



# ANNUAL REPORT 2024

Cyngor Tref  
PONTYCLUN  
Town Council



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# CHAIRMAN'S REPORT

I would like to thank all the Town Councillors for the help they have given to me as Chairman over the last twelve months. There have been many positive things happening in Pontyclun Town during the last year, most notably our extremely successful town events. Picnic in the Park was well received, as was the first ever food festival in August and the Christmas Fair/ light switch on in December. We invested in more Christmas decorations for Pontyclun and Brynsadler in 2023. Groesfaen also has decorations and we have plans to extend to cover more areas going forward,

We mentioned last year the issues we were having with Ash dieback in Ivor Woods. I am pleased to say good progress has been made in addressing the issues, with about 10 diseased trees cut down so far. Hopefully we will be able to open up more of the woods for people to enjoy soon.

As a Town Council we are continually working with RCT Borough Council to overcome and alleviate the volume of traffic travelling through the town centre.

We continue to support local organisations with grants, which do a great job of providing essential services for residents in our area.

Our project to replace the old benches within our area is going well. We have arranged installation of 6 new benches so far with another 9 installations planned for this year. We aim to complete the replacements by the end of next year.

Last year Pontyclun officially obtained "Town" status. This was made possible with the help of the Vice Chair (Jamie Daniel) and the Clerk (Julius Roszkowski). I feel proud and honoured to be the first person to lead Pontyclun Town.

Next year will mark the 150<sup>th</sup> anniversary of the "founding" of Pontyclun; the 75<sup>th</sup> anniversary of our War Memorial and the 40<sup>th</sup> anniversary of our independence from the old Llantrisant District Council. We are looking forward to celebrating these momentous occasions in appropriately fitting ways.

The Council has always appreciated our vibrant high street. Over the coming year we are looking forward to working with all the local businesses to build and enhance everyone's enjoyment of our wonderful town centre.

I will finish by saying it's been a privilege serving the residents of Pontyclun Town over the last year, and look forward to the coming years, improving our town and the wellbeing of you all.

Wayne Owen

Chair of Pontyclun Town Council

# COUNCIL SERVICES

The Council provides many local services and works with RCT CBC and Community groups to help support the community.

In particular we

- lease and manage the Car Park in Heol yr Orsaf.
- look after the War Memorial in Pontyclun and Remembrance plaques in Groesfaen.
- own and manage Pontyclun Park and the play facilities there.
- own and manage Ivor Woods, the land at the bottom of the Hollies and the Riverside Walk in Brynsadler.
- maintain the public footpaths in our community. As part of this we have published 6 Community walking trails.
- Support the running of Café 50.
- Provide public conveniences in Heol yr Orsaf.
- Provide floral displays in many locations across our community.
- Arrange a number of Community Events including a Summer Picnic in the Park, Food festival in August and a Christmas Festival
- Provide support for Community groups and Charities in the form of grants, discounted or free use of facilities and promotion.
- Co-ordinate a number of Community groups. These are run by Council staff, Councillors or volunteers on our behalf.
- We provide Dog poo and normal waste bins around our community and also run a Crisp packet recycling scheme.
- We are a community litter picking hub.

We are pleased to have obtained Bee Friendly status. This recognises the actions the Council has done to improve our environmental management of our open spaces in a manner which supports pollinators.

The Council is a Disability Confident - Committed employer and is a signatory to the Armed Forces Charter

# HOW WE ORGANISE OURSELVES

The Council consists of 11 elected members, and we employ 1 full time and 5-part time staff.

The Council meets monthly, and residents are welcome to attend and contribute to our meetings.

We have 4 working groups who consider the Council's plans and agree actions and priorities.

Each of our three wards (Pontyclun Central, East and West) have a ward committee to discuss issues relating to services in that ward. We also have several working groups who meet on an ad hoc basis to discuss and recommend on matters within their remit. These are:-

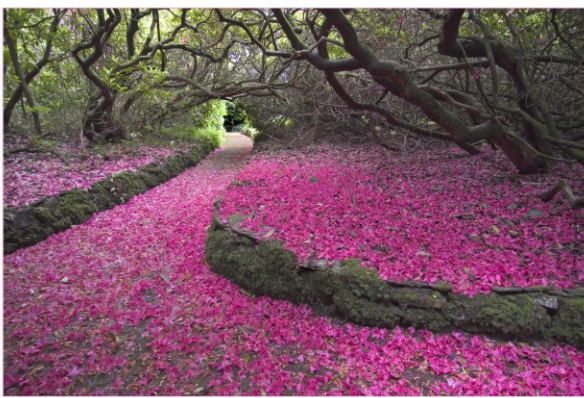
The **administration working group** (Convened during 2022-23 by Councillor Wayne Owen) discusses matters relating to how the Council runs itself with the aim to streamline how we operate and engage our residents.



The **Economy working group** (Convened by Councillor Paul Binning) discusses how we can help promote Pontyclun and make it a place more people wish to live in and visit.

The **Environment working group** (convened by Councillor Kelly Sherratt) looks after our various open spaces, including Pontyclun Park and Ivor Woods.

The **Social & Cultural group** (Convened by Councillor Susan Owen) aims to arrange events and activities to promote our wellbeing and to develop social events and a feeling of community.



The **Town improvement group** (Convened by Councillor Jamie Daniels) looks at suggestions to improve Pontyclun, and is arranging the commemorations to celebrate the 175<sup>th</sup> anniversary of Pontyclun in 2024

The **Traffic and Pollution group** (jointly convened by Councillors Paul Binning and Wayne Owen) looks at suggestion aimed at improving traffic flow, parking, congestion and air pollution.

We also have a temporary **Local development plan group** (convened by Councillor Sian Assiratti) who are supporting our response to RCT CBC's changes to the Local development plan.

# COMMUNITY ACTIVITIES AND EVENTS

How we see ourselves and our place in the world is often expressed in what happens in our community.

Pontyclun is a thriving vibrant place with a rich tapestry of activities and events. Many of these are organised by an “army” of tireless volunteers and supporters who deserve our thanks and praise.

From small coffee mornings, to play groups and clubs, Pontyclun is a great place to live a full and rewarding life.

The Council aims to contribute to this tapestry by arranging events for the whole community to enjoy and supporting other groups and clubs to arrange their own activities during the year.

The following are a few key activities that we arrange or support.

## **Keep Wales tidy Litter picking hub.**

The Council is a Keep Wales tidy litter picking hub. This allows members of the public/groups/businesses free use of equipment to undertake litter picking in the area.

## **Picnic in the Park**

The council has run a Picnic in the park event for a number of years. This is a community focused event in Pontyclun park allowing local community groups and sports clubs the opportunity to showcase what they do and potentially raise funds, gain members and volunteers.

The Picnic is on 8<sup>th</sup> June 2024 in the afternoon and there will be many stalls, games, activities food and drink. We are grateful to the various local groups who will be running stalls on the day for you all the enjoy.

## **Food and drink festival**

Following the success of our first Food and drink festival in 2023 we will be arranging another again this year.

It will be held at the car park in Heol yr Orsaf on Saturday 24<sup>th</sup> August and we will have over 30 Food and drink related stalls and food vendors.



## Bonfire Night

Pontyclun RFC relaunched their bonfire night in 2023 with support from the Council.

This year the event is scheduled for 1<sup>st</sup> November and if you would like to be a sponsor of this event, please contact the Rugby club secretary@pontyclunrfc.org

## Remembrance Day

The Community of Pontyclun has three Remembrance Day parades. One in Pontyclun itself at the War Memorial; one in the centre of Miskin at the War Memorial and one in Groesfaen at the green in the village centre.

They are all well attended by wreath layers and the public.

Our thanks go to the three individuals who arrange these parades on our behalf.

If you wish your group or business to be involved with the parades and have not been so before, please contact us on community@pontyclun-cc.gov.wales

## Christmas



Christmas is a highlight of the year in Pontyclun, we may not get the festive weather but that certainly does not dampen our spirits.

Be it, the Santa run organised by the Pontyclun Action Group; the Bethel Church Christmas trail or the St Paul's Players fantastic Panto there is something for all to enjoy - however mad it may feel to dress up in a red suit and run in the rain!

The Community Council arranges the Christmas lights in Pontyclun, Groesfaen and Brynsadler.

There will be a community Christmas tree, and we thank Giles gallery for allowing us to attach the tree to their building and giving us the electricity for the lights. Plus of course, thanks to the kids and parents for making the decorations.

This year our annual tree lighting switch on will be early evening on Saturday 23<sup>rd</sup> November at the War Memorial and there will be some stalls and music to provide some entertainment.



Pontyclun's Christmas fayre will be on Saturday 7th December, with about 80 stalls, food traders, kids' activities, music and of course, the big man himself.

That weekend, the marquee, which is used for part of the fayre, will be available for use by Community groups. Friday evening; Sunday morning; Sunday afternoon and Sunday evening. If anyone wants to use the marquee - it is 24m by 9m so large enough for 200; give us a shout.

# CAFÉ 50

Café 50 aims to be a welcoming social hub for anyone over the age of 50, by providing a range of activities and classes designed to enhance social interaction, learning new skills as well as provide support to those who need it.



It is normally open Monday to Friday with hot meals provided at lunchtime at affordable prices. This gives the more vulnerable and lonelier in our community the opportunity to enjoy a hot meal while socialising with like-minded individuals.

The catering is provided by RCT Learning Curve. The catering is provided in a way so as to provide opportunities for individuals with learning disabilities to develop themselves and maximise their potential in a friendly and inclusive way.

Groups are able to hire space at Café 50 and should contact the Council Offices to see what spaces are available and any costs.

# OUR PLANS FOR THE FUTURE

The Council was elected with a mandate to deliver new and improved services, and to upgrade the existing infrastructure.

The Council made a great start to this in its first 2 years. They installed 5 new benches, additional planters, extended the Christmas lights and launched a Food and drink festival and Easter market (in conjunction with Urban Markets).

We also replaced a section of fencing in the park and started work to replace all the fencing at the Riverside Walk - this will be finished in 2024 together with new steps down to the walk.

This coming year will see an additional 9 new benches, a further extension of our floral displays and we will start planning for Pontyclun's 175 anniversary commemorations in 2025.

We also plan to spend up to £20,000 in Ivor Woods dealing with diseased trees.

Our plan for 2024-25 is detailed below.

| Objective   | Actions  | Comments  |
|---|--|---|
| <b>Community Events</b>   |  |   |
| The Council will run three large Community events   | <ul style="list-style-type: none"> <li>• Spring- Picnic in the Park</li> <li>• Summer - Food and Drink festival</li> <li>• Christmas - Christmas Festival</li> </ul>                               | Christmas festival will include a Light switch on ceremony; Christmas fayre, Community group Christmas tree competition and Shop fronts competition |
| The Council will support other local organisations who arrange community events in the area | <ul style="list-style-type: none"> <li>• Grant for PRFC to hold Fireworks night.</li> <li>• Support 3 Remembrance Day parades in Community</li> <li>• Support Urban Market Easter fair.</li> </ul> | Also, Promotion on Council social media, Noticeboards and Website as appropriate  |
| <b>Improving services</b>   |  |   |
| The Council will deliver at least one larger scale new service or an                        | <ul style="list-style-type: none"> <li>• Nine new benches to be installed.</li> <li>• Complete replacement of fencing and steps at Riverside Walk</li> </ul>                                       | 5 benches are brand new and 4 replacements.   |

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| improvement to existing service (£500+)   | <ul style="list-style-type: none"> <li>Defib at Ivor Arms</li> </ul>  |  |
| The Council will deliver at least one smaller new service each year (£50-500)   | <ul style="list-style-type: none"> <li>One History trail to go live</li> </ul>  | Design templates for all and launch Groesfaen walk.    |
| The Council will deliver at least 3 small scale new services or make 3 smaller improvements to existing Council services.   | <ul style="list-style-type: none"> <li>Extend period of floral planter watering by 3 weeks in September</li> <li>Large poppies onto lamp posts for Remembrance</li> <li>Small improvements to area by War Memorial</li> </ul> |  |
| The Council will implement at least one new action each year designed to improve sustainability or benefit the environment. | <ul style="list-style-type: none"> <li>Water butt at Community centre</li> <li>Large Bug hotel at Community centre</li> <li>Extend trial of pollinator friendly planters by Windsor</li> </ul>                                |  |
| <b>Resident engagement</b>  |   |  |
| The Council will hold an annual meeting and at least 10 monthly meetings plus regular Working Group meetings.               |   | Annual meeting in May<br>No Meeting in August/December |
| The Council will engage residents via Noticeboards, Website and social media.   |   | Agreed engagement strategy in place                    |

|   |   |  |
|---|---|--|
| <p>The Council will arrange at least one Resident survey via online methods to elicit views from them.</p>          | <ul style="list-style-type: none"> <li>• Freedom of the town awards</li> <li>• ANO TBC</li> </ul>   |  |
| <b>Council administration</b>   |   |  |
| <p>The Council will agree and deliver an annual budget.</p>   |   |  |
| <p>The Council will meet its published service standards.</p>   |   |  |
| <p>The Council will publish an annual report.</p>   | <ul style="list-style-type: none"> <li>• By end June each year</li> </ul>   |  |
| <p>The Council will implement at least one new action to reduce or mitigate its risks or to improve resilience.</p> | <ul style="list-style-type: none"> <li>• Complete a minimum of 6 training guides to help new staff joiners (or cover)</li> <li>• Tranche of at least 50 diseased Ash trees to be removed in Ivor Woods</li> <li>• Steps down to Riverside walk to be rebuilt.</li> <li>• Recipients of large grants to be asked to do a community task to support our objectives.</li> <li>• Staff payroll system adjusted to allow better remote access</li> </ul> |  |

# SUPPORTING THE COMMUNITY

## How can we help?

The Council is grateful to all the groups that organise events in our community, whether they be one off ones or regular occasions which have become part of our lives. These all help to make the Pontyclun Community a great place to live. If you have a community event you wish us to list on our website/Facebook page, then please contact [community@pontyclun-cc.gov.wales](mailto:community@pontyclun-cc.gov.wales).



## Supporting Community Groups

The council has allocated a grant budget of £8000 for 2024-25 to support local groups encompassing the full range of our residents from the youngest to our most senior. Details of how to apply can be found on our website, [Pontyclun.net](http://Pontyclun.net)

We can also publicise events by displaying posters & articles on our noticeboards, website and Facebook pages and give help and advice where we can.

The Council also provides free or discounted space to groups who wish to use our facilities. In 2023-24 this was equivalent to giving a further £5k of grants to the community.

## Volunteers and Placements

The Council works with organisations to help people looking for a way back to work by offering workplace placements.

In addition, we work with local volunteers to help improve our community through a number of projects.

## Our Supporters

We would be delighted to hear from members of the Community about things that they would like to see and from local businesses who would like to help, and support develop our community.

***“We believe all residents, businesses, staff and visitors of Pontyclun should have the opportunity to make the best of their lives.*”**

***The Council is here to help facilitate those opportunities now and into the future.”***

We try, when possible, to work with partners and outside funders to leverage their skills and efforts. This way we are able to get better value for the Council taxpayers.

The following local organisations/individuals have given support towards events, services or the running of the Council over the last few years -

- Blakemore’s
- Tesco
- Co-op
- Action for Elderly
- Interlink RCT
- RCT Neighbourhood network
- Shared Prosperity Fund
- Transport for Wales
- Southeast Wales Rivers Trust
- Men’s Shed, Pontyclun
- Steffan Rhys Williams
- Josh Knight
- Pontyclun Scouts
- Pontyclun Brownies
- Alan Thompson Landscapes
- PGS Groundworks
- 2D property maintenance

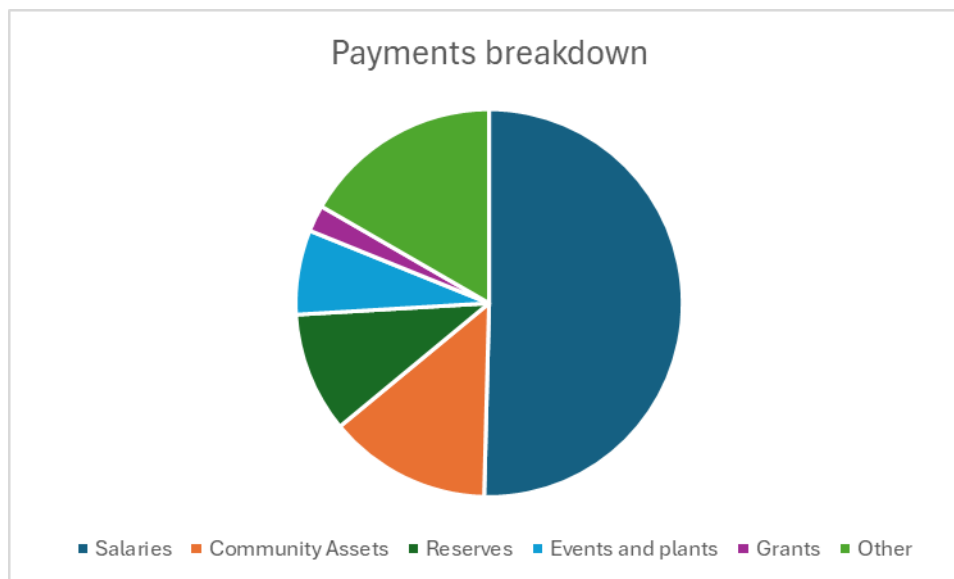


# OUR FINANCES

## Funding the Council

The Council is mainly funded by a precept on local residents. The precept for 2023-24 was £205.2k and in the year this was this was 71% of our income. The rest came from Community infrastructure levy, donations, grants and fees for hire of our facilities.

Our total expenditure for 2023-24 was £244k and is broken down into the main areas of spend in the chart below.



Some of the key items of expenditure last year were -

- Work started on making Ivor Woods safe due to Ash Dieback issues in our trees. This cost £19k and we expect to spend a similar sum in 2024-25 and the following 2 years.
- We installed a number of benches and planters across the community.
- Work started to repair the fencing at the Riverside walk, this will be finished shortly.
- Additional Christmas lighting was installed in Brynsadler and Pontyclun

We transfer monies into reserves each year towards the cost of future replacement of street furniture, playground equipment our machinery and elections. The reserve currently has £118k in it against assets which cost about £330k to buy and would now cost about £400k to replace. Of this reserve we expect to spend about £10k on benches and bins in 2024-25 and will be spending about £5k on a bus shelter in Cefn y Hendy and £30k on repairs to the MUGA in Pontyclun park in the next few years.

# ENVIRONMENT AND SUSTAINABILITY

During the year we worked with a number of organisations including

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

Each year the Council seeks to increase the actions we take to promote biodiversity and increase sustainability by supporting the environment where we can.

2023 was no exception. The following additional activities were undertaken.

1. A Clothes bank was installed in our Car park. This has recycled over 1 tonne of material in its first year.
2. We supported delivery of a Swishing clothes swap event in Café 50
3. For the first time we facilitated the sorting of waste at the Christmas fayre into recyclable and non-recyclable
4. One of our floral planters was planted up with mainly pollinator friendly plants similar to our hanging baskets. This was a trial to see if it could work and is being extended in 2024, plus there will be additional hanging baskets in 2024 too.
5. Working with Pontyclun primary school a new planter has been placed by the library. This will be looked after by the school's children and planted up with wildflowers in spring 2024.
6. We have started working with YGGG Llantrisant school to try and bring their school garden back to life.

In 2024-25 we will prepare a formal action plan relating to the environment laying down our plans for the next 5-10 years.

## Regular actions

### Ivor Woods

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

In 2023 due to increasing Ash dieback a significant part of these woods had to be closed to the public. Whilst we will deal with the issue over the next few years this will allow biodiversity to develop whilst the area is closed

### Public footpaths

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

### Floral displays

Our floral displays mainly use “Pollinator friendly” flowers in our hanging baskets and we are trialling these in some of our planters too.

The Community Council has a ‘bee friendly’ designation.

### Recycling

To encourage recycling the Council runs a Crisp packet recycling scheme in the Community with drop off locations at Café 50 and the Pontyclun Library.

We also promote recycling on our social media and offer recycling bags to residents on behalf of RCT CBC

The soft plastic we generate is sent for recycling - approx. 1 or 2 bags a month and we are preparing for the new waste regulations coming into force in 2024.

### Habitat management

The Council seeks to promote and encourage biodiversity and habitats for pollinators and insects. To do this we have taken the following actions.

1. Since 2017 we have operated a Hay cut regime in a section of our park. This now covers over 11k square meters.
2. In 2020 we started to leave the area of ground to the side of Café 50 in Pontyclun uncut (approx. 3m by 10m)
3. In 2020 we started to leave an area of ground at the Hollies uncut. (This area is about 1200 square meters)
4. In 2019 we were asked by residents to look at installing additional fencing/gates at the park and as a result we planted new sections of hedging at the park boundary (rather than metal or wooden fencing)
5. In 2020 we signed up to the Hedgehog Heroes scheme

# WELL-BEING OF FUTURE GENERATIONS

The Well-being of Future Generations (Wales) Act is about improving the social, economic, environmental and cultural well-being of Wales.

It makes public bodies think more about the long term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach.

This will help us to create a Wales that we all want to live in, now and in the future.

The act puts in place 7 well-being goals.



[More information about what these goals mean in practice and the act can be found here](#)

## The Council and the Well-being act

The table below shows how our activities help us support delivering the objectives of the Wellbeing act. In many cases the activities of the Council could fall in a number of categories. To reduce duplication, we have only listed in one, typically that which is most relevant.

| Council Objectives   | These support the following Well-Being act objectives   | Examples of council actions undertaken  |
|--|---|---|
| <p style="text-align: center;"><b>We will develop attractions and activities, so visitors and businesses see Pontyclun as a town of choice for them.</b></p> | <p><b>A prosperous Wales</b></p> <p><b>A Wales of vibrant culture and thriving Welsh language</b></p> <p><b>A Wales of cohesive communities</b></p> <p><b>A healthier Wales</b></p> | <ul style="list-style-type: none"> <li>• The Council organises 3 large community events each year and supports others to deliver 2 more in addition to the annual Remembrance Day parades.</li> <li>• The Council provides festive decorations for Pontyclun designed to attract visitors to the town.</li> <li>• We have started a programme of improvements to street furniture and floral displays which has led to 6 new benches and 3 new floral planters in last 12-18 months.</li> <li>• Planned improvements for next year include a further 2 new floral planters; 2 extra hanging baskets and up to 9 new benches.</li> <li>• The Council is drawing up formal plans to improve all its main areas, together with an overall Pontyclun plan which is aimed to be completed by end of this year.</li> <li>• The Council is working on a range of activities for 2025 which will commemorate the 175 anniversaries of Pontyclun: the 75<sup>th</sup> anniversary of our War memorial and the 40<sup>th</sup> anniversary of the Council.</li> <li>• Building on the success of our walking trails the Council is working to develop a series of History trails.</li> <li>•</li> </ul> |

**We will make  
Pontyclun a  
sustainable  
and resilient  
town.**

**A resilient Wales  
A healthier Wales**

- As part of this process, we roll out initiatives each year. In 2023-24 this included
  - A Clothes bank was installed in our Car park. This has recycled over 1 tonne of material in its first year.
  - We supported delivery of a Swishing clothes swap event in Café 50
  - For the first time we facilitated the sorting of waste at the Christmas fayre into recyclable and non-recyclable
  - One of our floral planters was planted up with mainly pollinator friendly plants similar to our hanging baskets. This was a trial to see if it could work and is being extended in 2024, plus there will be additional pollinator friendly hanging baskets in 2024 too.
  - Working with Pontyclun primary school a new planter has been placed by the library. This will be looked after by the school's children and planted up with wildflowers in spring 2024.
  - We have started working with YGGG Llantrisant school to try and bring their school garden back to life.
- In 2024-25 the Council will formalise our planned actions into a long-term plan of actions to improve the environment

|  |   |   |
|--|---|---|
| <p><b>We will work with partners to improve connectivity, accessibility and wider links into the neighbouring areas.</b></p> | <p><b>A Wales of cohesive communities</b></p> <p><b>A more equal Wales</b></p> <p><b>A globally responsible Wales</b></p>   | <ul style="list-style-type: none"> <li>• We have specifically requested RCT CBC to work with us and Llantrisant Community Council to prepare a development plan for the principal settlement of Talbot Green/Pontyclun/Llantrisant</li> <li>• In 2023-24 we provided work placements for 3 individuals with health issues /learning disabilities</li> <li>• We have agreed to work with The Drive, a charity helping disabled individuals to develop our gardens at The Hollies</li> </ul>  |
| <p><b>We will support and grow the culture of community at the heart of the town.</b></p>                                    | <p><b>A Wales of vibrant culture and thriving Welsh language</b></p> <p><b>A Wales of cohesive communities</b></p> <p><b>A more equal Wales</b></p> <p><b>A healthier Wales</b></p> | <ul style="list-style-type: none"> <li>• The Council provides support for local groups to develop and thrive. This includes. <ul style="list-style-type: none"> <li>• By way of a grants budget of £8k per year</li> <li>• By helping groups/events by providing promotion of them and their events</li> <li>• By providing support in kind e.g. photocopying, discounted or free space to meet.</li> <li>• By helping groups to obtain grant funding from other sources</li> </ul> </li> <li>• We have supported fundraising for the 2024 National Eisteddfod in RCT</li> <li>• We run an annual Picnic in the Park event specifically to allow local Community and sports groups to showcase themselves to attract members, raise profile and funding.</li> </ul> |



# COUNCIL SERVICE LEVELS

| Service  | Target service level   |
|--|--|
| <b>Council Administration</b>  |  |
| <p>Messages to Council including via</p> <ul style="list-style-type: none"> <li>• Emails</li> <li>• Post</li> <li>• Facebook</li> <li>• Twitter</li> <li>• Telephone message.</li> <li>• Website contact form</li> <li>• Google messaging</li> </ul> | <p>Our aim is to respond to all messages within 2 working days of receipt.</p> <p>Depending on complexity we may give an initial holding reply to pending further investigation or discussion. The holding letter will provide information about what happens next and timescales</p>  |
| <p>Information about Council meetings including.</p> <ul style="list-style-type: none"> <li>• Meeting agendas and papers</li> <li>• Minutes</li> <li>• Annual Report</li> </ul>  | <p>Agendas and supporting papers for meetings will be published at least 3 working days (including Saturdays) before meeting.</p> <p>Draft minutes will be published within 7 working days after a meeting and finalised minutes within 7 days after the next Council meeting.</p> <p>An annual report for the prior financial year will be published by the end of June each year</p> |
| <p>Website maintenance including</p> <ul style="list-style-type: none"> <li>• External links</li> <li>• Business information</li> <li>• Community group information</li> </ul>   | <p>Website will be regularly maintained with all external links, Business information and Community group details updated at least annually</p>  |
| <p>Booking Council assets including</p> <ul style="list-style-type: none"> <li>• Café 50</li> <li>• Use of land such as Pontyclun Park</li> </ul>  | <p>All requests for bookings will be acknowledged within 2 days of receipt.</p> <p>All bookings will be confirmed in writing including providing terms and conditions of booking.</p>  |

## Maintenance of Assets

|   |  |
|---|--|
| <p>Dangerous trees, Playground equipment, paths etc.</p>  | <p>The area will be made safe on the day we become aware of the issue and repaired in a timely manner afterwards.</p>  |
| <p>Footpath maintenance</p>   | <p>All public footpaths in the Community will be reviewed and cleared annually.</p> <p>The footpaths used for our Community Walk leaflets and for long distance paths will be cleared twice annually</p>   |
| <p>Waste management including</p> <ul style="list-style-type: none"> <li>• Litter picking.</li> <li>• Bin emptying</li> </ul> | <p>The Council will manage its waste in a responsible manner.</p> <p>Pontyclun Park and the Car Park in Heol yr Orsaf will have litter picked at least once a week in Winter and twice weekly in Summer.</p> <p>The Council owned bins (dog and waste) will be emptied at least weekly</p>   |
| <p>Playground maintenance</p>   | <p>Playground at Pontyclun Park is visually inspected weekly by our staff.</p> <p>Playground has additional checks by trained RCT staff three times a year and has an annual independent inspection.</p> <p>Defects identified are dealt with in a timely manner commensurate with the risk. Any dangerous defects are made safe on day advised.</p> |
| <p>Ivor Woods &amp; Millfield tree management</p>   | <p>We have an annual inspection of our trees by RCT CBC Parks team staff.</p> <p>Trees identified for removal (or pruning) are dealt with prior to next inspection</p>   |
| <p>Grassed areas</p>  | <p>During the mowing season grass will be cut</p> <ul style="list-style-type: none"> <li>• Every 3 weeks at the Hollies and at War Memorial</li> <li>• Areas of grass at Café 50; the Hollies and in the park are left to grow providing a better habitat for Pollinators and other wildlife</li> </ul>  |
| <p>Asset inspection and maintenance</p>   | <p>All Council assets are inspected annually, and a report prepared for action to remedy defects.</p> <p>Wooden floral planters are painted every 5 years with 3 coats of appropriate covering.</p> <p>The railings at Pontyclun War Memorial are painted every 3 years</p>  |

# OUR VALUES

Our values help us achieve our strategy. They will help us to make Pontyclun a place where people choose to live, and where businesses will thrive. Our values underpin the way we operate as an organisation. They influence our choices and our behaviours - they are the thread running through everything we do.

| Our values are People. Place. Pride. |  |
|--------------------------------------|--|
| <b>People</b>                        | Every day we will treat people with the respect they deserve and believe only our best is good enough.               |
| <b>Place</b>                         | We will strive to make Pontyclun an even greater place to live, work and visit.                                      |
| <b>Pride</b>                         | We are proud of what we do and will accept the responsibility invested in us, rising to meet the challenges we face. |



# CYSYLLTWCH Â NI / CONTACT US

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