Cyngor Cymuned PONTYCLUN Community Council

Resident requests

Metal Detecting in Ivor Woods

Darren Allen has requested permission to undertake some metal detecting in Ivor Woods (and any other land we have)

He is a member of the national council for metal detectorists and fully insured.

“I'm very professional and respectful and would take great care not to damage any flora or fauna whilst retrieving any targets that could be found, any significant finds would be reported to my local finds liaison officer but obviously would remain your property and may reveal more about the history of the wood. I would also remove any rubbish dug and remove any litter I may find along my way”

Metal detecting is rather a niche hobby with a relatively small number of participants so he don't think we would get many, if any other requests. Should anybody ask the owners of land he uses now they usually inform people enquiring that they already have a detectorist using site and allow no more.

He tends to go early or late afternoon so not at peak times. If any people express and interest they are always referred to the landowners for permission.

The main issues that could arise for us are

1. Damage he may cause, however inadvertently
2. Other people may see him and also ask for permission
3. Other people may see him and just start searching themselves without permission causing damage and nuisance

Action – Members to consider his request

Land as Miskin

Members will recall we own a piece of land behind Miskin Church which the Church asked for access over to do some work at the back.

We were also asked by the adjoining landowners for permission for them to manage it as a wildlife garden.

Councillor Mike Davies is arranging to get both these matters agreed, though COVID is causing delay here.

Meanwhile the land is overgrown and the neighbours are asking if we could clear the growth.

This is not something that we normally do. The Caretakers advise that a number of years ago they did cut growth back but were told not to do so as this was not a public right of way (it is a piece of

land between 2 sections of private land) Cutting back might encourage people to use the land as a pass through.

When the Church starts doing the work they want to do they will have to cut back the growth to allow access anyway.

Action – do Councillors wish to add this land to our maintenance schedule for 2020-21

Having the Office as a hub for loaning out of litter pickers

Sarah Jenkins of the Environment Trust asked if we would be willing to act as a hub for loaning our litter pickers for members of the Community who wanted to do some picking.

Keep Wales Tidy are looking for a hub in our area and Sarah will as the library as 1st preference but wants to know if they cannot support this would we be able to. Pickers would be provided and we would just need to maintain records of who has them on loan and manage the loan process.

Action – do Councillors agree to us supporting community loans of litter pickers

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

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

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

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

Draft Minutes

Draft minutes of the Monthly **Meeting** of the Pontyclun Community Council held at 7.00 p.m. on **Wednesday 10th June 2020.**

PCC Member attendance at meetings

	2019						2020					
Member name	**May**	**Jun**	**Jul**	**Sep**	**Oct**	**Nov**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**
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. **None received, Councillor Kate Jones absent**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
    a. **No new disclosures declared**
3. Public presentations to the Council
    a. **None received**
4. To Confirm minutes of the Council Annual and Monthly meetings of 13th May 2020 are a true record of the meetings
    a. **Minutes agreed as a true record – noted that Councillor Mike Davies gave apologies**
    b. **Matters arising – Clerk to table agenda item for next meeting to discuss locations of future meetings**

5. Grant requests
    a. **Council approved a grant of £200 for Pontyclun FC**
6. Request to donate Picnic Tables for Community use
    a. **Council considered this request and decided to apply to RCT CBC for permission to place picnic tables in front of Café 50**
    b. **Clerk to revert with options at next meeting**
7. To approve annual return for 2019-20
    a. **Return approved**
    b. **Clerk to circulate draft response on the Auditor's comments regarding the award of a grant to enhance community use of the church in Groes Faen to Internal Auditors for final comments by members before sending**
    c. **As current auditors have been in place for 4 years, Council agreed that Clerk should start tender process for Internal auditors covering the next few years, subject to final Council agreement. Action MM708**
8. Update from COVID 19 support groups in Pontyclun area
    a. **There are about 100 volunteers locally supporting the community.**
    b. **Community Councillors are supporting and coordinating groups.**
    c. **It was noted that whilst the number of requests for support in Groes Faen were limited in number, residents had expressed satisfaction that help was available if needed.**
9. To receive update on current Council services during Covid 19 lockdown period
    a. **Members noted current services and that favourable comments had been received regarding our bins when compared with other areas**
    b. **Members agreed that our Maintenance team should continue to service RCT bins however can be flexible where RCT can service the bins and where bins do not need weekly emptying**
    c. **Clerk to arrange for a full list of maintenance team activities and timings so an informed discussion on priorities can be undertaken Action MM709**
    d. **Council agreed that we would work with landowner and RCT footpaths officers to facilitate regularising a path near Mwyndy as a public right of way. This path has been widely used for many years and was believed to be a footpath. Councillor Carole Willis will liaise with landowner who is supportive.**
10. To receive report on planning to reopen services as COVID restrictions ease
    a. **Councillors approved the plan to reopen the Council Office with the aim of opening in early September providing guidelines allow**
    b. **Summer Office closure will start on 27th July for a month**
    c. **Purchases were approved for a laptop (up to £250); SIM only phone contract; purchasing hand sanitiser facilities to facilitate use by users on reopening**
11. Report on planning to reopen Café 50
    a. **Councillors noted the various draft proposals**
    b. **Social and Cultural working group to meet with Officers and present a further developed proposal at next meeting Action MM710**
12. Council payments and budget update
    a. **Councillors noted potential budget changes**
    b. **Councillor Margaret Griffiths advised that Community Shop had confirmed that no grant would be made for Café 50 this year**
13. Town status for Pontyclun
    a. **Council agreed to progress Place Plan with online consultation to be arranged with residents via facebook and our website**
    b. **Future steps will depend on results of consultation**
    c. **Councillor Paul Griffiths will arrange an Administration working group meeting to discuss next steps**
14. Safer Routes in the Community scheme
    a. **Council decided to resubmit application for Miskin**
    b. **Councillors Alison Theaker and Mike Davies to coordinate response and arrange for submission**

This is a true copy of the Minutes of the June meeting of Pontyclun Community Council. The original signed copy can be viewed at the Council's Offices

Cyngor Cymuned PONTYCLUN Community Council

Council payments summary

1. List of Payments made in May and June is attached for confirmation and noting

Action –

- **Council to note & confirm payments made in May and June**

Council use of Microsoft 365 and Zoom

The Council staff use Microsoft 365 family version on their PCs/Laptops

This allows access to all current Microsoft Office apps and also a shared drive where documents re stored and backed up to. This gives us a measure of contingency planning

This costs about £80 per year

The Council also uses Zoom for meetings and this costs £11.99 per month

If we upgraded our Microsoft 365 to Business Premium this would give us all the facilities that we currently have including Microsoft teams at a cost of £9.40 per month plus some additional functionality such as “Forms” and the ability to create some apps.

Teams has a virtual meeting capability similar to Zoom. The only real difference at this time is that Teams has a maximum of 9 users on screen at a time, though this will increase to 49 in “the fall” to allow schools to make full use of Teams.

Moving to Teams would save us about £100 a year in IT costs after our subscription changes in September.

Action – Members to consider switching to Microsoft 365 Business and stopping using Zoom.

Note - Zoom would still be used for Sept Council meeting.

Budget 2021-22

The Council should be made aware of these two new expenditures which will need to be accounted for from next year

- RCT CBC have advised us that with effect from next financial year they will be starting to bill us the Service charge which is allowed for in our lease. This will increase our costs going forward and they will be advising us in advance what they estimate these will be.
- The Environment Trust have verbally advised that the fence between the Riverside land and Millfield is reaching the end of it’s maintainable life and will need to be replaced soon. They will obtain some indicative costs and then contact us regarding replacing the fence.

Date: 01/06/2020 **Pontyclun Community Council** **Page 1**

Time: 12:34 **Current Bank A/c General**

List of Payments made between 01/05/2020 and 31/05/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/05/2020	Rhondda Cynon Taf C.B.C.	DD	41.17		Trade Refuse @May'20
01/05/2020	Rhondda Cynon Taf C.B.C.	DD	41.17		Trade Refuse May'20
01/05/2020	Screwfix Direct Ltd	DD	49.05		Community Maintenance
05/05/2020	P K Safety	FPO	197.29		Health+Safety/PPE Caretakers
05/05/2020	PEAC UK LTD	DD	226.82		Rental @01/05/20 to 31/07/20
05/05/2020	SLCC Enterprises Ltd	BCARD	36.00		Microsoft Overview of Key Serv
05/05/2020	Kenable Ltd	BCARD	12.73		Cable
05/05/2020	Intermedical UK	BCARD	93.18		X6 Hand Sanitizing Gels
05/05/2020	Mammoth Retail Group Ltd	BCARD	114.24		Gloves+Trousers
07/05/2020	British Telecom	DD	59.99		Phone+Broadband April'20
11/05/2020	ICO	DD	35.00		Data Protection @11 May'20
14/05/2020	One Voice Wales	BP	1,106.00		Annual Subscription 2020/21
14/05/2020	British Telecom	DD	6.00		Community Caretaker May'20
14/05/2020	Auditing Solutions Ltd	FPO	270.00		Internal Audit 2019/20
15/05/2020	Rhondda Cynon Taf C.B.C.	DD	52.00		Workshop Rates
18/05/2020	Rhondda Cynon Taf C.B.C.	DD	1,454.09		Er+EE Conts May'20
18/05/2020	Rhondda Cynon Taf C.B.C.	FPO	1,454.09		Er+EE Conts May'20
18/05/2020	Rhondda Cynon Taf C.B.C.	DD	-1,454.09		Er+EE Conts May'20
[redacted]					
21/05/2020	HMRC	BP	897.51		Tax+NI Conts May'20
21/05/2020	Swalec	DD	9.28		Winsdor Field April'20
21/05/2020	Amazon Marketplace	VISA	55.88		x50 Disposable Face Masks
21/05/2020	Amazon Marketplace	VISA	-55.88		x50 Disposable Face Masks
21/05/2020	Amazon Marketplace	VISA	55.88		x50 Disposable Face Masks
26/05/2020	Rhondda Cynon Taf C.B.C.	DD	166.00		Car Park Rates May'20
26/05/2020	P K Safety	FPO	64.80		Disposable Gloves+Hand Gel
28/05/2020	Dark Green Media	SO	35.00		Website Hosting+Support May'20
28/05/2020	Zoom	VISA	14.39		Video Meetings
29/05/2020	British Telecom	DD	0.24		Spare Mobile Phone May'20
29/05/2020	Toshiba Tec UK Imaging Systems	DD	52.05		Useage @08 Jan'20 to 03 Apr'20

Total Payments 10,305.49

Date: 01/06/2020 **Pontyclun Community Council** **Page 1**

Time: 12:34 **Current Bank A/c General**

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05/05/2020	P K Safety	FPO	197.29		Health+Safety/PPE Caretakers
05/05/2020	PEAC UK LTD	DD	226.82		Rental @01/05/20 to 31/07/20
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05/05/2020	Kenable Ltd	BCARD	12.73		Cable
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11/05/2020	ICO	DD	35.00		Data Protection @11 May'20
14/05/2020	One Voice Wales	BP	1,106.00		Annual Subscription 2020/21
14/05/2020	British Telecom	DD	6.00		Community Caretaker May'20
14/05/2020	Auditing Solutions Ltd	FPO	270.00		Internal Audit 2019/20
15/05/2020	Rhondda Cynon Taf C.B.C.	DD	52.00		Workshop Rates
18/05/2020	Rhondda Cynon Taf C.B.C.	DD	1,454.09		Er+EE Conts May'20
18/05/2020	Rhondda Cynon Taf C.B.C.	FPO	1,454.09		Er+EE Conts May'20
18/05/2020	Rhondda Cynon Taf C.B.C.	DD	-1,454.09		Er+EE Conts May'20
[redacted]					
21/05/2020	HMRC	BP	897.51		Tax+NI Conts May'20
21/05/2020	Swalec	DD	9.28		Winsdor Field April'20
21/05/2020	Amazon Marketplace	VISA	55.88		x50 Disposable Face Masks
21/05/2020	Amazon Marketplace	VISA	-55.88		x50 Disposable Face Masks
21/05/2020	Amazon Marketplace	VISA	55.88		x50 Disposable Face Masks
26/05/2020	Rhondda Cynon Taf C.B.C.	DD	166.00		Car Park Rates May'20
26/05/2020	P K Safety	FPO	64.80		Disposable Gloves+Hand Gel
28/05/2020	Dark Green Media	SO	35.00		Website Hosting+Support May'20
28/05/2020	Zoom	VISA	14.39		Video Meetings
29/05/2020	British Telecom	DD	0.24		Spare Mobile Phone May'20
29/05/2020	Toshiba Tec UK Imaging Systems	DD	52.05		Useage @08 Jan'20 to 03 Apr'20
	Total Payments		10,305.49		

Current Bank A/c General

List of Payments made between 01/06/2020 and 30/06/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2020	Helloprint	VISA	23.44		Signs
01/06/2020	Rhondda Cynon Taf C.B.C.	DD	41.17		Refuse June'20
01/06/2020	Rhondda Cynon Taf C.B.C.	DD	41.17		Refuse June'20
01/06/2020	Lloyds Bank	PAY	5.00		10 March'20 to 09 April'20
04/06/2020	Tesco	BCARD	62.70		Fuel for Community Van
04/06/2020	HM Land Registry	BCARD	3.00		Land Search
08/06/2020	British Telecom	DD	59.99		Office Phone+Broadband 05/20
08/06/2020	Leekes Ltd	FPO	11.88		Community Maintenance
10/06/2020	Amazon	VISA	4.77		Cotton Buds
12/06/2020	Boverton Nurseries Ltd	FPO	1,696.80		Summer Plants 2020
12/06/2020	Pontyclun Football Club	FPO	200.00		Grant awarded Mtg @10 June'20
12/06/2020	Amazon	VISA	17.74		Cable Tidy
12/06/2020	Amazon	VISA	7.99		Hose Pipe Parts
15/06/2020	Amazon	VISA	22.82		Hose Pipe Parts
15/06/2020	Helloprint	VISA	27.58		x3 Signs
15/06/2020	Amazon	VISA	23.46		Hose
15/06/2020	Rhondda Cynon Taf C.B.C.	DD	52.00		Workshop Rates 2020/21
16/06/2020	British Telecom	DD	6.00		Community Caretaker May'20
16/06/2020	Swalec	DD	9.60		Ftpath @02 May'20 to 01 June'2
19/06/2020	Amazon Mktplave	VISA	24.72		x3 Swing Bins
22/06/2020	HMRC	BP	897.71		Tax+NI Conts June'20
24/06/2020	P K Safety	FPO	304.57		Bridge Repair
24/06/2020	RCTCBC	FPO	1,454.09		Er+EE Pension Conts June'20
24/06/2020	P K Safety	FPO	-304.57		Bridge Reapir
24/06/2020	P K Safety	FPO	304.57		PPE/Caretakers Clothes
25/06/2020	RCTCBC	DD	166.00		Car Park Rates
26/06/2020	Country Timbers	FPO	14.90		Bridge Repair
26/06/2020	PayPAL - bagains4world	VISA	24.60		x4 Long Reach Grabbers
29/06/2020	Zoom	VISA	14.39		Video Meetings
29/06/2020	Dark Green Media	SO	35.00		Website Hosting+Support Jun'20
29/06/2020	Lloyds Bank	PAY	5.00		10 April'20 to 09 May'20
		Total Payments	5,258.09		

Cyngor Cymuned PONTYCLUN Community Council

Picnic Benches for Café 50

Members requested we ask RCT CBC for permission to site 4 picnic benches infront of Café 50.

Permission has been received subject to the following

1. The Licence is to be for a term of 12 mths at a peppercorn rent (Our new lease when issued will include this land and supersede the licence)
2. The Community Council to pay the Council's legal fees in connection with the licence
3. The Community Council are responsible for the maintenance of the area of land identified (we already maintain this anyway)
4. The Community Council shall have in place Public Liability to the minimum cover of £7.5million pounds (We have £10m in place)
5. The land is used for the general benefit of the Café 50
6. The use of the land shall not cause a nuisance or annoyance to any member of the public or local resident.
7. The land can be used to site picnic tables for use by users of Café 50 provided the tables are sited in accordance with Welsh Government COVID 19 guidelines (there is space for at least 2m between benches)
8. All picnic tables used shall be in line with the specification of tables used by the Council
    a. Glenside picnic table from Streetmaster – at least one wheelchair friendly version.
    b. Here's the link- http://www.streetmaster.co.uk/glenside-picnic-unit.php
9. Picnic tables are installed on a concrete base on the grassed area. (We have queried this requirement as supplier can provide recommended fixings for a grassed area. RCT would alter to "….to be installed with recommended fixings for type of surface installed on. Surface would need to be returned to present condition when benches removed or building returned to RCT CBC")
10. The Licence is subject to Council approval

The Clerk has contacted Streetmaster who advise the total cost of the benches would be £2813 plus VAT and fixings. Fixings cost from £12 to £46 a set depending on surface used.

They make to order with current lead times being 6-8 weeks so delivery in mid/late September

Action – Members to decide if they wish to progress with Picnic benches

Street Furniture for Pontyclun

Members wished to look at putting some benches into the shopping area of Pontyclun. Officers have identified some suitable sites for benches in the main shopping street and are now engaging with retailers and landlords for permission.

So far we have been unable to obtain permission to site any benches with a number of businesses declining due to fears about the benches attracting groups of youths outside their premises. Requests with 4 businesses are still awaited

We will continue and should we be successful the Council will need to decide what sort of benches they wish to fit

4 examples are below. If we wanted to secure the benches to the ground there would be extra cost for fixings (up to £40) and also additional time to prepare surface to be level, however if we were prepared to risk having benches stolen then these can all be purchased relatively quickly

Bench options 1&2

1.7m plastic £280

5ft plastic no arms £210

Bench options 3&4

5ft Teak bench £275

5ft Teak £300

Cyngor Cymuned PONTYCLUN Community Council

Council services in Covid 19 constraint period

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 relevant government advice.

The current position is described below and members will need to decide on

1. Allowing Yoga teacher to film/screen class from Café 50
2. Replacing tape at playground daily to "enforce" closure
3. Reopening of playground once regulations allow
4. Removing "Fairy deposits"
5. Review Caretaker projects to prioritise actions

Café 50

- Café 50 is closed. All RCT CBC day centres are too
- The Cleaner has been cleaning, so Café 50 and lobby have had a full deep clean and we have started cleaning the Kitchen too
- We have been asked by the organiser of our Yoga group could she use Café 50 to video Yoga sessions which would then be streamed on the internet. At most this would be 2 people in the same household and Clerk sees no reason why this should not be allowed
- **Action members to consider request for Yoga steaming at Cafe50**

Public Toilet

- Toilet in common with most public toilets is closed. See separate agenda item on reopening plans

Parks

- Following government instruction the Playground at Pontyclun Park is closed.
- Members should be aware that our tape which is used to show Park/Muga is closed is being ripped down daily and we have even had the metal poles which are used to hold the tape up stolen. It is now taking significant time and money to maintain the tape line.
- **Are members willing to keep replacing tape or can we just rely on the notices that are up. It would save the Caretakers about 1-1.5 hours a week and 20 a month in tape**
- In England Playgrounds can reopen subject to guidelines and it is likely that in Wales we will be able to do so too between this meeting and September. Councillors should decide how they wish to reopen the Playground – either delegating authority to Officers or deferring to September meeting.
- At time of preparing this paper, there are no published Government guidelines for Wales, however, looking at English guidelines and assuming ours are similar the following would apply –
    - Provide sanitiser where practicable– there is one supplier in Wales who makes large vandal proof automated dispensers – cost £495 each
    - Remove equipment where possible to better allow for Social distancing (eg remove a swing, remove the small see saw)

  - Restrict max usage of equipment – we would probably need to say 1 or 2 max per piece of equipment unless in same household
  - Restrict family members accompanying children to 1 in the playground area
  - Have signage up reminding of safety actions – the following is suggested
    - Maintain social distancing
    - Remind people of how to cough/sneeze safely
    - No food/drink on play equipment
    - Sanitise/clean hands before using equipment and after
    - Suggest to parents they may wish to clean equipment before letting child use it
    - Not to put mouths onto equipment
    - Any restrictions on equipment usage we have
    - We would probably need to have at least 3 large signs – one at each entrance and one attached to MUGA near the playground
  - The guidelines also say - "Owners and operators are advised to manage any potential risk, cleaning high traffic touch points frequently. This could include cleaning regimes for- "
    - Slides
    - Climbing frames
    - Seating areas
    - Bins
    - We estimate this would take between 1-2 hours a time to clean and would need to be done at least daily from Easter holidays to end of October, including weekends. Our current resources would not allow for this. Assuming 1.5 hours a day for the 90 days from Aug-Oct this would cost about £1700 for the rest of this year's season
    - The contract cleaners we use for holiday cover can do this and would be agreeable for the contract to have some flexibility so we do not pay full price on days that are washed out with rain
    - We could argue that Nov-March there are no "high traffic touchpoints" due to low overall usage so no cleaning required
- **Action Members to decide on reopening playground –** subject to guidelines allowing it.
- The park remains open as is Ivor Woods – and both are actively used
  - We are seeing a number of "Fairy activity" in the woods and across the Community
  - This includes painted stones, grottos, signs etc
  - Much of this is not eco friendly – plastic, glitter, toys etc have all been left. There have even been signs hammered or screwed into trees at 6-8ft high
  - Long term these should not remain.
  - **Action** - **Do Councillors wish us to remove these as we find them or wait until September and remove all in one go**

<u>Office</u>

- The Council Office is closed to visitors. Council agreed to reopen the offices in early September and this will happen on Monday 7th September.
- Processes and safety procedures will be in place for this to be as safe as we can.

- Members should note that we share communal facilities with the Community Centre. Whilst the centre is closed we are happy that these areas are safe as they continue to be cleaned daily. No details have been seen on post re-opening plans.
- 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

Litter and Bins

- We continue to empty some RCT bins in addition to ours. RCT have more resources and this is now down to about 3-4 hours a week and likely to stop shortly
- 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 we have systems in place to minimise risks should they have to do so
- Reduction in RCT bin emptying means that Caretakers are now pretty much back to normal and are proactively dealing with paths
- Members may recall that we discussed some paths by Mwyndy including one which has been overgrown for years. RCT CBC rangers have been out to look at the path to see how much work is required to re-open it. They identified
    - It would take a few days for a team to clear the path
    - There is work which would require a tree surgeon
    - At least one new stile needs building
    - There are badger setts close to the path route
    - There is a swathe of knotweed across the route of the path – this cannot be treated until the autumn and then can take up to 3 years to eradicate

Caretaker activities

Current Caretaker activities are (times are typical for a normal week)
This list is for their regular work which is done weekly

Watering and maintenance of floral displays	11-15 hrs (inc travel)
RCT Bin emptying	3-4 hrs (inc travel)
Mow, edge & maintain Hollies land	2.5-3 hrs
Pontyclun park Bins, litter, Weekly inspection	2-2.5 hrs
Pontyclun Community Council Bin emptying	2-2.5 hrs
Café 50 and Car Park area Litter picking, bins	1.5 - 2 hrs
Maintain War memorial	1.5-2 hrs
Café 50/Community Centre mowing & maintenance	1.5-2 hrs
Van & Equipment checks	1.5-2hrs
Repair Playground closed barriers	1-1.5 hrs
Café 50 security checks, defib, water flush out	1hr
Noticeboards	1hr

The above exclude travel time unless shown which is extra

Once these tasks are completed the balance of time is spent on
Footpaths – 20-25 hours a week
"Urgent maintenance actions" – 5-10 hours a week eg broken stile; tree fallen – this will depend on what is reported
And working on the projects below

Current Caretaker projects

Following projects are in plan for completion when time allows after the above is completed.

<u>Priority projects</u>

Work at Café 50 building preparation for reopening
Work in park preparation for reopening playground (if allowed and agreed)

<u>Larger projects</u>

Remove planter by Windsor
Remove fencing in river by Otters brook
Prepare and paint railings at War Memorial in Pontyclun
Build compost heap at Community garden (so we can compost old floral arrangements rather than send to landfill – supports community garden too)
Add gate to Park between MUGA and new hedge (waiting till hedge grows a bit)
Remove sunken bench in Ivor Woods (2 man job)

<u>Small projects</u>

Ivor Wood sign at Football pitch (awaiting delivery shortly)
Water Butt at Café 50
Small wooden planters at Café 50 entrance

Cyngor Cymuned PONTYCLUN Community Council

Public Toilet in Pontyclun

The Welsh government issued guidelines for operators of Public Toilets on 2nd July

Based on these guidelines, subject to decision on two points the Council could reopen its public toilets 9am to 5pm Monday to Friday within a short timescale

The two items for agreement are described below

For the short term, our cleaner has agreed to come in twice a day to clean the toilet. This would only be Monday to Friday.

The cleaning/sanitation regime is outlined below

Action – Members to review public toilet provision in Pontyclun

Café 50 /Public toilet cleaning regime

To help maintain staff and public health the Council will need to implement a more stringent cleaning regime going forwards.

This will include actions by staff and users with additional facilities in place to support this.

The procedures below will meet the Welsh Government guidelines, subject to the Council deciding on these two matters

- Where possible, providing disposable hand towels as an alternative to hand dryers in handwashing facilities.
    - We currently have electric dryers in both our toilets
    - Would Council wish to replace electric dryers with paper towels?
    - Would Council wish to have paper towels and electric dryer?
        - Please note that in the inside toilet there may not be space for Paper towels and the Electric dryer
        - In addition to dryer/paper towels the toilet will already have
            - Toilet roll dispenser
            - Toilet seat cover dispenser
            - Wipes (in a dispenser)
            - Soap dispenser
            - 2 signs re actions to take
            - Disables hand holds
- Where appropriate, sufficient and accessible provision of automated hand sanitising dispensers.
    - We can fit pump action dispensers which would be removed outside opening hours to reduce risk of vandalism
    - Foot operated dispenser would cause partial blockage to entrance paths so not appropriate

- We would install automated dispensers. Cost from about £20-50 each. It may also be that these can be removed outside opening hours 9depends on fixings)
  - Please note all the ones that I have looked at so far say that they should not be placed in sunlight as that damages the sensor. The wall where the sanitiser would be attached is south facing.
- We could install a vandal proof automated dispenser. Lowest cost one found so far is £495

Action – members to decide on appropriate action they wish to take

Public Toilets – inside and outside

Each toilet will be fitted with the following facilities

1. Sanitiser outside toilet
2. Disinfectant Wipes
3. Disposable toilet seat covers
4. A bin into which all used wipes, etc to be placed
5. Lever action taps

The hygiene regime will be as follows

- All users to sanitise hands before entering
- Users encouraged to wipe down surfaces before using the toilet (for their safety)
- Users may use a disposable toilet seat cover if they wish (for their safety)
- Users to wash hands after use
- Users to wipe down all surfaces they have touched after use.
- All used wipes etc to be placed in the bin or removed from the toilet by user.
- Toilets to be formally cleaned by twice a day at approx. 11.30 and 5pm
  - Including restocking consumables
  - Empty bin at least daily
  - Council to monitor usage so number of cleans remains appropriate for usage going forward.
- Notices to be put up so users are advised of the regime

The cleaning regime for after Cafe50 opens is detailed below

Café 50

In addition to the facilities supporting the hygiene of the toilets the following will apply for the rest of Café 50 and lobby area

1. Sanitiser outside main Cafe50 door
2. Sanitiser inside Cafe50 between Kitchen serving hatch and tea/coffee serving area
3. Disinfectant wipes available for users/groups to wipe down surfaces
4. An additional bin for used wipes, tissues etc

The hygiene regime will be as follows

- All users to sanitise before entering
- Groups/users can wipe down surfaces before using (to protect themselves)

- Groups to support hygiene regime by wiping down surfaces at the end of their group (to protect other groups)
- Users to place used wipes, tissues etc into the bin or remove from premises
- Staff to arrange a clean of key surfaces at the following times
    - Times
        - Before first group attends
        - Before lunch at about 11.30
        - After lunch, before afternoon group – some of this can be done during lunch period
    - Key surfaces include
        - Door handles & push plates
        - Chair arms
        - Table tops & edges
        - Worksurface by kettle
        - Coat rack
        - Whiteboard & Remote controls if used by previous groups
        - Window handles and blind “string”
- There is a full clean of Café 50 between 3.30 and 5.30 Monday to Fridays to include the following deep cleans
    - All crockery and cutlery in Café 50 – weekly
    - Inside “kitchen” units – weekly
    - Steam clean all furniture on rotation over a month

Making it happen

To facilitate these regimes, the following changes in practice will need to be brought in.

1. Group start and finish times to be respected
    a. Existing groups can in the main continue as now with possible minor time changes however new midweek groups to fit into fixed time slots as they become available

Option 1			Option 2	
Groups/Users	Cleaning		Groups/users	Cleaning
	Key surfaces			Full clean Cafe50
9.30-11.30				
	Key surfaces Toilets			Key surfaces
11.30-1.30 Lunch service	Key surfaces after lunch users leave			Toilets Key surfaces after lunch users leave
1.30-3.30				
	Full Cafe50 cleaning & Toilets			Toilets Key surfaces
5.30-6.30				
7pm onwards				

2. Depending on options office staff may need to be in before the first group starts to clean key surfaces and stay till at least 1.30 daily.
3. Our existing cleaner will need to undertake additional cleaning in Cafe50 as part of normal routine plus clean Office daily
4. Additional cleaning resource will be needed to facilitate extra cleaning of toilets plus additional inside work.

What happens when the Office is closed?

- Christmas – typically closed for a week - Café 50/Toilets also closed so not an issue
- Easter – typically closed for 1 or 2 days
    - Toilets get 2 cleans a day as normal
    - Café 50 – as Café 50 will be quieter than normal just do one key surface clean at the same time as the mid-day toilet clean
- Summer – typically staff not onsite for around 3 weeks or so
    - Toilets get 2 cleans as normal
    - Café 50 – as Café 50 will be quieter than normal just do one key surface clean at the same time as the mid-day toilet clean

Staffing resources

The existing staffing resources will not be able to implement this cleaning regime on a long term basis.

Prior to Cafe50 opening to the public we can open the Public Toilets and our resources would service their cleaning twice a day.

Nuala has said she would be able to clean twice during the day at this time – This would be accommodated within her normal 2 hours a day.

Once Café 50 opens we will need additional resources

We estimate that cleaning the 2 toilets will take about 30 minutes and realistically we are unlikely to find anyone willing to do 2 half -hour slots and probably 2 one hour's slots are the minimum

The Community Centre is currently cleaned once a day Monday to Friday, with a light clean on Sunday. It is likely that this will mean they will also need to engage additional cleaning resources. This opens the opportunity for us to share a cleaner, though to be able to do so may require some changes in routines and times.

2 Scenarios arise

<u>Share cleaner with Community Centre 1 hour in each</u>

Cleaner engaged to do 2 one hour slots each day spread across Public Toilets, Café 50 and Community Centre

We pay for 1-hour Mon-Sat, and Community Centre pays for 1 hour. This cleaner does the Public Toilets and Café 50 toilets twice a day.

Cost (using Commercial cleaners) £12.50 per hour so assuming we wish to reopen on Saturdays this will be £75 a week.

- One benefit is that public toilet would now be open 9am to 5pm on Saturdays (previously 9am to 1pm)

Using an employee would be a bit cheaper – about £2 per hour depending on if they join pension scheme but we would need to arrange cover for Holidays and sickness plus pay for materials used.

In this scenario our Office staff would need to do the key surface cleans 3 times a day. This would affect their workload and require some additional payment

Estimate this as 30 minutes a day so about £8-9 a day

The total annual cost for this scenario is about £5750 (Commercial cleaners) and £5050 (in house cleaner – plus possible £480 for Pension contributions)

<u>Employ additional cleaner just for us</u>

If we employed additional resource for 2 hours a day and moved our afternoon cleaning to the morning, then the Cleaning staff could do -

7-9am – Café 50 and Office cleaning done

11.30-12.30 – toilets cleaned and key surfaces

4.30 – 5.30 – Toilets and key surfaces cleaned.

This would mean that the Office staff would only need to arrange the post lunch key surface clean and additional workload would be small – perhaps 10 minutes a day costing £3

Total annual cost of this would be about £6850 (plus pension costs of £900 if cleaner joins Pension scheme)

Using an external cleaner cost would be £8250

Note in all above total costs calculations the cost of annual holidays has been included

Recommendation

Our recommendation is that for an initial period of about 3 months Option 2 above is used with an outside cleaning service providing the additional cleaning. Thereafter, subject to review, use additional in house cleaner.

This will be from opening of Cafe50 through to weekend before Christmas or end January

The reasons for this are

1. Guidelines are currently fluid and may alter and having external cleaners gives us maximum flexibility to change
2. This reduces the workload on Office staff the busiest time, freeing them to focus on helping users get used to the new processes. This help will be most needed in initial phase of opening.
3. If there is a second Covid wave requiring us to close again, this minimises costs such as paying staff who will not have work to do.
4. Gives us a few months to establish how long the new cleaning regimes are taking and the usage of the toilets so that the permanent arrangements that are put in place are suitable. Government guidelines say Toilet cleaning is to be based with reference to usage. So, if we can show usage is very small, we may be able to reduce cleaning to once a day going forward.

As Café 50 is not opening till after our next meeting no firm decision is required on these options at this time.

Waiting till September would possibly give us a better indication on how many groups are returning and initial public toilet usage (if we open toilet)

Cyngor Cymuned PONTYCLUN Community Council

Report on Café 50

Social and Cultural working group have met with the Council's officers and developed recommendations for actions to allow reopening of Café 50

Where Government guidelines are referred to these are the latest published guidelines from Welsh Government, or where no Welsh Government guidelines are available the relevant English ones are used. This applies in those areas where lockdown has been eased in England but not yet in Wales.

The following separate papers are provided with 2 links for information

1. Report of Social and Cultural Working group on Café 50
2. Potential timetable for re-opening (assuming September opening is allowed by Welsh Government)
3. This link is to a presentation on how Café 50 could operate on reopening
4. This link is to an Interlink guide to reopening Community Halls

Groups return
We know that not all groups will want to return immediately and we wish to help support their return when they feel safe to do so.

For existing groups, we propose to allow them to retain their existing slots till January (or 3 months after we reopen), giving them some flexibility on return date.

- Some groups may have to move slots to allow us to implement Covid safety measures
- We will engage with all groups regularly and if any decide not to return, then their slots will be opened for new groups.

We are also aware and will factor in that active groups may not be allowed to return do to restrictions on indoor exercise. This will also need to be considered

Screen, Projector & Speakers

There is money allocated within our "Sheds grant" to support growth of Film Club by purchasing a large screen and projector, plus speakers when needed.

Officers note that with Social Distancing this facility will be vital for many groups who currently use the TV to show presentations so this purchase will be brought forward so that these are in place at reopening

Action – members to confirm bringing this spend forward to now

Pontyclun Community Council

8 July 2020

Report of the Social and Cultural Working Group

Reopening of Café 50

The Working Group met on 17th June and 1st July. It was supported in these meetings by the Clerk and the Café 50 Coordinator who provided a large amount of analysis and advice

The Working Group recognised that the timetable and arrangements for reopening will depend on future guidelines from Welsh Government and RCT CBC which will be influenced by evidence on the rate of transmission of Covid-19.

Recommendations

1 Number of group participants can fit into Café 50?

The working group recommends

a. The Council retains the 2 metre distancing, recognising that this creates a limitation of 1 person per table
b. The Council decides on future furniture needs once there is information on the take up places in Café 50.

2 Making access into Café 50 hallway easy and safe?

The working group recommends

a. the front door is replaced at approximately £5000, using money from the reserves, to provide a fully accessible door.
b. Each group will nominate one person to ensure safe and distanced entry into Café 50 and will ensure that each group participant follows the rules.

3 Making access into Café 50 room easy and safe?

The working group recommends

a. latches are fitted to the doors to allow the door to be kept open but will close should the fire alarm sound.

4 Creating a safe environment within Café 50.

The working group recommends that

a. groups use a one-way system when using Café 50. They will enter through the front door and exit through the fire doors at the back of the room
b. Each group will nominate a responsible person for ensuring group members leave the room safely. They will shut the fire door and exit through the front door.
c. Each group and group member will be responsible for ensuring that the space they use is sanitised. Wipes and gel will be available.
d. Each group member will store their personal belongings on a chair next to them by folding their coat etc.
e. a new coat rail is purchased and placed at the back of Café 50.
f. There is a minimum of 15 minute between one group entering and one group leaving.

5 Ensuring use of inside toilet is safe?

The working group recommends that

a. Sanitiser is placed outside the toilet room
b. the Council uses paper towels for drying hands although there is no regulation that requires us to remove the electric hand dryer
c. Wipes are placed in the toilet room for use by users
d. the Council replaces the sink with a larger sink if possible
e. A bin for paper towels and wipes is placed in the toilet room
f. A notice is placed on the wall stating the required procedures for making use of the toilet facilities.

6 Standard cleaning regime for Café 50?

The working group recommends that

a. Wipes and sanitiser to be made available within Café 50 room for use by all users.
b. The group nominated person should be asked to wipe all surfaces before leaving the room
c. The Council cleaner to be asked to deep clean the room at the end of each day
d. A second cleaner is employed to clean after morning groups.
e. Usage of Café 50 to be monitored and amendments made to cleaning regime if necessary

7 New folding tables and stacking chairs?

The working group recommends that

a. Further research is undertaken to identify stable and attractive folding tables and stackable chairs

8 Phasing of group return

The working group recommends that

a. Physical activity groups that are not be invited to return for the foreseeable future
b. All other groups will be invited to return
c. The timetable is amended with agreement from the groups to make it possible to have a minimum 15 minute gap between groups

9 Provision of tea and coffee facilities?

The working group recommends that

a. A hot and cold water dispenser is plumbed into Cafe 50
b. The Community Council provides the tea, coffee, and sugar for groups to make their own beverages
c. Each group nominates one person to make the tea and coffee
d. Cups are washed in the kitchen dish washer
e. We source plastic covers for the trays of mugs
f. The Council sets a price, if any, for the beverage

10 Opening Café 50 for meals?

The working group recommends

a. The working group is requested to consider the future options for the nature of the meals service and to make further recommendations

11 Use of face masks?

The working group recommends that

a. Face masks are not required

Café 50 – potential re-opening timetable

As English Community centres can now open from July (except for indoor sports) we hope they will also be able to open in Wales from at least September

This is a potential timetable of actions to allow an opening during September. It allows for groups to prepare how they will operate once guidelines issued and factors in issuing of Government guidelines and preparation of our guidelines and formal approval by Council of opening

It also provides an indication of the lead time that may be required prior to reopening

Timetable

W/C 13 July – contact groups to find out when they wish to return so we can plan our schedules

Start issuing new T&C – groups must agree to T&C before they return

Existing groups will retain their spaces for any start date up to end of January or one month after restrictions lifted for their type of group if later (activity groups only)

W/C 20 July – presentation with Groups outlining likely safety features and new procedures on opening

Groups can start to prepare how they will operate post re-opening

W/C 27th July – Council Offices shut for 1 month – during this time we expect Government and possibly RCT CBC to issue guidelines on opening Community Centres.

By Friday 4th Sept – Clerk updates proposals to include Guidelines from Government and RCT Council on opening Community Centres

9th Sept Council discusses final proposals and if agreed can approve a Café 50 opening date

W/C 14th Sept – Groups advised of final proposals – writing and via virtual presentation.

New guidelines issued to supplement T&C

Groups complete preparations to return (Groups using our storage may need to reorganise this for safety)

Monday 28th September – first groups start back – no activity groups Mon-Friday

Monday 5th October – Lunch service restarts

Monday 12th October – Mon-Friday activity groups restart (if allowed)

Cyngor Cymuned PONTYCLUN Community Council

Report from Administration working group

Administration Working group met on 24th June to discuss options for progressing a Place plan for Pontyclun

The group convener will provide a verbal update on progress

Cyngor Cymuned PONTYCLUN Community Council

Re-engage – Contact the Elderly

We have been approached by Re-Engage (the new name for Contact the Elderly) – reengage.org.uk

As we discussed a few months ago they are planning to set up in the Pontyclun area and are looking for support from us towards this

They arrange Sunday teas approximately every 3 months for elderly people

On the day of the Sunday Teas the host organisations provide and set up the food (Usually Sandwiches/cakes/ tea /coffee etc) and serve the guests when they arrive (at 15:00hrs approx) and clear away when the guests have left for home (17:00hrs approx)

The elderly are brought to and from the venue by volunteer drivers.

To set up they will need support to start promotion, co-ordinating and collating volunteers and for us to offer Café 50 as a venue including catering.

Over time we could engage volunteers in helping to run the group but to get going quickly we will need to do most of this.

We did set aside £100 for them last year which would fund food for one event.

Action

Members to confirm Café 50 can be used for these teas

Members to decide if we wish to help set up and co-ordinate the Pontyclun group (at least until established and on a sound footing)