00	£4,788.00
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 within concrete planters	Groesfaen	09 March 2016		£200.00
HBT-4	Hanging Basket Tree within concrete planters	Groesfaen	09 March 2016		£200.00
HBT - 5	Hanging Basket Tree	Heol Miskin/Junction at New Mill Corner within FP9	10 September 2019	£0.00	£0.00
HB -1	Hanging Baskets x30 incl Post Brackets x30	Various Locations	Unknown		£1,202.15
				£0.00	£1,886.15
LAND		Land			
	Land - Title No. WA858346	Ivor Park Pontyclun	07 January 1997		
	Land - Title No. WA815845	Land on the south east of Cowbridge Road Brynsadler	Unknown		
	Land - Title No. CYM524751	Land Lying to the south of Heol Yr Orsaf Pontyclun	Unknown		
	Land - Title No. CYM524749	Land on the south side of Heol Yr Orsaf Pontyclun	Unknown		
	Land - Title No. CYM287353	Land at Brynsadler Mill Farm Pontyclun	Unknown		
	Land - Title No. WA585130	Land lying to the east of Hensol Road Miskin	Unknown		
					£0.00
EQUIPMENT					
	Tools+Machinery+Equipment	Workshop at rear of Pontyclun Community Centre - Assumption	Various	£515.00	£9,124.19
				£515.00	£9,124.19
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
Computer+Monitor+Keyboard+Software (Incl Installation)	Council Office	01 January 2013		£880.00
Laptop	Council Office	27 July 2017		£211.67
Wireless Op Mouse	Council Office	07 December 2012		£17.45
Wireless Op Mouse	Council Office	07 December 2012	£17.45	£17.45
BT Phone	Council Office	06 December 2012		£29.19
Mobile Phone+Charger	Community Caretaker	02 May 2019	£134.99	£134.99
Mobile Phone+Charger	Dementia Officer	02 May 2019	£59.99	£59.99
Wi-Fi Router Communication Centre	Council Office	24 July 2017		£28.33
HP LaserJet500 Colour M551 Printer	Council Office	07 November 2013		£408.22
Pearl Grey 4 Drawer Cabinets x3	Council Office	14 November 2013		£239.64
Pearl Grey 3 Drawer Cabinet x1	Council Office	20 November 2013		
Royal Oak Rectangular Workstations x2	Council Office	12 December 2012		£199.36
Royal Oak Desk High Pedestals x2	Council Office	12 December 2012		£199.36
Desk Top Storage x1	Council Office	12 December 2012		£77.97
Ultra Smooth Single Sided Whiteboard	Council Office	10 January 2013		£63.00
Ultra Smooth Single Sided Whiteboard	Council Office	10 January 2013		£22.61
Ocean High Back Seats	Council Office	15 January 2013		£176.96
Office Chair	Council Office	30 June 2017		£58.00
Guillotine	Council Office	13 March 2013		£22.81
Fuji T400 Red Camera	Council Office	15 January 2014		£79.00
Montana Oak Corner Storage Units x2	Council Office	13 March 2014		£290.26
Laminator Office A3 PL320	Council Office	08 October 2014		£57.60
Olympus LS-14 4GB Linear PCM Recorder	Council Office	22 January 2016		£110.88
Olympus ME34 Compact Zoom Microphone	Council Office	22 January 2016		£19.25
Heater	Council Office	07 March 2018		£12.87
Key Cabinet	Council Office	25 April 2016		£95.80
Unspec Office Equipment+ Stationery - Assumptuion	Council Office	Various		
			£212.43	£4,562.66

CAFÉ 50

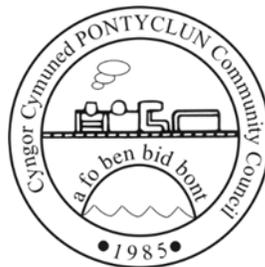
Hitschi 50" Full HD Freeview HD Smart TV	Café 50	22 May 2015		£349.99
Masterplug 4 Socket Extension Lead	Café 50	22 May 2015		£14.99
Tilting 60" Superior TV Wall Bracket	Café 50	22 May 2015		£34.99
TV Aerial	Café 50	01 June 2015		£90.00
Wi-Fi Router Café 50	Café 50	23 June 2017		£28.30
DVD Player	Cafe50	04 March 2019		£29.16
DVD Cables	Café 50	04 March 2019		£3.49
HP Deskjet 2630 Wireless Printer	Cafe50	21 January 2019		£20.00
Sound Bar (Film Club)	Cafe50	29 April 2019	£62.49	£62.49
Digital Piano	Café 50	02 July 2015		£325.00
Echo Hearing Loop	Cafe50	15 January 2018		£221.60
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 - Cleaning Cupboard	10 June 2014		£106.48
Morphy Richards Steam Mop	Café 50 - Cleaning Cupboard	12 November 2014		£99.99
Camera Monitor	Café 50 - Foyer	26 September 2014		£147.00
Leaflet Dispenser	Café 50	10 December 2014		£269.11
Welsh Signs	Café 50	13 March 2019		£42.06
x12 Grey Fabric Chairs	Café 50	11 June 2018		£1,942.50
x10 Slim Glass Vases	Café 50	01 February 2019		£22.76
	Council Office	04 March 2019		£96.39
x2 Active Minds Snap/x2 Uno Cards/x1 Wooden Game Set/x4 Chess+Backgammon+Draughts+Checkers/x2 Scrabble/x2 Jenga				
DVD - North by Northwest	Council Office	13 March 2019		£4.87
DVD - Cheatwell Games Race Night	Council Office	23 July 2018		£11.64
Cheatwell Games Murder Mystery	Council Office	23 July 2018		£12.48
Game of Life Game	Council Office	31 May 2019	£21.64	£21.64
x6 Dinner Service Sets/x25 Mugs	Café 50	03 August 2018		£93.54
x36 Glasses/x25 Coffee Cups+Saucers	Café 50	06 August 2018		£55.42
Morphy Richards Grey Kettle	Café 50	22 November 2018		£15.83
Kinox White Insulated Teapot	Café 50	27 November 2018		£14.57

Kinox Black Insulated Teapot	Café 50	28 November 2018		£14.57
x6 Chopping Boards	Café 50 - Kitchen - Disposed+Replaced	12 April 2018	£24.93	
x6 Chopping Boards	Café 50 - Kitchen	18 April 2019	£27.32	£27.32
Electric Water Urn	Kitchen Store Cupboard	16 May 2018		£49.99
Clearing Trolley - Damaged	Council Office - Disposed	13 July 2018	£64.99	
			£21.53	£4,366.45
OTHER ASSETS				
Chairman's Chain of Office	Council Office	Unknown		£1,325.48
x50 Marker Cones	Steel Storage Shed - Pontyclun Park	25 January 2019		£10.78
x3 Rugby Balls/x12 Orange Bibs/x1 Plastic Whistle/x1 Ball Mesh Sack/x1 Pump	Steel Storage Shed - Pontyclun Park	18 February 2019		£61.20
x2 Goal Posts/x1 Corner Post Set/x14 Corner Flags	Steel Storage Shed - Pontyclun Park	01 March 2019		£214.57
Beach Flags+Banners	Steel Storage Shed - Pontyclun Park	12 March 2018		£139.95
Gazebo Marquees x2	Steel Storage Shed - Pontyclun Park	07 June 2018		£183.32
Gazebo Marquees x2	Steel Storage Shed - Pontyclun Park	15 July 2019	£166.58	£166.58
Hose for Community Garden	Steel Storage Shed - Pontyclun Park	28 June 2019	£35.83	£35.83
Christmas Lights Icicles for Café 50	Stored at Floodlights Services	14 February 2018		£390.00
Christmas Lights - Icicle Lights x41 sets @6 metres set	Stored at Floodlights Services	04 March 2014		£1,619.50
Christmas Lights x4 Motifs	Stored at Floodlights Services	23 February 2015		£2,100.00
Christmas Lights x4 Motifs	Stored at Floodlights Services	22 February 2016		£2,356.00
Christmas Lights - Icicles	Stored at Floodlights Services	22 February 2016		£187.00
Christmas Lights for Outside Xmas Tree x2	Workshop	09 November 2019	£100.00	£100.00
Baby Changing Table	Public Convenience	15 February 2019		£132.82
x5 Hi-Vis Waistcoats	Council Office	28 January 2019		£22.50
			302.41	£9,045.53
TOTAL			£3,421.54	£312,499.38

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
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Gwefan: www.pontyclun.net

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

Draft minutes

Draft minutes of the **Meeting** of the Pontyclun Community Council held via telephone and video conferencing link at 7.00 p.m. on **Wednesday 8th April 2020**.

The meeting started with the Chair thanking members for attending via weblink. This modern method of meeting is allowing us to continue our operations without having to break any guidelines on social distancing or travel at this time.

He noted that we were probably the first Community Council in Wales to use the new powers granted to have virtual meetings.

PCC Member attendance at meetings	2019							2020				
	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov	Jan	Feb	Mar	Apr
Martin Ashford												
Margaret Griffiths												
Paul Griffiths												
Neil Holley												
Anne Jackson												
Gwyn Jackson												
Kate Jones												
Karan Lane												
Alison Theaker												
Carole Willis												
Mike Davies												
Present												
Gave Apologies												
Absent												

1. To receive apologies for absence
 - a. **Councillor Neil Holley gave his apologies, 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. **None declared**
3. Public representations to Council

- a. **None**
4. To Confirm minutes of the Council meeting of 11th March 2020 are a true record and discuss matters arising from them
 - a. **Minutes confirmed**
 - b. **Matters arising**
 - i. **Caretaker has advised his operation has been postponed**
 - ii. **Councillor Mike Davies advised that due to lockdown he has not been able to arrange meeting regarding our land in Miskin**
5. To receive verbal report relating to Pontyclun Community Friends and support for vulnerable people in Pontyclun during the Coronavirus Pandemic
 - a. **Councillor Margaret Griffiths updated the Council on local voluntary groups helping to support during the Covid lockdown under the umbrella title of 'Pontyclun Community Friends'. A number of Community Councillors are helping in this group**
 - b. **Volunteers can go direct to the Pontyclun Community Friends; to RCT CBC or on a national level to Volunteering Matters**
 - c. **The Pontyclun groups is split into 3. . Councillor Margaret Griffiths co-ordinates one with 65 volunteers and Councillor Carole Willis is co-ordinating for Groesfaen**
 - d. **The main requests seem to relate to fetching prescriptions, shopping and just to have a friendly chat**
 - e. **Volunteers are typically paired with a small group of people to support**
6. To discuss proposed Cancellation of Picnic in the Park
 - a. **Council formally agreed to cancel Picnic in the Park 2020 and will review options once the COVID19 pandemic restrictions are lifted**
7. To discuss Council services during Covid19 period
 - a. **Council confirmed the closure of Café 50, the Playground and Public Conveniences during the lockdown period**
 - b. **Council agreed the following furfure services**
 - i. **Wherever possible we should ensure that staff working comply with social distancing rules, working from home where possible**
 - ii. **Council agreed to aim to maintain footpaths to try and ensure safe use by walkers**
 - iii. **To maintain public health Council agreed to carry on collecting litters and emptying bins and to support RCT CBC in emptying their bins**
 - iv. **Council agreed to suspend Grass cutting**
 - v. **Council deferred decision on floral arrangements till May. If however it becomes essential to deal with flowers before the meeting Clerk can arrange for those which can be planted within social distancing guidelines to be so**
8. To receive verbal reports from School Governors on arrangements for local schools
 - a. **Governors advised that all local schools are now closed**
 - b. **Children of key workers who need to be looked after will now go to Ysgol Llanhari which is one of RCT CBCs 6 designated hub schools**
 - c. **Families of Children who would have got free school meals will now get vouchers to spend in supermarkets instead**
9. To receive report on the final Report of the Local Government Boundary Commission review of RCT Council wards
 - a. **Council noted that the Commission had accepted most of our recommendations**
 - b. **Council agreed to write to Welsh Government to ask to use Pontyclun rather than Pont-y-clun**
 - c. **Council agreed to write to Welsh government asking for them to retain the single member ward in Groesfaen**
 - d. **Action MM705 Clerk to contact the Welsh Government accordingly**
10. To receive crime report from South Wales Police
 - a. **Report noted**
11. To discuss parking options for Pontyclun
 - a. **As no action would be possible at this time the Council deferred this discussion until after Covid19 restrictions have been lifted.**
12. Planning applications
 - a. **Land at Otters Brook**
 - b. **Council agreed to object to this proposal on the grounds that the access route is not suitable for additional traffic. Action Clerk MM706**
13. To discuss preparations and planning for Pontyclun Place plan
 - a. **Council agreed to proposed budget revision and insurance via BHIB**
 - b. **Chair will recirculate prior information gathered for Place plan**
 - c. **Council agreed to aim for a n Autumn 2020 / Spring 2021 resident consultation on what Pontyclun should look like.**
 - d. **Clerk to circulate details of mapping software and arrange access for members if possible Action MM706**

Cyngor Cymuned PONTYCLUN Community Council

Council payments summary

1. List of Payments made in March and April are attached for noting & confirmation by members.
2. We have received the annual subscription for One Voice Wales. The amount is £1106 and within budget for this year. Council deferred authorisation in March to the May meeting

Action –

1. Council to note & confirm payments for March and April
2. Council to approve payment to OVW

The following table shows the major changes in spending between 2018-9 and 2019-20 with a brief reason of it.

The underspends resulted in underspend on budget. The overspend were all within budget except Audit cost and Community events

T

Expenditure - changes 2018-9 to 2019-20 - ex payroll related costs		
2018-19 total expenditure	42226	
		Comments
Utilities	-4535	RCT CBC did not bill us at all in 2018-9. Will have to pay 2 years in 2019-20
VAT	-1073	Reduced VAT spend
Tools & Equipment	-410	No equipment purchases this year
Floral arrangements	-288	Reduced winter flower arrangements
Insurance	-162	Change of renewal date for van insurance reduced period paid for
H&S & PPE	-116	Less items purchased due to lower wear and tear
Admin, Bk charges, Stationery & postage etc	113	Inflation increases plus extra photocopying
Vehicle running costs	136	Additional repair required to van this year
Audit cost	654	External audit bills for 2017-8 and 2018-9 paid this year
Community Events	869	Xmas Tree previously funded by Community group now us. Plus additional banners and 2 new gazebos
Shed & other specific grants grant work	1392	Spending on community groups funded by external grant sources
Tree costs	3780	Additional work required following inspection
Community Maintenance work	4682	café 50 repainted plus new lights. New planter in Miskin. Investigative work for water fountain in park
One off Capital purchases for Café 50	-1943	Purchased new lounge chairs for Café 50 last year
Net difference on small items <10% and £100	-208	
2019-20 total expenditure	45117	

The following table shows major changes in receipts between 2018-19 and 2019-20 with brief reasons for it.

Where income has fallen this was budgeted for except for footpath grant (which has now been received) Increases were over budget

Pontyclun Community Council Receipts variance 2018/9 and 2019/20							
			2018-9	2019-20			
VAT reclaims			5450	4379			
footpath grant			480	0			
Donations			3499	3411			
Other income			630	1311			
Grants received			15775	9930			
Fundraising events			280	290			
caterer rent			3120	3480			
café 50 hire			1591	2557			
			30825	25358			
Material reasons for differences							
Reduced VAT spending							
Other income - this year included contributions from Network Rail towards flowers at Railway station and Environment trust towards tree work totalling £780							
Grants - 2 grants totalling £6055 received in 2018-9 not replicated in 2019-20							
Caterer rent - Caterer has arrears from past years which he has started to repay							
café 50 Hire - additional hires this year							
Footpath grant normally paid in March delayed due to COVID 19 - received April 2020							

Current Bank A/c General

List of Payments made between 01/03/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/03/2020	HMRC	5531	1,037.74		Tax+NI Conts March'20
02/03/2020	British Telecom	DD	6.00		Dementia Officer Feb'20
02/03/2020	Rhondda Cynon Taf C.B.C.	DD	40.52		Trade Refuse March'20
02/03/2020	Rhondda Cynon Taf C.B.C.	DD	40.52		Trade Refuse March'20
02/03/2020	Screwfix Direct Ltd	DD	167.82		Community Maintenance
04/03/2020	Leekes Ltd	FPO	22.08		Community Maintenance
04/03/2020	Tesco	VISA	16.10		Claening Materials
06/03/2020	HM Land Registry	BCARD	3.00		Land Search - Miskin
06/03/2020	Udemy	BCARD	11.99		Sports First Aid Course
06/03/2020	Udemy	BCARD	35.97		Social Media+Health+Safety
06/03/2020	D G Weaver Ltd	BCARD	74.00		Community Van Repair
06/03/2020	Amazon	VISA	31.49		Digital Cordless Telephone
06/03/2020	Paypal Junzhi	VISA	32.92		x4 Gazebo Marquee Stands
09/03/2020	British Telecom	DD	128.89		Office Phone+Broadband Feb'20
11/03/2020	Julius Roszkowski	FPO	29.45		Mileage Expenses Jan to Mar'20
11/03/2020	Karen James	FPO	20.00		Eye Test 2019/20
16/03/2020	British Telecom	DD	4.81		Community Caretaker March'20
18/03/2020	Rhondda Cynon Taf C.B.C.	FPO	1,970.50		Grds Maintenance PPark 2019/20
18/03/2020	Arbcymru Ltd	FPO	4,100.00		Tree Maintenance
20/03/2020	Swalec	DD	8.95		04 March'20 to 02 March'20
23/03/2020	Sabrina Cartlidge	SO	188.57		March'20
23/03/2020	Nuala Wedge	SO	331.20		March'20
23/03/2020	Ray Blank	SO	980.37		March'20
23/03/2020	Darren Norfolk	SO	1,457.52		March'20
23/03/2020	Tara Davies	SO	741.23		March'20
23/03/2020	Karen James	SO	700.29		March'20
23/03/2020	Julius Roszkowski	SO	849.17		March'20
24/03/2020	Lizengo	DEB	32.99		Windows 10 Pro
25/03/2020	PAYPAL Funnyyes	VISA	10.97		Camera Webcam Clip+Microphone
27/03/2020	Lloyds Bank	BANK CHG	5.00		10 Jan'20 to 09 Feb'20
30/03/2020	Dark Green Media	SO	35.00		Website Host+Support
30/03/2020	Zoom Video Communications	VISA	14.39		Video Meetings
31/03/2020	RCTCBC	5532	1,638.22		Pension Conts+Deficit March'20
31/03/2020	British Telecom	DD	6.00		Dementia Officer March'20
Total Payments			14,773.67		

List of Payments made between 01/04/2020 and 30/04/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2020	Alpine Marquees	BP	438.00		Deposit For Xmas Festival 2020
01/04/2020	Rhondda Cynon Taf C.B.C.	DD	41.13		Trade Refuse April'20
01/04/2020	Rhondda Cynon Taf C.B.C.	DD	41.13		Trade Refuse April'20
01/04/2020	Screwfix Direct Ltd	DD	283.39		Community Maintenance
06/04/2020	British Telecom	DD	21.30		Office Phone Serv 1219 to 0320
06/04/2020	Royal Mail	BCARD	4.00		Postage Under Pyt
06/04/2020	D G Weaver Ltd	BCARD	132.10		Van Repair
06/04/2020	Tesco	BCARD	77.79		Fuel for Van
08/04/2020	Leekes Ltd	FPO	13.93		Community Maintenance
08/04/2020	Leekes Ltd	FPO	29.74		Community Maintenance
08/04/2020	Catertech Services Ltd	FPO	630.00		Supply+Install Water Boiler
14/04/2020	Cleanmate Ltd	FPO	41.94		Cafe 50 18/03 to 20/03
15/04/2020	Wales Ambulance Charity	FPO	100.00		Grant awarded @ 11 March'20
15/04/2020	BHIB Ltd	FPO	891.23		Council Insurance @ 01 April'20
15/04/2020	Rhondda Cynon Taf C.B.C.	DD	47.08		Public Conv Rates 2020/21
15/04/2020	Rhondda Cynon Taf C.B.C.	DD	50.30		Workshop Rates 2020/21
16/04/2020	British Telecom	DD	6.00		Community Caretaker April'20
16/04/2020	After 50 Afternoon Club	FPO	100.00		Grant awarded @ 11 March'20
20/04/2020	Swalec	DD	9.28		03 March'20 to 01 April'20
21/04/2020	K James	SO	703.32		April'20
21/04/2020	D Norfolk	SO	1,466.28		April'20
21/04/2020	R Blank	SO	1,085.97		April'20
21/04/2020	Ray Blank	SO	-1,085.97		April'20
21/04/2020	Ray Blank	SO	1,095.97		April'20
21/04/2020	N wedge	SO	749.99		April'20
21/04/2020	N Wedge	SO	-749.99		April'20
21/04/2020	N Wedge	SO	342.46		April'20
21/04/2020	Tara Davies	SO	749.99		April'20
21/04/2020	J Roszkowski	SO	857.93		April'20
21/04/2020	AJG IBL GBP Client	FPO	494.46		Van Insurance 05/20 to 04/21
21/04/2020	Vision ICT Ltd	FPO	259.20		E-mail Host 05/20 to 04/21
27/04/2020	Rhondda Cynon Taf C.B.C.	DD	164.50		Car Park Rates April'20
27/04/2020	HMRC	FPO	897.11		Tax+NI Conts April'20
28/04/2020	Dark Green Media	SO	35.00		Website Hosting+Support Apr'20
28/04/2020	Rhondda Cynon Taf C.B.C.	FPO	1,454.09		Er+EE Pension Conts April'20
28/04/2020	Lloyds Bank	PAY	5.00		10 February'20 to 09 March'20
29/04/2020	British Telecom	DD	18.00		Spare Mobile April'20
29/04/2020	Zoom	DEB	14.39		Video Meetings
Total Payments			11,516.04		

Cyngor Cymuned PONTYCLUN Community Council

Council services in Covid 19 constraints

With the Government guidelines relating to travel and social distancing we have (in common with all Community Councils in RCT) taken steps to protect our staff and residents from potential infection. We are closely looking at and following RCT CBC practice and UK/Welsh government advice.

The current position is as follows

Café 50

- Café 50 is closed. All RCT CBC day centres are too
- The Cleaner has started coming occasionally to deep clean the equipment eg Dining chairs/tables in preparation for reopening

Public Toilet

- Toilet in common with all RCT CBC toilets is closed

Parks

- Following government instruction the Playground at Pontyclun Park is closed.
- The park remains open as is Ivor Woods

Office

- The Council Office is closed to visitors
- Staff are checking premises once or twice a week to cover post and other essential actions
- Staff have full access from home to all electronic facilities including all systems.
- Staff have been developing new website which will go live on 20th May

Grass cutting/Weeds spraying

- We are not cutting any grass at this time.
- Caretakers are monitoring length and expect our mowers will still be able to cope if this continues for another month. Will advise further in June
- We have also not done any weed spraying yet – eg hard paths, round café 50
 - A resident has asked us to spray the fenceline between Pontyclun Park and their house in Maesyfelin crescent.
 - There are no major overgrowth issues here (photographs attached below) and it is not clear how spraying this area would assist them and might cause issues for their hedge
 - RCT have sprayed the fenceline up to this property (to help them as they mow both sides of the fence to there)
 - **Do members wish to spray this area (if so as a one off or regularly)?**

Litter and Bins

- Our staff are emptying both our and RCT's bins
- All bins – dog and litter are being emptied at least weekly, some more often

- Waste is being held in the Heol yr Orsaf Car park where RCT CBC staff are picking it up from (an area is cordoned off for this)

Other Outside work

- At this time there are no essential tasks that require 2 men to work together, though this will change shortly depending on what we wish to do with the flowers.
- The flowers for our floral arrangements are ready for collection and the Caretakers have started preparing the beds in readiness.
- Work will be done early morning and individually and will take the rest of this week and next
- Caretakers are looking at ways that the baskets can be put up and railway planters done without having to work closely together but this may be impossible
- **Members to confirm what they wish to do with the floral arrangements.**
- Footpaths remain open and where work is needed to cut back overgrowth this can be done.
 - We should note that a number of landowners have tried to restrict access to paths. Where this has been reported to us/identified we have advised RCT CBC Footpaths team so they can take action



Cyngor Cymuned PONTYCLUN Community Council

Ivor Woods bench

Members may recall we discussed the benches in Ivor Woods about 2 years ago and at that time we agreed to leave the benches as they are.

A resident of the Hollies has asked us to remove one bench which is attracting anti-social behaviour

The bench in question is in a quiet out of the way location. After you cross the metal bridge into the woods turn immediately right and it is set back about 30 meters.

This bench has sunk into the soil and is now less than a foot off the ground.



The residents say it is attracting youths who are disturbing the residents with noise and they also say that it is attracting drug users.

Because of its position and condition removing the bench would not inconvenience most of the Woods users. It should be noted that the path to the bench is reasonably well used though so people are going there.

As the bench is set into a concrete plinth we could not resite; it would be permanently removed.

No work would start until the COVID restrictions are lifted.

Action – Members to consider what they wish to do with this bench

Cyngor Cymuned PONTYCLUN Community Council

Post COVID festival for Pontyclun

We have been approached by local businesses with a view to allowing a festival to be held in our Car Park after the COVID 19 restrictions have been lifted

The project is being led by the owners of the Pipeworks bar

Initial thinking is for it to run for 2 nights – night one to celebrate life getting back to some normality and the second night to commemorate the NHS and other key workers

Date has not been set yet as it will depend on when and in what manner restrictions are lifted, however we are asked for permission now so that planning can commence.

Action – Members to consider if they wish to agree to the use of the Car park for a festival.