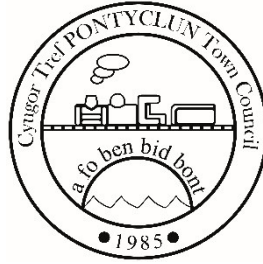


Cyngor Tref Pontyclun Town Council

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
Canolfan Gymunedol Pontyclun
Heol yr Orsaf
Pontyclun
CF72 9EE
Ffôn: 01443 238500
E-bost: clerk@pontyclun-cc.gov.wales
Gwefan: www.pontyclun.net



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

Mae Swyddfeydd y Cyngor fel arfer ar agor o ddydd Llun i ddydd Gwener 10am tan hanner dydd ac eithrio Gwyliau Banc
 The Council Offices are normally open Monday to Friday 10am to noon except Bank Holidays

Draft Minutes

Draft minutes of the July monthly meeting of Pontyclun Town Council held at 7pm on Thursday 25th July 2024.

PTC Member attendance at public Council meetings											
Member name	2024										
	Jul	Sep	Oct	Nov	Feb	Mar	Apr	May	May E	Jun	Jul
Wayne Owen	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present
Jordan Thorne	Absent	Present	Present	Absent	Present	Present	Present	Present	Absent	Present	Present
Kelly Sherratt	Absent	Present	Present	Present	Present	Absent	Absent	Present	Present	Absent	Absent
Rhys Williams	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Susan Owen	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Jamie Daniel	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Amanda Sparks	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present
Paul Binning	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Carole Willis	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Sian Assiratti	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Gareth Summers	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Present											
Gave Apologies											
Absent											

Ahead of the meeting the Council received a presentation from representatives of Transport for Wales regarding Pontyclun station and the services there. This is summarised in the appendix after the minutes.

Draft minutes

1. To receive apologies for absence
 - a. **Councillors Paul Binning, Amanda Sparks and Jordan Thorne gave their apologies, Councillor Kelly Sherratt 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 presentations to Council
 - a. **Mr John Dilworth gave the Council an update on planning issues with the building which was the storage unit for the old Stores for Floors shop.**
4. To confirm minutes of the Council's meeting of 13th June are a true record and discuss minor matters arising from them.
 - a. **The minutes were accepted as a true record.**
 - b. **Matters arising from previous minutes.**
 - i. **It was noted that the Forest Wood quarry planning application had been refused by RCT. The planning officers will now be updating the recommendations to reflect this, and application will go back to planning committee again in near future.**
 - ii. **The Clerk advised that he had contacted the RCT officer in charge of this project with a suggestion that arrangements were made to allow some of the constructor's vehicles who are parking across Pontyclun to park on the hard standing at the Maesyfelin Rugby Pitches. Approx 30 vehicles could fit there, and this would help the overall parking situation in the Town centre. The Rugby club had already confirmed their agreement to this.**
5. To consider report on Council Payments and finances
 - a. **The members noted the May payments and confirmed them.**
 - b. **Members noted the current budget position.**
 - c. **Members approved payments for**
 - i. **Emergency purchase of brush cutter**
 - ii. **Payment of up to £800 to Cardiff Conservation volunteers for work at Riverside Walk (CIL)**
 - iii. **Payment for 2 bins previously agreed to purchase (449.48 plus VAT using CIL)**
 - iv. **Payment for new flag post fixings (693.74 plus VAT using CIL)**
6. To receive update on Community Events
 - a. **The Council noted the update and agreed the following.**
 - i. **Council would like a band to support the choir at the Xmas lights switch on.**
 - ii. **When schedule of jobs at Christmas fayre is drawn up for volunteers more rotation is to be built in**
 - iii. **The Council will provide Santa grotto again this year.**
 - iv. **Council Officers to investigate options for providing permanent electric power at War memorial and in Car park for use at stalls.**
7. To receive report on Town improvements
 - a. **The Council noted the report and agreed the following.**
 - i. **We would offer RCT £2500 towards cost of bus stop improvements in Brynsadler.**
 - ii. **We would purchase 4 lamp post Christmas lights for Groesfaen with the 2 existing Groesfaen lights going by War Memorial in Pontyclun and at corner of Llantrisant Rd and Clun Avenue**
 - iii. **Development plans agreed for Pontyclun park and Pontyclun Town Centre**
 - iv. **Council agreed to buy 4 waste bins, 2 for Pontyclun park (to replace temporary plastic bins) one for by café 50 and one by Giles Gallery**

- v. **Council agreed to have a “Croeso I Pontyclun” bench at Ynysddu with a Welsh flag background if possible and delegated power to the Pontyclun central ward to decide on the bench design for centre of Miskin.**
8. Update on Pontyclun 175 anniversary activities.
 - a. **Council noted the update and agreed.**
 - i. **To aim to arrange an event around VE day 2025 including.**
 1. **Addition of names to War Memorial**
 2. **Plaque showing history of the war memorial to be unveiled.**
 3. **Reenactment**
 - ii. **To formally invite representatives from Ravensburg to our commemorations**
 9. To appoint a minor authority governor for Pontyclun Primary school
 - a. **The Council agreed that Councillor Gareth Summers would be our next governor here and Clerk to advise RCT/School in due course.**
 10. To agree submission for Safer Routes in the Community scheme
 - a. **The Council reviewed the submission and approved it.**
 11. To receive report from Developing Pontyclun working group
 - a. **The Council noted the report and agreed the following.**
 - i. **The Clerk to contact Ammonite Yarns to see what help we can provide to support a Yarnover event.**
 - ii. **Councillor Wayne Owen would talk to RCT regarding possible amendments to parking times and report back ahead of any recommendations to RCT. Councillors noted this proposal essentially meant giving more time to some people to use Pontyclun’s shops whilst reducing the overall number of potential shoppers.**
 - iii. **Clerk to investigate options for lighting up outside of Giles Gallery for events.**
 12. To discuss weight limit on Brynsadler bridge
 - a. **The Council discussed this and requested the Clerk to establish with RCT if there is a weight limit on this bridge and if so, would it be appropriate to install signage to reflect this.**
 - b. **Clerk will update Council once he has this information.**
 13. To discuss RCT Community review update
 - a. **The Council noted that RCT had started this process and that Councillor Wayne Owen had been asked to join the committee that would recommend the final changes.**
 - b. **The Council agreed that we would be asking for Tyla Garw, The Coed Cae lane industrial estates and the land south of the A473 to be moved to Pontyclun, with a small parcel of land by the cemetery to be moved to Llantisant.**
 - c. **The reasons are that this would match the RCT Council wards with the communities, better reflect what people thought was the reality and provide a simple boundary between Pontyclun and the other Communities to the north.**

This is a true copy of the minutes on the July Council meeting. A signed copy can be viewed at the Council Offices

Summary of presentation from Transport for Wales

Representatives from TFW discuss the various issues at the station. The following is a summary of what was discussed and should not be read as transcript of the discussions.

Parking

1. There is a working party in TFW looking at options to reconfigure the existing car park at the station and options for adding more parking. No timescale for completion was given
2. Whilst the shunting yards are an option this is not actively being considered at this time
3. Councillors asked about the railway buying the land by station (on Station terrace by Bailey bridge) for a new car park. This was outside TFW remit but they will provide us with contact details for Network rail so we can liaise with them.
 - a. They gave an example of the stations around Dinas Powis where the local Council has been able to bid for funding for works there from Network rail.

Trains

1. Timetable changes are typically made half yearly so it is unlikely that any changes will happen before December.
2. Because of train capacity issues and interconnectivity between the various operators it can take up to 40+ months to agree changes to routes/timetables
3. There are plans to upgrade the rolling stock on our lines which would mean that the trains would all be either 2 or 4 carriages – at the moment we sometimes have 1 carriage trains. No date for this has been fixed.
4. There are plans to have trains every half an hour through Pontyclun, though TFW are focussing on moving capacity to where there is most passenger growth so at this time no date can be set for additional services.
5. TFW are looking at having the last Maesteg train leaving Cardiff at night stop in Pontyclun giving an additional late night travel option.
6. It was accepted that as many passengers cannot get onto the trains at Pontyclun (train is full) any passenger figures TFW have might not truly reflect the demand.
 - a. TFW to try and provide passenger numbers to/from Pontyclun.
 - b. PTC to consider ways we could get a better picture of the passengers who are not able to travel to TFW.

Cancellations/Delays

1. TFW say the issues are caused by years of under investment in the past which they are trying to recover.
2. Old stock very prone to breakdown
3. Approx 2/3 of new rolling stock is now in service or on final testing.
4. One key issue is drivers. During the pandemic they lost 2 years of driver training which they are now catching up on and when extra drivers are trained capacity can improve
5. The new stock has a self-testing capability so TFW would know ahead when issues may arise and can be proactive in maintenance so reducing last minute cancellations.

Other

1. They were keen to point out that whilst the railway service in Wales is all branded TFW most of the lines/stations are actually owned and run by Network rail so any changes/ improvements etc need their agreement.
2. Should Network Rail in Wales become devolved (as it is in Scotland) they felt that this would improve liaison and ease some of the bureaucracy.

Action points

The TFW representatives agreed to provide.

1. Network Rail contacts so we could seek funding for additional parking.
2. Case study on how to apply for Network Rail funding.
3. Passenger numbers to/from Pontyclun
4. Regular updates on changes to trains/services

PTC agreed we would look at options for getting additional data on passengers who could not travel from Pontyclun due to cancellations/delays/overcrowding.

Cyngor Tref PONTYCLUN Town Council

June and July payments for confirmation

The schedule of payments made in June and July is provided for confirmation.

Action – members to confirm.

Payments for authorisation

We have received the invoice for the additional Christmas lights approved in July. Total is £1000 plus vat. This includes delivery to our installers.

The cost of the power supply fixings is an additional £924 (plus VAT), and we have this invoice to pay too.

Action – members to approve payment from CIL funds.

We also have an invoice from our Christmas light provider for our regular check of light fixings. This cost was budgeted for and is £1690 plus VAT. Next check will be in 5 years.

Action – Council to approve this invoice.

Grants received.

The Council has applied for several grants recently and the following are the outcomes.

1. Neighbourhood Network - £432 towards outdoor games for Café 50 and an afternoon tea to be held in September – successful.
2. Neighbourhood network - £450 towards the cost of bulbs and a community bulb planting day to be held in Autumn. This will not only improve the outlook in Pontyclun, but it will also provide pollinators with early sources of nectar - successful.
3. Dwr Cymru community grant - £2k towards the cost of bug houses, pollinator hotels, bat boxes, bird boxes – unsuccessful

We have also managed to arrange with a South Wales IT recycling firm that they will support a campaign for people to hand in old PCs laptops, phones etc which they will take away and recycle. The library is happy to support as a collection point in addition to us.

Waste Services

We have been advised by RCT CBC of new arrangements for Waste collections that start in November.

Members may recall that from April all businesses in Wales have had to sort their rubbish to facilitate recycling. This means separating –

- Paper and card
- Plastics and Metals
- Food waste
- Glass
- Electricals
- Textiles
- Non recyclables

RCT does not offer a glass recycling facility from business premises, and we should use bottle banks or drop off at the Council's recycling centres. In addition, we try and recycle batteries and soft plastic waste.

At the moment our non-recyclable waste is collected every 2 weeks

With effect from November the non-recycling will be collected every 3 weeks for the same charge as previously for bi-weekly collections.

As the overall charge remains the same this may not be a budget problem, however the reduction in general waste capacity of one third may cause issues at some times. We will not need an additional bin, but potentially extra waste bags might be needed at a cost of £2.35 a bag.

Internal auditor

Members will recall that our current internal auditing firm advised that the 2023-24 audit would be their last.

The individual who was doing the audit decided to set up on her own and the Council said they wished to carry on using her services. This is to maintain consistency of service at a time where Council auditors are difficult to appoint.

She has now provided her proposed terms, which can be summarised as follows:

1. Review meeting with Clerk/RFO, via video conference, to discuss any particular areas of concern raised by the prior year internal and external audits, in addition to areas of concern which may exist over current council operations pertaining to the Annual Return.
2. Agreement of the Internal Audit Programme with extensions, if any, with the Clerk/RFO and Members.
3. Ability to receive your accounting system backup and review this and its statutory reports for audit purposes.
4. Ability to remote access your accounting system for the purposes of review for audit purposes, where your system has an Audit function.
5. Interim internal audit, not required, unless specifically requested by the client will be charged additionally.
6. Year-end audit, 1 day remote, or on-site audit, to be conducted on a date agreed with the Responsible Officer between April 1st and June 10th of the financial year being audited. To be agreed with the Clerk/RFO.
7. Production of a detailed Internal Audit report and presentation, via video conference, to the Clerk/RFO and Members. An example can be seen by visiting Llantrisant CC website.
8. Completion and authorisation of the Internal Audit Report contained within the Audit Wales Annual Return (AR).
9. Provision of general consultancy and advice concerning finance and governance issues for the duration of the contract.

Essentially the service will be the same as we have been getting other than only one all day annual visit will be made rather than the current 2 half day visits.

Cost is £345 a year plus a share of mileage at 25p. Whilst this is 95 miles each way the auditor plans to do 5 separate audits in a week in the locality, splitting mileage 5 ways.

The previous auditors were charging £250 per half day so this will be a reduction in audit fees.

Action – members to confirm appointment of auditors for an initial period of 3 years from 2024-25 (this will allow the new Council in 2027 to decide if they wish to continue or undertake a tendering activity)

Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/06/2024	DD	75.96		75.96		R <input type="checkbox"/>	Screwfix Direct Ltd
04/06/2024	BCARD	21.90		21.90		R <input type="checkbox"/>	Tesco
04/06/2024	BCARD	107.80		107.80		R <input type="checkbox"/>	Tesco
04/06/2024	BCARD	3.86		3.86		R <input type="checkbox"/>	Amazon Marketplace
04/06/2024	BCARD	6.69		6.69		R <input type="checkbox"/>	Amazon Marketplace
04/06/2024	BCARD	119.00		119.00		R <input type="checkbox"/>	HelloPrint
04/06/2024	BCARD	341.95		341.95		R <input type="checkbox"/>	Barriers Direct
04/06/2024	BCARD	32.30		32.30		R <input type="checkbox"/>	Amazon Marketplace
04/06/2024	BCARD	7.35		7.35		R <input type="checkbox"/>	Amazon Marketplace
04/06/2024	BCARD	18.99		18.99		R <input type="checkbox"/>	Amazon Marketplace
04/06/2024	TFRBCARD		97.11	97.11		R <input type="checkbox"/>	Receipt(s) Banked
04/06/2024	FPIATWIGG		28.00	28.00		R <input type="checkbox"/>	Receipt(s) Banked
06/06/2024	DD	71.16		71.16		R <input type="checkbox"/>	British Telecom
06/06/2024	FPO	148.96		148.96		R <input type="checkbox"/>	Cleanmate Ltd
06/06/2024	FPO	178.76		178.76		R <input type="checkbox"/>	Cleanmate Ltd
06/06/2024	FPO	95.29		95.29		R <input type="checkbox"/>	Leekes Ltd
06/06/2024	FPO	56.85		56.85		R <input type="checkbox"/>	Leekes Ltd
06/06/2024	FPO	54.57		54.57		R <input type="checkbox"/>	Leekes Ltd
06/06/2024	FPO	26.33		26.33		R <input type="checkbox"/>	Leekes Ltd
06/06/2024	FPO	31.17		31.17		R <input type="checkbox"/>	Leekes Ltd
07/06/2024	VISA	46.98		46.98		R <input type="checkbox"/>	Amazon Marketplace
07/06/2024	VISA	34.10		34.10		R <input type="checkbox"/>	Amazon Marketplace
07/06/2024	FPIMORGAN		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
14/06/2024	BP	353.66		353.66		R <input type="checkbox"/>	Evolve Corporate Ltd
14/06/2024	DD	14.15		14.15		R <input type="checkbox"/>	British Telecom
14/06/2024	VISA	31.20		31.20		R <input type="checkbox"/>	Amazon
14/06/2024	VISA	34.49		34.49		R <input type="checkbox"/>	Amazon Marketplace
14/06/2024	JR		30,000.00	30,000.00		R <input type="checkbox"/>	Receipt(s) Banked
17/06/2024	VISA	70.00		70.00		R <input type="checkbox"/>	TCG Experience
17/06/2024	FPISLWAY		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
17/06/2024	FPICLIFFS		40.00	40.00		R <input type="checkbox"/>	Receipt(s) Banked
17/06/2024	FPISLWAY		-20.00	-20.00		R <input type="checkbox"/>	Receipt(s) Banked
17/06/2024	FPICLIFFS		-40.00	-40.00		R <input type="checkbox"/>	Receipt(s) Banked
17/06/2024	FPISLWAY		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
17/06/2024	FPICLIFFS		40.00	40.00		R <input type="checkbox"/>	Receipt(s) Banked
18/06/2024	FPILIPPETT		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
18/06/2024	FPILIPPETT		-20.00	-20.00		R <input type="checkbox"/>	Receipt(s) Banked
18/06/2024	FPILIPPETT		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
19/06/2024	FPIJENLEIG		40.00	40.00		R <input type="checkbox"/>	Receipt(s) Banked
20/06/2024	FPIHENSOL		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
21/06/2024	SO	918.30		918.30		R <input type="checkbox"/>	[Redacted]
21/06/2024	SO	1,894.90		1,894.90		R <input type="checkbox"/>	[Redacted]
21/06/2024	SO	1,378.87		1,378.87		R <input type="checkbox"/>	[Redacted]
21/06/2024	SO	1,403.01		1,403.01		R <input type="checkbox"/>	[Redacted]
21/06/2024	SO	1,196.00		1,196.00		R <input type="checkbox"/>	[Redacted]
21/06/2024	BP	1,611.54		1,611.54		R <input type="checkbox"/>	HMRC
21/06/2024	DD	81.86		81.86		R <input type="checkbox"/>	SSE Ltd
24/06/2024	FPO	200.00		200.00		R <input type="checkbox"/>	Cantorian Pontyclun

Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/06/2024	FPO	100.00		100.00		R <input checked="" type="checkbox"/>	Young at Heart Monday Club
24/06/2024	FPO	30.00		30.00		R <input checked="" type="checkbox"/>	Action Hire Ltd
24/06/2024	FPO	300.00		300.00		R <input checked="" type="checkbox"/>	Groesfaen Gwyrdd
24/06/2024	FPO	9,600.00		9,600.00		R <input checked="" type="checkbox"/>	Marcon Services
24/06/2024	FPO	2,426.64		2,426.64		R <input checked="" type="checkbox"/>	Boverton Nurseries Ltd
24/06/2024	VISA	279.42		279.42		R <input checked="" type="checkbox"/>	Forest Park & Gardens
24/06/2024	FPO	135.51		135.51		R <input checked="" type="checkbox"/>	Country Timbers
24/06/2024	FPO	8.05		8.05		R <input checked="" type="checkbox"/>	Country Timbers
24/06/2024	FPO	250.00		250.00		R <input checked="" type="checkbox"/>	Pontyclun Men's Sheds
25/06/2024	FPIBARKBIT		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/06/2024	DD	16.87		16.87		R <input checked="" type="checkbox"/>	EE Ltd
26/06/2024	FPIAWYSZO		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/06/2024	FPIHJONES		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/06/2024	PAY	7.85		7.85		R <input checked="" type="checkbox"/>	Lloyds Bank plc
28/06/2024	VISA	169.00		169.00		R <input checked="" type="checkbox"/>	Amazon Marketplace
		<u>23,991.29</u>	<u>30,345.11</u>				

Signatory 1:

Name

Rosanna

Signed

Date

24/7/24

Signatory 2:

Name

Signed

Date



Date: 04/09/2024
Time: 11:07

Pontyclun Town Council

Page 1
User: KJ

Bank Reconciliation up to 31/07/2024 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/07/2024	VISA	69.99		69.99		R	Amazon Marketplace
01/07/2024	DD	33.27		33.27		R	Screwfix Direct Ltd
01/07/2024	FPIATWIGG		28.00	28.00		R	Receipt(s) Banked
01/07/2024	FPIKGILL		80.00	80.00		R	Receipt(s) Banked
02/07/2024	FPI	102.60		102.60		R	Boverton Nurseries Ltd
02/07/2024	FPI	148.96		148.96		R	Cleanmate Ltd
02/07/2024	FPO	1,992.18		1,992.18		R	Rhondda Cynon Taf C.B.C.
02/07/2024	FPO	-1,992.18		-1,992.18		R	Rhondda Cynon Taf C.B.C.
02/07/2024	FPO	1,992.18		1,992.18		R	Rhondda Cynon Taf C.B.C.
02/07/2024	FPITHREEGI		20.00	20.00		R	Receipt(s) Banked
03/07/2024	DD	162.00		162.00		R	Grenke Leasing Ltd
03/07/2024	FPIRLIPPET		20.00	20.00		R	Receipt(s) Banked
04/07/2024	DD	25.51		25.51		R	Aurora Managed Serv Ltd
05/07/2024	BCARD	106.17		106.17		R	Tesco
05/07/2024	BCARD	159.00		159.00		R	electromarket
05/07/2024	BCARD	224.14		224.14		R	Risk Assessment Products
05/07/2024	BCARD	3.00		3.00		R	Land Registry
05/07/2024	BCARD	109.42		109.42		R	Beacons & Lightbars
05/07/2024	BCARD	32.67		32.67		R	Tesco
05/07/2024	BCARD	119.94		119.94		R	Mole Farm Direct
05/07/2024	BCARD	9.00		9.00		R	Timpson
05/07/2024	BCARD	56.96		56.96		R	Suttons
05/07/2024	BCARD	884.34		884.34		R	Radmore & Tucker Ltd
08/07/2024	DD	247.70		247.70		R	British Telecom
10/07/2024	FPIMAESGWY		20.00	20.00		R	Receipt(s) Banked
11/07/2024	FPIMAMIMAG		20.00	20.00		R	Receipt(s) Banked
15/07/2024	DD	14.15		14.15		R	British Telecom
16/07/2024	FPO	1,611.54		1,611.54		R	HMRC
16/07/2024	FPO	33.98		33.98		R	Leekes Ltd
17/07/2024	BGCHENSOL		5.00	5.00		R	Receipt(s) Banked
18/07/2024	FPIPIPEWOR		20.00	20.00		R	Receipt(s) Banked
18/07/2024	FPIIVEYPAT		20.00	20.00		R	Receipt(s) Banked
18/07/2024	FPIBITOFAP		20.00	20.00		R	Receipt(s) Banked
18/07/2024	FPIKAMILAK		20.00	20.00		R	Receipt(s) Banked
18/07/2024	FPIDUNCANC		20.00	20.00		R	Receipt(s) Banked
18/07/2024	FPIJRIMES		20.00	20.00		R	Receipt(s) Banked
18/07/2024	FPIDUNCANC		-20.00	-20.00		R	Receipt(s) Banked
18/07/2024	FPIROTISHA		20.00	20.00		R	Receipt(s) Banked
18/07/2024	FPIJRIMES		-20.00	-20.00		R	Receipt(s) Banked
18/07/2024	FPIJAYCREA		20.00	20.00		R	Receipt(s) Banked
19/07/2024	FPIPOBILBA		20.00	20.00		R	Receipt(s) Banked
19/07/2024	FPIEHOLE		20.00	20.00		R	Receipt(s) Banked
19/07/2024	FPIKHIONE		20.00	20.00		R	Receipt(s) Banked
22/07/2024	SO	195.00		195.00		R	J. Roberts
22/07/2024	SO	192.81		192.81		R	W. Jones
22/07/2024	SO	328.83		328.83		R	W. Jones
22/07/2024	SO	888.19		888.19		R	W. Jones
22/07/2024	SO	345.30		345.30		R	W. Jones

Date: 04/09/2024

Pontyclun Town Council

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Time: 11:07

User: KJ

Bank Reconciliation up to 31/07/2024 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/07/2024	DD	79.21		79.21		R	SSE Energy Solutions
22/07/2024	FPIAPONTIS		40.00	40.00		R	Receipt(s) Banked
22/07/2024	FPIABBOTS		40.00	40.00		R	Receipt(s) Banked
22/07/2024	FPIEOMAHON		20.00	20.00		R	Receipt(s) Banked
22/07/2024	FPIAWALKER		25.00	25.00		R	Receipt(s) Banked
23/07/2024	FPIKATHERI		40.00	40.00		R	Receipt(s) Banked
25/07/2024	FPO	36.00		36.00		R	SLCC Enterprises Ltd
25/07/2024	FPO	36.00		36.00		R	SLCC Enterprises Ltd
25/07/2024	FPO	1,992.18		1,992.18		R	Rhondda Cynon Taf C.B.C.
25/07/2024	FPO	40.70		40.70		R	Forest Park & Gardens
25/07/2024	FPO	84.00		84.00		R	Action Hire Ltd
25/07/2024	FPO	50.00		50.00		R	1st Pontyclun Brownies
25/07/2024	FPIDNEWMAN		30.00	30.00		R	Receipt(s) Banked
25/07/2024	FPIKATHERI		40.00	40.00		R	Receipt(s) Banked
25/07/2024	FPIKATHERI		-40.00	-40.00		R	Receipt(s) Banked
25/07/2024	FPIKATIEGI		40.00	40.00		R	Receipt(s) Banked
26/07/2024	DD	16.87		16.87		R	EE Ltd
26/07/2024	JR		20,000.00	20,000.00		R	Receipt(s) Banked
26/07/2024	FPICATZPU		40.00	40.00		R	Receipt(s) Banked
29/07/2024	PAY	7.85		7.85		R	Lloyds Bank plc
29/07/2024	FPO	539.38		539.38		R	Wybone Ltd
29/07/2024	FPO	832.49		832.49		R	Hampshire Flag Company Ltd
29/07/2024	FPICJOPNE		40.00	40.00		R	Receipt(s) Banked
29/07/2024	BGCRCTCBC		432.00	432.00		R	Receipt(s) Banked
31/07/2024	DD	13.11		13.11		R	Aurora Managed Services Ltd
31/07/2024	FPIWOODDES		30.00	30.00		R	Receipt(s) Banked
		<u>16,665.39</u>	<u>21,150.00</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Cyngor Tref Pontyclun Town Council

Pontyclun Food & Drink festival

The event went really well helped by –

- No cars left overnight in car park.
- Weather being much better than forecast (other events cancelled due to forecasts)
- Only 1 stall did not turn up (the Ice cream van, and we suspect they looked at the weather forecast and said no thanks)

There were good crowds (much more than last year), and stallholders did well.

- 4 of the food “trucks” and 4 stalls sold out completely with another selling over 90% of their stock.
- Good comparisons with other festivals around. In terms of number/mix/quality of stalls and also organisation of the event.
- We estimate that traders sold 800-1000 meals.
- Free facepainting was well received as was the fact that the festival was free entry (comparisons made to say Cowbridge which charges for entry)

We are asking the stalls for feedback to see what can be improved (all those who have replied so far say they want to come back next year).

This is typical of the feedback we have received from stallholders so far

“Thank you so much for putting on yet another impeccably organised event. It gives a business so much confidence to commit and make the best of the opportunity at an event when it is so well run and organised. Thank you all for all your hard work and enthusiasm.”

The Clerk also spoke to over 10 groups of visitors for feedback.

Summary of suggestions/questions is below.

Questions

1. Why use the car park and not park? This is to reduce the risk of cancellation if wet.
2. Why not start earlier? Purely logistics but can look to see what can be done to bring forward to say 11. Not clear if this would allow more people to come or just spread the visitors over a longer period of time.

Improvement to logistics identified.

1. Need more parking - perhaps primary school might have space by then and possibly the Ath too.
 1. Football club would have offered spaces but had a home game. Y Pant school allowed parking on their site this year.
2. Need more bins – even though we had about 20 bags of rubbish out of the bins the Men’s shed collected 8 red bags from litter left around.

3. Rain contingency – Perhaps have Comm Centre building plus sign for seating inside? (Cleaning after)
4. More toilets - again Comm Centre - but will need to clean on Sunday so add to cost.
5. Having electric supply would be good as would have kept noise down from gennies.
6. How can we advertise more/better? We did have a Facebook event created and almost 1000 people said they were coming still others had not heard about the event.
7. More tables/Chairs - but where would we store them during the year? Or do we just use Comm Centre?
8. More helpers needed – particularly if opening earlier. Men’s Shed might help?

Potential improvements for 2025

1. Add some fairground/activities (this was popular suggestion with families)
2. Use Comm Centre as a seating option. This will also add toilet capacity. It will increase costs as will have to clean on Sunday morning.
3. Something inside Café 50 – e.g. Kids cooking activity in conjunction with the kitchen.
4. Engage the local food/drink establishments to widen the scope of the event.
 - a. Contact in say Feb/March to see if they are doing anything – food or music.
 - b. Promote as part of the Food festival weekend (Fri/Sat/Sun/Mon)
 - c. E.g. this year Café 50 did Chinese food on the Friday for lunch; Pipeworks had a band on Saturday evening. Thirsty elephant had Egyptian food and a band.

Christmas festival 2024

Once again, we will be promoting as many events as we can in the festive season.

In addition to ours we expect

- 25/27/29 Nov – Panto at St Paul’s Church Hall – Pontyclun Players
- Sally’s Angels Christmas Concert (date TBC)
- Santa Run – Pontyclun Action Group (15th Dec)
- Nativity Trail Bethel Chapel (TBC – likely 14/15 Dec)
- Likely to also be Community carol singing at the Rugby club and in Groesfaen in December.
- We are also looking for people who many wish to use the marquee on Friday night and Sunday evening. Hope have booked again for the day on Sunday.

Christmas lights switch on – 23 Nov.

We will be doing something similar as last year –

1. Pontyclun players
2. Choir with community signing.
3. Sweet vendor
4. Donut vendor
5. Council stall with hot chocolate/mulled wine
6. Have asked a brass band if they can join us.

We have a small PA system and Snow machine plus additional lighting as improvements on last year.

We have also enquired if Dominos can do pizzas similar to how they do them at Picnic in the Park and a Welsh cake provider can come and sell.

Christmas shop activities

Similar to last year we will be aiming to encourage shops to decorate their windows and Councillors will be asked to judge.

Following last year's very successful Christmas tree competition we will be doing it again this year with additional shops (5 extra trees purchased)

RCT Seasonal grants

RCT have approached us advising we are eligible to bid for a grant towards Christmas in Pontyclun in 2024.

The closing dates for bids is 2nd Oct but they ask that bids are made as soon as possible.

Bids can only be used for a Community event – either improving an existing one or creating a new event.

The following will also have to be met

- We will need to provide an event proposal, a costed detail plan of how you plan on delivering the event safely. Quotes from your suppliers etc.
- Payment will be made post event
- We must engage with the Event Safety Advisory Group (ESAG) and present full event management documents, risk assessments and insurance documents prior to the event taking place. (first aid, staffing plan, security plans, etc)
- Evidence of Insurance will be required, as well as a covering letter from your insurance provider detailing the level of insurance you have and any detail on event cancellation policy.
- No Financial support will be granted should your event get cancelled.

There is no guarantee that funds obtained this year will be repeated in future so must be careful that anything that we do this year with grant funds received should be repeatable within our budgets so as not to have a reduction in future years.

As such the Clerk and engagement officer suggest that we apply for a grant towards improving the Christmas lights switch on.

In particular –

1. To buy a platform to act as a stage (4mx3m)
2. Purchase some festoon lighting to use around the location
3. To fund a "Santa" to be there and switch the lights on the tree on

This helps deal with the main improvement feedback suggestions we had last year, and the first two items will be useable at other events in the future.

Action- Council to consider applying for grant and what for

Christmas fayre

Christmas fayre is now booking with similar arrangements to last year. There are a handful of spaces left but expect to fill shortly.

Trying to arrange an earlier start/finish, if possible, though this will depend on reaching an agreement with a group who have a Saturday morning booking at the Community Centre

Due to recent events in Southport, we will need to revise our risk assessment and volunteers for stewards will be key to ensure we can provide for this in a safe manner.

Councillors who are available (and any family/friends) should advise Tara so she can draw up a suitable timetable.

RCT summer activities

Members may wish to know that RCT arranged a number of activities across the County. These included-

- Summer arts and Craft workshops at Rhondda Heritage Park
- YEPs summer of fun days – various locations
- RCT sports summer of fun – many sporting days across RCT

It was noted that none of these took place in Southwest RCT. The nearest locations being Tonyrefail (many sports activities) and Llantwit Ffardre (1 Netball activity).

Nothing seemed to be arranged for Pontyclun, and Llantrisant/Talbot Green, Llanharan and Llanharry areas. YEPs did have their van in Llanharry a couple of times where they also run a youth centre.

Clerk contacted RCT Sports team to enquire why this was and they cited staffing/budget issues and needing to work with local clubs. We know that YEPs do not have funding to run more.

Clearly Pontyclun has many sports clubs so we should be able to arrange local activities as part of the summer of fun sports promotion. Clerk has identified over 20 provides in Pontyclun across 14 sports.

Action - do Councillors wish to see if we can liaise with them RCT sport to arrange activities for summer 2025 – potentially in conjunction with the other relevant Community Councils in the area.

2025 Event timetable

Many of our traders are telling us that they are already booking dates for 2025. Indeed, in July Caerphilly Council wrote to all the traders on their books with their 2025 dates asking people to book!

We will therefore need to go out with dates soon.

The current timetable assuming all potential Council supported activities go ahead looks like this for confirmation. The yellow highlighted events are arranged by third parties and included for info only.

January

February

Arts festival (Provisional)

March

St David's day flags

April	Easter Market (12 th April - Urban markets event, provisional)
May	May Day/VE80 event (Provisional 5 th May) Freedom of the town (TBC) Dementia awareness week (Turning Pontyclun Blue) – Over 50s Forum Pontyclun Rugby minis festival
June	Picnic in the Park (14 th June) Pontyclun walking rugby festival (22 nd June)
July	Summer family fun day (Urban markets event TBC) Ciderfest (Pontyclun RFC)
August	Summer of sports activities Stained glass window competition (St Pauls church) Food Festival (23 rd August)
September	
October	
November	PRFC Fireworks night (TBC 31 Oct or 1 st Nov) Remembrance Day (9 th Nov) Tree lighting (22 Nov)
December	Christmas fayre w/end (5/6/7 Dec)

Cyngor Tref Pontyclun Town Council

Town Improvements

The following are an update on our planned Town improvements.

New Benches

Contractor has been instructed to install the bench on cycle path.

The Council has agreed to install new benches at

- Miskin square – to replace existing bench. Awaiting Pontyclun Central Councillors to decide on design
- Ynysddu – a “Welcome to Pontyclun “ bench.
 - Council discussed using their “Welcome to design” with a Welsh Flag as background. The Company can do so at a cost of £3200
 - As an alternative they suggested using the same design as for the Queen’s jubilee (which we have by the War Memorial) changing the wording to say “Croeso I Bontyclun” and adding either a Welsh flag or Council logo to the central area. The cost of this would be £1140.
- At Rugby Club - awaiting WRU approval to use logo

Once designs are all finalised one order for all three will be made to reduce overall delivery costs.

Action – Members to confirm designs at Ynysddu.

Riverside Walk

SEWRT will shortly be installing an information board and bench at this location plus replacing the bench at the bottom of the hill along the footpath Ivor Woods

Cardiff Conservation volunteers

This group of volunteers have been doing work for us over the last 2 years. They replaced the fencing at the Riverside Walk and rebuilt the steps to access the area.

They are available in April/May/June next year to do more work if we want them. They work on Sundays and next year’s charge will be £200 a day. They do fill up and so if we want to use them will need to commit now.

There is work they can do including as an example:-

1. We want to put some raised beds up at Ynysddu (to go by the new bench) and they could build these.
2. There is fencing in Ivor Woods that needs rebuilding and some for removal.
3. They can help support chipping tree branches in Ivor Woods

Action – do members wish to use this team to do the work here.

Public Toilet doors

We have now managed to get some quotations to replace the toilet doors for consideration.

1. A straight replacement of the door would cost about £1k.
2. Replacement of the door with a manual door (straight replacement) adding an automatic locking system would be around £4800-5500.
3. To have a power assisted door with automatic locking would cost £10.5k-£13k.

In addition to these we would need to have a power supply added and there may be some costs involved in making good

Welsh Government Smart Local Energy systems grant.

This is a placeholder to allow Council to discuss and agree actions if needed. The Clerk is attending a seminar on 12th Sept to see if this might be suitable for us and will update Council at the meeting.

Ynni Cymru supports community-owned renewable energy and Smart Local Energy Systems (SLES). SLES bring together energy generation, storage, demand, and infrastructure in a local area. This improves efficiency and delivers the greatest local benefits.

They have launched a grant scheme which is open to community energy organisations, social enterprises, public sector bodies, and small and medium-sized enterprises (SMEs). Applicants are encouraged to develop innovative projects that integrate local energy generation, storage, and infrastructure, making energy systems more efficient and delivering tangible local benefits, including lower energy costs.

Applications for the Ynni Cymru Capital Grant will close at 5pm on 18 October 2024. Projects will need to be completed by 31 March 2025.

If applicable the Council will need to decide on making an application at the meeting

Floral planter near to the Windsor pub

We continue to have issues with damage at this planter. This includes regular rubbish in the planter and damage to plants. We believe that it is used by people as a seat at which time plants are damaged. If it was taller then we would not have these issues.

This planter is at a very visible location and can be seen as you come down Llantrisant Road into Pontyclun. There is also a trailing planter next to it attached to the post of the Rugby club sign.

The Staff believe that the Council may wish to consider this planter and its location, though it could of course just stay where it is.

There are 4 alternative locations where it might fit instead

1. Across the road from current location on the wide pavement by Brothers (Bute)
2. On wide pavement at Kudos (this would remove a potential stall space)
3. On Wide pavement at Chiropractor (though this would remove a potential Stall space)
4. On grass verge at corner of Cowbridge Rd and Heol y Felin (on way to library)

We could back fill the current location with a smaller but taller planter with perhaps a Pontyclun 1850-2025 sign – this would be different from the other planters in the town centre

Action – members to consider this planter and any changes

Cyngor Tref Pontyclun Town Council

Report from promoting Pontyclun working group re 175 anniversary.

2025 is a year of three anniversaries with relevance to Pontyclun.

- 175 years from the opening of Pontyclun Railway station – effectively the founding of the Town (June 1850)
- 75 years since the War memorial was unveiled with the WW2 names and of course 80 years from the end of WW2 (Sept 1950)
- 40 years of the Council's existence (April 1985)

The Council has already agreed to and is in process of arranging -

- Create and install an Info board for History of Pontyclun Railway Station
- Produce a history of Pontyclun "book".
- Install a commemorative bench opposite the War Memorial (complete)
- Plant a Commemorative tree at the Crescent opposite the War Memorial (We have a tree donated)
- We have 2 plaques commemorating war dead from Tabernacle to place (not strictly linked to the anniversary)
- Launch our first history trail.

The Promoting Pontyclun working group was due to meet on 12th August however was not quorate. As it was possible to arrange an alternative date ahead of this meeting this report has been prepared for the Council to discuss.

We wish to make the commemorations for Pontyclun 175 to be memorable, engaging and inclusive.

The following are activities for the year which the Council has agreed to consider progressing and the Working Group co-ordinator asks Council to finalise accordingly. Where it asks who will drive this forward it needs to be at least 2 Councillors so that powers can be delegated.

Specific events

Arts festival – Feb 2025

Working with local venues aim to run an Arts festival across February. In many case the venues will already be running activities and this is more around badging them up and infilling with other smaller activities. E.g. History talks, displays.

Activities could include -

- Pub bands
- Poems and Pints night
- Folk club
- Art exhibition at Giles Gallery
- History talks
- Quiz night

- Poetry competition
- Comedy night

Action – Does the Council wish to take this forward and if so, who will take and drive this forward.

VE80 commemorations – May 2025

There are a number of activities that the Council has agreed to, focussed on the War Memorial and it would be appropriate to hold these around the time of the VE80 commemorations. This was agreed at the July meeting subject to finalising arrangements.

1. We have identified 3 WW2 dead with links to Pontyclun who are not commemorated on the war memorial. Currently awaiting RCT permission to add names to the memorial
2. The Council agreed to put up a history board at the War Memorial
3. Councillor Paul Binning and the Clerk met with a representative of groups of local military re-enactment societies.
 - a. They are happy to arrange a large display for us including various vehicles, equipment, dress etc.

The recommendation is that we hold a “Picnic in the Park style” event on Bank holiday Monday afternoon (or whichever date suits the re-enactors best that weekend). This will include: -

- Historic Military stalls
- Food and Drink trucks
- Other relevant organisations -Scouts/Guides/Air cadets/Fire/Police/NHS
- Potentially a select few craft traders
- At some time during the event – perhaps at start we have a small ceremony to
 - Unveil the additional names on War Memorial
 - Unveil history plaque.
 - Clerk to aim to invite dignitaries, e.g. Regiments of the war dead, families, MPs, MSs etc.

Action – Council to confirm arrangements.

VE80 day

This falls in midweek so is more difficult for us to plan to arrange anything for the day but the following are options based on the official VE day celebration events.

- Proclamation – Town crier from 8am (Clerk has asked Men’s shed if they might have a suitable volunteer. A handheld bell can be sourced)
- Raising the VE day flag – 9am – we would need to purchase and fit a flagpole, which could go by War Memorial and then be used at future activities.
 - There is a special VE day flag.
- We could also have flags on the shops for that week (either Welsh/Union jacks which we have or using the VE day flags -£18 each)
- People are encouraged to eat Fish and Chips on the day so Café 50 will have that as its menu on the day and we can encourage others (this is because fish and chips were never rationed in the war and eating this will commemorate our fishermen and land workers from the war)

Action – do members wish to commemorate VE day 80 on 8th May.

Picnic in the Park (PiP) weekend – June 2025

Aim to invite representatives from Ravensburg twin town to attend so that the PiP weekend would be a twinning event and initial response from them is positive. Clerk is taking this forward.

The PiP event for 2025 would include-

- Week of the PiP to have shops dress their windows in particular asking local children to do pictures.
 - Could also have an exhibition of historic photos and or artwork by locals.
- Friday night activity – e.g. Kids disco (Silent) plus dinner/concert for twinning guests.
- On Saturday aim for similar event to the past but on a larger scale with a historic dress competition.
- To have an unveiling ceremony for a 175-memorial celebrating the town's anniversary
 - The Council discussed having an element of period dress at this event, hence the competition.

The Clerk from Cowbridge attended our Food festival (in part to steal ideas) but mentioned that there is a way of getting a free road closure for a parade – subject to suitable traffic management. This would reduce costs of having a parade should we want one.

Action - Decisions required include.

- **Activities for the Ravensburg guests during their stay. Ravensburg is the old Taf Ely twin so other CCs in area may also be able to do something. Including**
 - **What other twinning type arrangements can be established e.g.**
 - **Schools working on join projects?**
 - **Sports clubs?**
 - **Friday night activity**
 - **Accommodation**
- **Unveiling ceremony details**
- **Max Budget (There is £1600 in reserve)**
- **Picture/photo displays**
- **Do we want to look again at a parade?**
- **Who will work with staff to drive this forward?**

Freedom of the Town May 2025

The Council has discussed and agreed to award 5 Town Freedoms based on public nominations.

Aim is to announce the Freemen/women at the May Annual meeting with a commemorative dinner shortly afterwards.

To allow time to nominate and select candidates this process will need to start immediately: -

This will include-

- Agree design of “award”.
- Agree criteria for nomination.
- Agree nomination process.
- Agree selection process, which may include a number of filtering stages.
- Agree date and format of commemorative event.

- Agree budget for process.

Nominations will need to open in early Jan to allow completion of this and selection by May so decisions on criteria will need to happen before this.

Depending on number and quality of nominations the Council may also choose recipients who they wish to be recognised but have not been nominated by the public.

Action – Council will need to finalise the whole process and agree who is driving this forward to completion. Powers to progress this will need to be delegated to the Councillors involved.

Other activities

New Floral arrangements

As part of developing Pontyclun and improving our facilities the Council has agreed that at some time it will install new floral arrangements at

- Ynysddu
- By YGGG school

Desire is for pollinator friendly, hardy perennials requiring minimal looking after (due to resources). It would be appropriate to try any create at least one of these displays in 2025 to coincide with the 175 anniversary.

We potentially have a group of volunteers for early June to build one of these two areas. Because of the nature of the ground the most suitable location for these to work is at YGGG School where there is space for up to 3 large planters by the bus stop in from of school.

The location at Ynysddu is sloping and has some restraints (manholes etc) that a “professional” build will be required.

CIL monies can be used for both of these.

Action

- 1. Confirm if Council wishes to progress with YGGG school planters – aiming for June install.**
- 2. Decide if Ynysddu build to be Autumn 2025 or into 2026**
- 3. Which Councillors to work with Staff to agree designs and bring forward**

Presenting Pontyclun’s history

The Council has already agreed to create and where relevant install.

1. A railway history sign at the station
2. A History sign at the War Memorial
3. A Pontyclun 175 commemorative plaque
4. Write a history of Pontyclun.
5. Complete a history trail of the area.

Undertaking these works is generating a significant amount of historic information which the staff believe can be used to promote the history of the area.

In particular the following can be arranged –

- As history trail content needs to be bi-lingual we will have additional Welsh language content to update our website with
- New historical information will be available to update our online museum.
- We aim to publish short online posts about the history of the area throughout the year.
 - For example, the community response to a measles epidemic in 1893
 - We will aim to publish 26 posts.
- Design and publish some small notices to attach to various buildings with historical data. E.g.
 - Religion in Pontyclun – short history of our churches and chapels
 - Entertainment in Pontyclun – info about Cinemas bingo halls etc
 - Public Houses
 - The Athletic

Action – members to confirm agreement.

Other request for promoting Pontyclun

The organiser of the Remembrance commemorations in Groesfaen has asked the Council to consider funding some additional banners promoting the Remembrance day commemorations there.

We already have a banner which we add to the bus shelter in Groesfaen and promote online and in the Buddy magazine. As we have 3 commemorations we would need to do similar for all three.

Action – members to consider if they wish to do additional promotion work for Remembrance Day?

Cyngor Tref PONTYCLUN Town Council

Grant requests

Members should note -

- Budget for 2024-25 is £5000. The sum is effectively £1250 per quarter. In June we agreed £600 of grants.
- In addition, we have set aside a further £3k towards supporting the annual Fireworks event.
- Our Policy favours requests for specific purposes rather than general running costs and we normally only fund National Charities where we have had evidence of local work/benefits. Our policy is to consider them in March after local causes have been funded unless there is a pressing immediate need.
- Council can decide.
 - Grant in full or part
 - Decline or hold over to another meeting (possibly pending further data)
- Where a grant of over £200 is given our policy is that the recipients must undertake some activity for the benefit of Pontyclun and not just its members/attendees.

Requests

The legal power for these requests is S19 Local government (Misc. provisions) act 1976 unless stated.

New requests – local organisations

1. Llantrisant Young farmers club

- a. This group of local young farmers are looking for a grant to help support them and promote the group. No specific amount is indicated, though total costs are £500.
- b. They have 31 members of whom 21 live in our area.
- c. The grant would meet our objectives.
- d. This group applied last year, and we gave them £200.

2. Llantrisant and district Probus group

- a. This is a group providing a meeting point for retired professional and semi-professional businesspeople.
- b. They have about 9 members who live in our area.
- c. They are requesting up to £200 towards the cost of a buffet event for members and their partners at Pontyclun RFC, where they also hold their meetings.
- d. We have given grants in the past, the last being £100 in 2022 (they ask about every 2-3 years)
- e. The grant would meet our grant objectives.

2. Llantrisant and district Over 50s forum

- a. This older people's group are asking for funding towards their events in 2025.
- b. They undertake a number of activities to support older people including Warm hubs, talks and in 2024 they organised the "Turning Pontyclun blue" event for Alzheimer's. They are likely to do similar events in 2025.
- c. They have many members, and our Chair is on their committee.

- d. No specific amount is requested. We have given funds in the past, most recently £100 in 2022-23.
- 3. Sally's Angels Community Choir**
- a. This local Choir is asking for £500 towards a Charity Christmas concert to be held at St Paul's Church
 - b. This Choir does do various local events, including singing at Remembrance Day in Pontyclun and at our Christmas Tree lighting ceremony.
 - c. The application meets our criteria.
 - d. We have not given grant funding in the past.
- 4. RCT Community Wind band**
- a. The wind band are asking for a donation of £300 towards their annual running costs of £2300
 - b. The band perform many local concerts, often for charity and also perform at our Christmas fayre
 - c. The application meets our criteria
 - d. We have given funds in the past. In the last three years we have given £150, £200 and £250
- 5. Pontyclun Air cadets**
- a. The air cadets are asking for a grant of £500 (or more) towards the cost of equipment costing approx. £10k in total. This will be used for many of their recreational activities.
 - b. They have 45 members living in the Pontyclun/Llantrisant area
 - c. Application would meet our criteria for a loan and would also serve to meet our commitments under the Armed Forces Charter
 - d. The Air cadets support many local events including of course Remembrance Day. They provide support for Christmas fayre too.
 - e. They have not had a grant from us in the last few years
- 6. Merched y Wawr**
- a. This group , who meet in Café 50 are applying for a grant of £200 towards the costs of guest speakers and room hire
 - b. They are active in promoting the Welsh Language and most of their 20m members are still learners
 - c. The application would meet our grant criteria and also support our Welsh language promotion commitments
 - d. We have supported before, most recently last year when we gave them £200 towards an area wide Christmas concert.

Other grant requests

Pontyclun RFC

Members will recall that we have included a budget line of £3k towards the cost of the Fireworks put on by the Rugby Club.

Last year, the first time back since Covid was a great success, with all tickets selling out ahead of the event. Financially due to licencing restrictions on numbers the 2023 event made only a small profit.

They are asking for us to support them again this year with a further £3k. See appendix 6h.

The ARC Project

The project is volunteer/user led and supports people to live well with dementia. For example, they help run our Monday afternoon social group, the Wednesday morning Caffi Coff and Friday music groups. They want to set up a local Wayfaring “trail” in Pontyclun.

People with dementia often have problems with names and directions and the aim of this is to give some recognisable signs which can help them.

- There will be 10 signs/posts.
- Each sign will have a picture of a recognisable feature – fish, butterfly, bird etc together with the name in English and Welsh
- The aim is that people may remember these easier than street/shop names so help with directions.
- Once installed the groups will also do walks from one to another as part of their activities.
- The plaques will be made such that “brass rubbings” can be taken so would also provide activities for kids/families.

They estimate the total cost as £440 of which they have £75 and would like the Council to fund the rest. They will arrange to purchase/make everything, and the Men’s shed group will install.

Examples of the designs can be found here <https://www.ospreyco.com/rubbing-plaques>

This would be a good project to fund from our special reserve for groups doing activities of benefit to our objectives. This fund has £370 in it so would fund this in full, or it could be funded from this years grants.

Action - members-

- 1. Consider and approve/decline grant requests.**

Application form

Your organisation

Name of Organisation	Llantrisant Young farmers.
Purpose of organisation	Youth Organisation
Number of Participants / members	31.
Number of Participants / members living in the Pontyclun Town Council area: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	21.
Age group of participants / members	10 - 28 .

Your application

Why do you need a grant?	To continue supporting the current members and encourage more members.
What is the total cost of your requirements?	£500
How much are you asking the Town Council for?	NO.
Who will benefit from this grant?	£500
How will the grant support the achievement of the Town Council objectives?	To try recruit more members into such a fantastic Youth organisation, and to continue to fund raise for local charities

We may ask you to provide further information to support your application such as, costings; your last income and expenditure accounts and your constitution or aims and objectives

Conditions of Grant:

Grants applications are subject to the following standard conditions

- Pontyclun Town Council may put the details of the organisation on the Community Council website so that going forward members of the public can make contact.
- Beneficiaries agree that they will refer to Council support in their records / promotional materials.
- Beneficiaries receiving more than £200, and who do not already do activities that benefit the wider community, will be asked to undertake some, e.g. litter picking.
- Grants are always paid direct to the beneficiary organisations bank account (we will ask successful groups for their details)

Depending on the nature of the request the Council reserves the right to impose other conditions.

Your details for the Pontyclun Town Council web-site

Name of organization	Llantysant Young farmers.
Brief description of organisation, meeting date, times and place	We are a registered charity based Youth organisation, we meet every Monday from September to June
Contact name and position	Tracey Huntley President
Contact e-mail address	traceyhly@hotmail.com
Contact telephone number	07792038825
Web site address – if applicable	glamorganyfc.com/nfyfc.org.uk

Your contact details for the purposes of the application (if different from above)

Name	Llantysant Young farmers
Contact Phone number	Tracey Huntley
Contact address	Garth fawl farm Cilfynydd Pontypriekd CF37 4HP.
Email address	traceyhly@hotmail.com

Application form

Your organisation

Name of Organisation	Llantrisant AND DISTRICT PROBUS CLUB
Purpose of organisation	To provide a meeting point for retired professional or semi-professional business men at which they can contact & maintain fellowship with persons in similar circumstances.
Number of Participants / members	22 current members
Number of Participants / members living in the Pontyclun Town Council area: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	13 other members in Llantrisant, Fair Isaf and Tonyrefail.
Age group of participants / members	65 to 90 yrs of age

Your application

Why do you need a grant?	while we meet monthly at Pontyclun RFC we also have an annual buffet lunch to which we invite members partners. The grant would subsidise this extra cost.
What is the total cost of your requirements?	last year we paid £407.
How much are you asking the Town Council for?	£200 would allow us to invite partners at a subsidised rate
Who will benefit from this grant?	Members and their partners from the local community, Pontyclun RFC and the buffet providers.
How will the grant support the achievement of the Town Council objectives?	The annual buffet supports the objectives of encouraging the participation of residents in the Probus Club and helps the less well-off members to participate

We may ask you to provide further information to support your application such as, costings; your last income and expenditure accounts and your constitution or aims and objectives



Pontyclun Community Council
Pontyclun Community Centre
Heol yr Osaf
Pontyclun
RCT
CF72 9ER

2 Merthyr Street
Pontyclun
RCT
CF72 9AE
07878015744
ypeters@btinternet.com

24th July 2024

Re Support for Llantrisant and District 50+ Forum

Dear Community Councillors.

Two years ago we received a small donation from yourselves and that was when we hosted an event to mark International Older Persons Day. It was a great success and organisations such as Cwm Taf Morgannwg University Health Board, RCTCBC and many third sector organisations brought information to a few hundred members of our community on the day.

Last year we held warm space sessions in the Athletic Club throughout January February and March and the feedback from people who attended was excellent and often the avoidance of isolation and loneliness was quoted as their reason for attending.

This year during the winter months we had weekly dementia awareness sessions and we were the main players in turning Pontyclun blue during Dementia Action Week. Our committee printed posters, visited businesses, made blue bows and bunting and between 13th and 17th May we facilitated events such as community singalong outside Anne's Chemist with a local dementia support group. We are committed to continually raising awareness of the various types of dementia.

In addition to the above we have our ongoing formal meetings for 50+ members and have just introduced a further six meetings a year that will simply allow members to get together over a cup of coffee and a light snack. There is a heap of evidence to show that regular socialising increases wellbeing especially in our elderly population and our efforts must be helping deliver RCT's Age Friendly Community strategy.

Our committee members are volunteers and we are able to provide activities for members by applying for grants and fundraising at local events. We do what we can to improve the life of our members but we'd like to do more and that's why we're asking for your support.

Hope to hear from you soon and take care.

A handwritten signature in black ink, appearing to read "Y. Peters", written over a horizontal line.

Application form

Your organisation

Name of Organisation	Sally's Angels Community Voice Choir
Purpose of organisation	To provide the opportunity to sing and raise funds for charity
Number of Participants / members	42
Number of Participants / members living in the Pontyclun Town Council area: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	35
Age group of participants / members	Intergenerational - we have ages from 15 to 75

Your application

Why do you need a grant?	We are a non profit making organisation. The grant will be used to fund Pontyclun Community Voice Christmas concert. To encourage and enable more local people to join in.
What is the total cost of your requirements?	£500
How much are you asking the Town Council for?	£500
Who will benefit from this grant?	The local community, choir members and family of our choir and the charitable organisations we support.
How will the grant support the achievement of the Town Council objectives?	By encouraging the community and local residents to participate in an activity that will enhance and promote health and well being. It will attract visitors and family members to Pontyclun who do not live in the area, this will raise the profile of our community and increase footfall for local businesses. The use of public transport will be promoted, tickets to events will be digitalised to save waste and all other waste from the event will be responsibly recycled. Costs to residents are kept to a minimum and concessions available are made for over 65's, students and families. Our choir is multigenerational and open to young and old alike.

We may ask you to provide further information to support your application such as, costings; your last income and expenditure accounts and your constitution or aims and objectives

Application form

Your organisation

Name of Organisation	RCT COMMUNITY WIND BAND
Purpose of organisation	TO ENCOURAGE PLAYING AN INSTRUMENT AND PERFORMING FOR ENJOYMENT IN THE LOCAL COMMUNITY
Number of Participants / members	35
Number of Participants / members living in the Pontyclun Town Council area: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	THE MAJORITY OF OUR MEMBERS LIVE IN AND AROUND THE WARDS OF PONTYCLUN
Age group of participants / members	10 - 82

Your application

Why do you need a grant?	FOR RUNNING COSTS, HALL HIRE IS RISING SUBSTANTIALLY AT Y PANT - £1,150 THIS YEAR. INSURANCE, NEW MUSIC, ALSO TO HELP WITH OUR 20TH ANNIVERSARY CONCERT
What is the total cost of your requirements?	£2,300 £1,150 HALL HIRE 220 INSURANCE 200 NEW MUSIC 130 20TH ANN.
How much are you asking the Town Council for?	£300
Who will benefit from this grant?	LOCAL COMMUNITY EVENTS AND LOCAL COMMUNITY BAND MEMBERS
How will the grant support the achievement of the Town Council objectives?	IT MEETS WITH THE COUNCIL'S OBJECTIVES. THE BAND PROVIDES FREE MUSICAL ENTERTAINMENT AT LOCAL EVENTS AND ALSO PROVIDES A LOCAL HUB FOR ALL AGES + ABILITIES TO DEVELOPE SKILLS ON WIND INSTRUMENTS + PERCUSSION

We may ask you to provide further information to support your application such as, costings; your last income and expenditure accounts and your constitution or aims and objectives

Application form

Your organisation

Name of Organisation	2077 Pontyclun RAF Cadets
Purpose of organisation	RAF Cadets
Number of Participants / members	45 cadets
Number of Participants / members living in the Pontyclun Town Council area: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	
Age group of participants / members	13-18 year old

Your application

Why do you need a grant?	Purchase more equipment for the cadets including rock climbing equipment, rifles, archery bows, computer equipment to run the flight sim externally, attend an adventure camp for all members, additional radio equipment so more cadets can under go that training.
What is the total cost of your requirements?	£10,000+
How much are you asking the Town Council for?	£500. If there was a possibility of an increased amount this would be appreciated.
Who will benefit from this grant?	The cadets directly but also the local community as they always give back and participate in local events.
How will the grant support the achievement of the Town Council objectives?	The grant will help to support the cadets/young people in the local area, ensuring they all have the opportunities to be part of the activities, learning and development the cadets programme offers, regardless of financial back ground (activities and camps are subsidised through funding) . The community will benefit through continued participation and support with local events, Pontyclun Church, Remembrance Sunday etc.

We may ask you to provide further information to support your application such as, costings; your last income and expenditure accounts and your constitution or aims and objectives

Ffurflen Gais

Eich Sefydliad

Enw'r Sefydliad	Merched y Wawr
Diben Y Sefydliad	Mudiad Cymraeg i ferched ydyw Merched y Wawr gyda dros 280 o ganghennau a chlybiau yng Nghymru. Amcanion y mudiad yw hybu unrhyw achos er budd merched yng Nghymru a ystyrir trwy gyfraith yn elusennol ar hyn o bryd neu ar unrhyw adeg yn y dyfodol, ac yn arbennig i rymuso addysg gyhoeddus ac i hyrwyddo diwylliant Cymreig, addysg a'r celfyddydau yng Nghymru trwy gyfrwng yr iaith Gymraeg. Mae'r Mudiad yn fudiad gwladgarol yn amhleidiol yn boliticaidd ac yn anenwadol yn grefyddol Mae bod yn aelod o Ferched Y Wawr yn rhoi cyfle i gymdeithasu a gwneud rhywbeth cadarnhaol trwy gyfrwng y Gymraeg. Dyma gyfle i hyrwyddo Cymreictod yn ein hardal. Dim ond dwy gangen o'r mudiad sydd yn Rhondda Cynon Taf a Changen Tonysguboriau a'r cylch yw un ohonynt
Nifer y cyfranogwyr/aeloau	Disgwylir bydd 20 o fenywod yn ymaelodi gyda'r gangen am y tymor Medi 2024-Gorffennaf 2025
Nifer y cyfnogwyr/aeloau sy'n byw yn Ward Cymuned Pontyclun	Mae o leiaf 8 o'n haelodau yn byw yn y ward ac mae gwahoddiad i unrhyw un o'r ardal ac ardaloedd cyfagos i ymuno â'r gangen gan nad oes llawer o sefydliadau Cymraeg eu hiaith yn RCT. Rydym yn awyddus i groesawi ddysgwyr i ymuno â ni.
Grŵp oedran o gyfanogwyr/aeloau	Mae'r mudiad yn croesawi menywod o unrhyw oedran. Ar hyn o bryd mae tua 70% o aelodau ein cangen o oed pensiwn. Hoffem weld mwy o rai iau yn ymuno â ni

Eich Cais

Pam mae angen grant arnoch chi?	Mae cyfraniad o £20 o'r tâl aelodaeth yn mynd i'r Mudiad yn ganolog Rydym wedi penderfynu gofyn am dâl aelodaeth o £25 i ymuno â'n cangen gan fod y mwyafrif o'n haelodau'n bensiynwyr. Nid yw'r swm hyn yn ddigon i gwrdd â chostau llogi'r lleoliad ein cyfarfodydd, cael siaradwyr gwadd, costau gweinyddol e.e. argraffu cardiau aelodaeth, hysbysebu ein cyfarfodydd Hoffem edrych ar ffyrdd gallai'r gangen gefnogi siaradwyr newydd i gael cyfleoedd i ddefnyddio eu Cymraeg e.e. cael boreau coffi, clwb darllen fyddai a chostau ychwanegol
Beth yw cyfanswm cost eich gofynion?	Amcangyfrif fod cost siaradwyr gwadd yn £240; costau llogi Cafe50 am 9 o'n cyfarfodydd yn ystod y tymor.
A fydd y grant yn cyhyrchu referniw?	Na
Faint o arian yr ydych yn gofyn i'r Cyngor Cymuned am?	£200
A fydd unrhyw un y tu allan i'ch grŵp yn elwa o'r grant hwn? Sut?	Rydym yn awyddus iawn i gael mwy o ddysgwyr o'r ardal i ymuno a'r gangen yn enwedig gan mae dysgwyr sefydlodd y gangen yn y lle cyntaf yn yr 80au o'r ganrif ddiwethaf. Y nod yw defnyddio'r brwydfrydedd ddangoswyd yn ystod Eisteddfod 2024 am ddysgu'r iaith i gefnogi rhai sydd wedi cymryd yr her yma.
Sut bydd y grant yn cefnogi/cyflawni amcanion y Cyngor Cymuned?	Mae'r Cyngor Cymuned eisoes yn cefnogi'r iaith Gymraeg. Rydym ni, fel mudiad, yn unigryw yn yr ardal trwy gynnig cyfleoedd i fenywod ddefnyddio'r Gymraeg mewn sefyllfa gymdeithasol ac i fod yn rhan o'r diwylliant Cymreig yn yr ardal trwy gynnig rhaglen o gyfarfodydd a digwyddiadau trwy gyfrwng y Gymraeg. Mae dyletswydd gennym hefyd i gefnogi dysgwyr newydd gan roi cyfleoedd iddynt ymarfer eu Cymraeg ac i ddefnyddio'r iaith yn y gymuned. Y tymor hwn byddwn yn gwahodd disgyblion Ysgol Llanhari i un o'n cyfarfodydd unwaith eto gan fod hyn o fudd i'r disgyblion gwrdd â rhai sy'n hŷn ac i glywed yr iaith yn cael ei defnyddio'n naturiol mewn cymuned. Byddwn hefyd yn defnyddio gwasanaeth a gynigir gan RhCT i ddysgu mwy am iechyd meddwl a meddylgarwch.

Pontyclun Rugby club fireworks proposal 2024

Introduction

Pontyclun Rugby and sports club are requesting financial assistance from the Town council to continue our annual fireworks display.

Background

Pontyclun RFC restarted their fireworks display in 2023. This was an attempt to bring the community closer post COVID. It was a success on that point.

As a not-for-profit organisation we were not in this for the money, but if we could make some it would be great as we could plough this back into the sports club. We did make a profit, but barely. I have given a complete breakdown of the finances on the second page for the council to see. In total we made a profit of £228.28p.

Proposal

Following discussions between the Club and Council in 2023 it was proposed the council could help financially so the display could continue.

The club has held discussions with the team that ran the display in 2023, and we are now in a position to finalise the plans for 2024.

We are approaching the Town council to ask for grant for the sum of £3000 as financial assistance for purchasing the fireworks. As you can see, last year we were very close to making a loss on the night, and without the council's assistance, we would probably not be able to go ahead in 2024. Any profits are given back to the community via us running the various sports clubs in the village.

The club will do all the arrangements and will finance the remaining monies.

We accept the club could make a profit on the evening and this may raise some questions within the community. However, Pontyclun Rugby and Sports club is a not-for-profit organisation. Therefore, overall we aim every year to break even and any profits the club makes are ploughed back into facilities for the over 500 members we have, many of which are under 18.

Conclusion

Pontyclun Rugby and Sports club see themselves as a large part of the local community. We run rugby teams for all ages both male and female, as well other sports including bowls and darts. Every member of our club is encouraged to become a positive member and role model, which has a positive effect on the overall community.

An integral part of this work is to lay on facilities for the non-sports playing community. Our fireworks display has been a part of this work for many years. With the Town council's help, we can hopefully keep this running.

ITEMS BOUGHT	TOTAL INC VAT	SUBTOTAL
PRINTING	52.8	52.8
BANNERS	59.04	111.84
ENTERTAINMENT	500	611.84
FIREWORKS	6213.71	6825.55
PERIPHERALS&PPE	262.78	7088.33
GLOWSTICKS	183.89	7272.22
LICENSING	23	7295.22
SKIP HIRE	300	7595.22
HOSPITALITY	160	7755.22
FOOD HOSPITALITY	15	7770.22
BARRIERS	830	8600.22
STOCK *APPROX	2500	11100.22
WAGES*EXC CLEANING AND VIC	796	11896.22
Total Expenditure		11896.22

ITEM	MONIES RECEIVED	SUBTOTAL
TICKETS	4140	4140
VENDORS	250	4390
DONATIONS	35	4425
COUNCIL MONIES	3000	7425
GLOWSTICKS	74	7499
BAR	4620.5	12119.5
Total Income		12119.5

Cyngor Tref Pontyclun Town Council

Update on annual plan 2024-25

The Council's annual plan for 2024-25 is provided in appendix 7a with a colour coding as to where progress is.

The legend is -

- Green sections – on plan or completed.
- Amber – behind plan or may fall behind.
- Red text – actions in addition to original plan

There are two sections in amber.

Public consultations – as yet nothing identified for consultation other than the Freedom of the Town which was specifically planned for.

Delivering service levels – in June the Council changed its phone system to a fibre broadband based one. During this changeover the phone system was down for 2 days, and our voicemail took nearly 5 weeks to be set up.

It is worth members noting that the change took from early October through to end July to complete fully, though some administrative issues took longer (e.g. BT continued to change for old service and new). Overall, the Clerk has spent about 50 hours of time dealing with this.

Cyngor Tref Pontyclun Town Council

Annual Plan

Objective	Actions	Comments
Community Events		
The Council will run three large Community events	<ul style="list-style-type: none"> • Spring– Picnic in the Park • Summer – Food and Drink festival • Christmas – Christmas Festival 	Picnic in Park and Food fest run. Christmas in plan
The Council will support other local organisations who arrange community events in the area	<ul style="list-style-type: none"> • Grant for PRFC to hold Fireworks night • Support 3 Remembrance Day parades in Community • Support Urban Market Easter fair 	PRFC grant in budget, Rugby club contacting us in Sept. Remembrance Day parades in plan Urban market easter market and Summer fun day held
Improving services		
The Council will deliver at least one larger scale new service or an improvement to existing service (£500+)	<ul style="list-style-type: none"> • Nine new benches to be installed • Complete replacement of fencing and steps at Riverside Walk • Defib at Ivor Arms 	9 benches installed. 1 more to come shortly and purchasing 3 more for later install Riverside walk work completed Defib purchased awaiting installation
The Council will deliver one smaller new service each year (£50-500)	<ul style="list-style-type: none"> • One History trail to go live 	Working with Historypoints.org aiming to go live early 2025 for one trail
The Council will deliver 3 small scale new services or make 3 smaller improvements to existing Council services	<ul style="list-style-type: none"> • Extend period of floral planter watering by 3 weeks in September • Large poppies onto lamp posts for Remembrance • Small improvements to area by War Memorial 	Extended floral period in place Large poppies purchased ready for commemorations War Mem improvements planned for 2024/5 done bar painting bin (for which contractor instructed) Railings being added to steps by War Memorial 4 additional dog poo bins to be installed and 4 additional waste bins
The Council will implement one new action each year designed to improve sustainability or benefit the environment.	<ul style="list-style-type: none"> • Water butt at Community centre • Large Bug hotel at Community centre 	Water butt and large bug hotel in situ at Community centre Pollinator friendly trial running with 2 friendly planters replacing the trailing begonias

	<ul style="list-style-type: none"> Extend trial of pollinator friendly planters by Windsor 	<p>Significant increase in pollinator friendly ground planters on trial in 2024. Aim in 2025 for all hanging baskets and 5 of the 15 trailing planters to be pollinator friendly. 14 of the 26 ground sited planters to be pollinator friendly</p> <p>Grant funding obtained to arrange community spring bulb planning activity to provide suitable flowers for early pollinators</p>
Resident engagement		
The Council will hold an annual meeting and at least 10 monthly meetings plus regular Working Group meetings		Annual meeting in May No Meeting in August/December
The Council will engage residents via Noticeboards, Website and Social media		Agreed engagement strategy in place
The Council will arrange at least one Resident survey via online methods to elicit views from them	<ul style="list-style-type: none"> Freedom of the town awards ANO TBC 	FoT to be launched in late 2024/Jan 2025
Council administration		
The Council will agree and deliver an annual budget		Budget agreed and on track
The Council will meet its published service standards		Did have issues in June/July when phone service changed as voicemail service dropped off for 5 weeks
The Council will publish an annual report	<ul style="list-style-type: none"> By end June each year 	Published
The Council will implement one new action to reduce or mitigate its risks or to improve resilience.	<ul style="list-style-type: none"> Complete a minimum of 6 guides to help new staff joiners (or cover) Tranche of diseased Ash trees to be removed in Ivor Woods Steps down to Riverside walk to be rebuilt Recipients of large grants to be asked to do a 	<p>7 guides prepared – plus OVW issued another 6</p> <p>Ash trees removed</p> <p>Riverside walk steps completed</p> <p>All large grant recipients now requested to do a community task</p> <p>Staff payroll moved to allow remote access</p>

	<p>Community task to support our objectives</p> <ul style="list-style-type: none"> • Staff payroll system moved to allow better remote access 	<p>Also working on moving Council's finance system to allow remote access</p>
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Cyngor Tref Pontyclun Town Council

Volunteering opportunities from Pontyclun Town Council

The following are the current volunteering opportunities available from the Council.

In addition, we are happy to accommodate people wanting to do other activities and can make reasonable adjustments to suit people with varying abilities.

Most of these opportunities can be done at the volunteer's leisure and at a time suitable for them. We can provide equipment and training if needed.

If you are interested in any of these, or want some more information please contact us on 01443 238500 or via email to community@pontyclun-cc.gov.wales

Litter picking.

The council is a litter picking hub and we regularly get asked how people can get involved. We have opportunities for -

- Groups
- Individuals
- One off litter picks or regular looking after an area long term are possible.

Countryside rangers

We own and or manage a number of public outdoor spaces. Ivor woods and/or Riverside Walk and/or Pontyclun Park could have support from residents to manage. This could include: -

- Litter pick.
- Manage balsam.
- Help with cutting back overgrowth.
- Report issues for Council action.

We also look after all the footpaths in our area and people could volunteers to look after one or more paths, litter picking, clearing vegetation, signage and reporting issues.

Floral planters

We have small planters at a number of locations, which over the years we have stopped looking after due to resource constraints.

Volunteers could adopt one or more of these and help bring them back to "life".

These are at –

Talygarn (2)

Miskin (2) near to All Hallows Church

In addition, people could volunteer to help expand our floral offering by helping build new planters and look after them or our existing ones.

Maintaining land as a wildlife garden

The Council owns a piece of land in Miskin behind the church. This is approximately 20m long and 5m wide.

Whilst this is used by the public as a cut through from the estate into the church grounds there is still plenty of space here to have a wildlife garden which a volunteer or group of volunteers could look after

Online museum curator

Our website has an online museum with the history of the area, local groups and notable individuals.

We would welcome the support of a volunteer (or volunteers) to act as a curator to update the materials and improve the site.

Celebrating the 175th Anniversary of Pontyclun

Over the next 15 months, the Council will be looking to arrange a number of activities to celebrate the 175th anniversary of Pontyclun and will need people to help with that. This will include.

- Admin support
- Marketing support
- Organising events

Adopt an asset.

The Council owns several items of street furniture such as benches, bus shelters bins etc.

If people wanted to adopt one or more and help, look after them by cleaning and reporting issues then this can be arranged.

Community events

The Council arranges many Community events each year. For each we need stewards on or around the day to help with

- Setting up
- Managing public safety on the day
- Waste management.
- Putting everything away afterwards

One off activity

There are one-off activities which can be arranged. These may be finished quickly or potentially take a few days.

These are some examples: -

- Repainting bridge over river at Ivor woods
- Installing benches
- Clearing vegetation
- Repainting street furniture
- Preparation of leaflets and information boards

Bulb planting day

In the autumn of 2024 (and hopefully annually thereafter) we will be holding a bulb planting day.

This will focus on planting bulbs across the area, such as blue bells and crocuses, which can support early pollinators.

Details will be published on social media ahead of the event.

Developing leisure and active travel opportunities

The Council wishes to improve the leisure and active travel opportunities across the community.

To help aid this we are looking for people with some IT or design skill to help us create and develop some additional opportunities. These include: -

1. Slow ways, in particular developing and promoting routes from
 - a. Pontyclun to Miskin
 - b. Miskin to Groesfaen
 - c. Pontyclun to Llanharry
 - d. Pontyclun to Talbot Green
2. Local cycling routes
3. Local running routes
4. A set of short circular history trails in
 - a. Groesfaen and Mwyndy
 - b. Miskin
 - c. Brynsadler and Talygarn
 - d. Pontyclun

Helping coordinate community wide engagement initiatives

The Council is looking for volunteers to help support a number of local initiatives which help make Pontyclun a beautiful, resilient and sustainable place. This involves working with individuals, groups and local businesses. These initiatives include: -

1. Crisp packet recycling
2. Litter free zones
3. Refill scheme
4. Adopt a station scheme
5. Local places for Nature
6. Community Green flag awards
7. Bee friendly designations
8. Decorating BT boxes

Cyngor Tref Pontyclun Town Council

Casual vacancy for Councillor in Pontyclun West

Councillor Kelly Serratt has not attended a Council meeting since 1st February 2024 so Section 85 of the Local Government act 1972 (LGA1972) applies.

“if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.”

Under Section 86 of the LGA1972 the Council needs to declare a casual vacancy so that the relevant procedures under the act to fill the vacancy can be undertaken.

Councillor Sherratt also wrote to the Clerk on 30th August tending her resignation as a Councillor.

Once the vacancy has been declared the Council’s Proper Officer (in this case our Clerk) will advise RCT CBC of the vacancy and their Returning Officer will advertise this fact asking if people wish to have a poll.

- If 10 or more registered voters in Pontyclun West ask for a poll, then one will be undertaken by RCT in the normal way.
- It should be noted that if no-one stands this vacancy cannot be filled by co-option and the vacancy will continue to be advertised until someone stands.
- If only 1 person stands, they are automatically elected.

If 10 or more do not ask for a poll, then this Council will be able to co-opt a new member. Due to timescales involved, if members wish to be updated at Council meeting before co-option process begins then it is unlikely that Co-option will be complete before January without an extraordinary meeting being held. If members are willing for the Clerk to progress immediately co-option is allowed then it is possible, should candidates come forward for a selection to happen at the November meeting.

Action – Members to -

- **Acknowledge the non-attendance at meetings by Councillor Sherratt for over a six-month period without prior permission for absence being approved by Council; and**
- **Considers this matter in line with Sections 85 and 86 of the Local Government Act 1972 and determines whether Councillor Sherratt’s office as a Member of Pontyclun Town Council for the ward of Pontyclun West should now be declared vacant.**

Cyngor Tref Pontyclun Town Council

Local crime reports from South Wales Police

We have received the recent local crime reports from South Wales Police

They again continue to show relatively low crime rates in the area compared to others

Action – members to note the reports

Pontyclun
Crime Report 01st June 2024/30th June 2024

Violence against the person – 14 accounts

Burglary – 0 accounts

Drugs – 0 accounts

Theft and Handling – 7 accounts

Damage – 3 accounts

ASB – 5 accounts

Robbery – 0 accounts

Miscellaneous – 1 account

If you haven't already signed up to our new South Wales Listens platform
Can you please take a look at SouthWalesListens.co.uk for a chance at your say on the issues
currently affecting the community and pass on to anyone else affected by any issues they
would like to share with Police.

58 Calls were made to Police during this period for Pontyclun.

PCSO 56717 Phelps Tel No. 07814 548949 Email: Samuel.phelps@south-wales.police.uk

Mae Heddlu De Cymru yn croesawu derbyn gohebiaeth yn Gymraeg a Saesneg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.
South Wales Police welcomes receiving correspondence in Welsh and English.
Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.



Pontyclun
Crime Report 01st July 2024/31st July 2024

Violence against the person – 9 accounts

Burglary – 1 account

Drugs – 0 accounts

Theft and Handling – 6 accounts

Damage – 1 accounts

ASB – 1 account

Robbery – 0 accounts

Miscellaneous – 3 accounts

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Cyngor Tref Pontyclun Town Council

Boundary Commission review of Senedd Constituencies

The Democracy and Boundary Commission for Wales is conducting a review of Senedd constituencies.

In summary

The Senedd Cymru (Members and Elections) Act 2024 states there is to be a fixed number of 16 constituencies for the whole Wales. The act also states that for the 2026 review the Commission should pair the 32 UK Parliamentary constituencies to create the 16 contiguous Senedd constituencies (2 constituencies must be touching i.e. have a shared boundary). In future, these boundaries will be reviewed in Dec 2028 and every 8 years thereafter.

The act says that the Commission may consider the following:

- local government boundaries that existed on the review date
- special geographical considerations, including in particular, the size, shape and accessibility of a proposed Senedd constituency.
- any local ties that would be broken by the proposed pairings

Initially the review will use UK Parliamentary boundaries only as the basis for review, but this can change from 2028.

Each of these 16 constituencies will then have 6 MSs elected by a form of proportional representation.

Under the commission's constraints Cardiff West, where Pontyclun sits can only be merged with

- Cardiff South and Penarth
- Cardiff North
- Pontypridd
- Vale of Glamorgan

And when considering the 3 criteria for selection realistically it means that the 4 Cardiff Parliamentary seats should be merged into 2 and the existing links that are there make the most likely mergers as Cardiff West and South / Cardiff North and East.

This is what the commission is proposing so our new Senedd constituency will be Cardiff West, South and Penarth

If we wish to comment, we have till end of September.

Full details can be found here <https://www.dbcc.gov.wales/reviews/09-24/2026-review-initial-proposals>

Action – Council to consider proposals and decide what comments if any to make.

Cyngor Tref Pontyclun Town Council

Staffing resources 2025

Maintenance team

This year the maintenance team have been supported by a volunteer who has worked with us for 9 hours a week spread across 3 days. This has proved useful to support the additional work now happening with extra floral displays and installations of street furniture.

The team wish to plan ahead for next year and have asked if this arrangement can be formalised.

We would like to have 9 hours a week from April – Sept and 3 hours a week for the other 6 months plus 40 hours to help support delivery of Community events.

Assuming that we pay minimum wage (estimate £12 ph.) and pension contributions this would cost just under £5k a year

Office staff

From next year to comply with regulations we will have to change our accounting to more from income and expenditure to receipts and payables. This will increase the workload of the admin assistant, particularly as she gains experience in the change of requirements.

The Clerk recommends that an additional 30 mins work a week is offered for the 2025-26 year for review.

This will cost approx. £500.

Action – members to consider these additional staffing resource changes.

Cyngor Tref Pontyclun Town Council

Request for a speed camera on Cowbridge Rd

We have been contacted by a local resident (we believe on behalf of the Safe Roads Pontyclun group) requesting we discuss siting a permanent speed camera on Cowbridge Road.

No indication has been given as to exact location, nor justification for the camera, however this has been requested.

The Clerk provided the Senedd guidance on siting speed cameras which is attached in Appendix 13a.

Members can see that this guide outlines clear criteria including:

1. Ensure speed limits are appropriate and correctly signed.
2. Consideration has been given to other possible measures before cameras are installed.
3. 3 plus serious speed related accidents in the area over prior 3 years
4. In recent speed testing at least 85% of vehicles during free-flowing conditions exceed the prosecutable speed limit.
5. The guide also says that 20mph zones should continue to be self-enforcing, where appropriate, though use of traffic calming

The Clerk is aware that the speed limit signs in Brynsadler have recently been defaced so are now incorrect (RCT advised). We have also recently submitted suggestions to the Safer Routes in Community scheme which would help in reducing speeds in the area (including speed indicator devices)

The local PCSO has agreed to provide data for recent speed testing done by him/police and will also ask Go safe for any statistics they have from the speed enforcement they have done. He does believe that average speeds are well below that required for a camera to be installed.

He did suggest that the group could join the Community Speed watch scheme (<https://www.gosafe.org/campaigns-and-operations/community-speedwatch/>)

This scheme will provide community volunteers with equipment to do speed measurements and training.

The volunteers report drivers exceeding the speed limit to the police with the aim of educating drivers to slow down.

If the data proves a driver is ignoring repeated warnings police can prosecute them. The aim is to:

- reduce death and injury on the roads.
- improve the quality of life for local communities.
- reduce the speed of vehicles to the speed limit.
- increase public awareness of inappropriate speed.

Action – members to consider what action they wish to take.

USE OF SPEED AND RED LIGHT CAMERAS FOR TRAFFIC ENFORCEMENT: GUIDANCE ON DEPLOYMENT, VISIBILITY AND SIGNING

INTRODUCTION

1. Safety cameras provide a valuable and cost-effective method of preventing, detecting and enforcing speed and traffic light offences. They encourage changed driver behaviour and are also proven to make a significant contribution to improving road safety for all road users. Safety cameras therefore play an important role in an integrated road safety strategy.
2. On 15 December 2005 the Secretary of State for Transport announced the ending of the National Safety Camera Programme and netting off funding arrangement for cameras in England and Wales. Camera funding, activities and partnerships are being integrated into the wider road safety delivery process from 1 April 2007.
3. The move gives local authorities, the police and other partners greater freedom and flexibility to pursue whichever locally agreed mix of road safety measures they see fit in order to reduce road casualties in their area. With this also comes greater local accountability for the future deployment and operation of cameras.
4. The fundamental objective underlying the National Safety Camera Programme has been to reduce speeding, collisions and casualties at locations where excess speed represents a road safety problem, and to achieve this result through camera locations being publicised, signed and visible to road users. Whilst recognising greater local flexibility, it is the Welsh Assembly Government's intention that road safety partnerships continue to follow this approach in respect of safety camera enforcement at specific sites as part of their local road safety strategies.
5. This document provides guidance and best practice advice on the deployment of speed and red light cameras in these circumstances after 1 April 2007. The guidance does not restrict or fetter the police's discretion to enforce covertly anywhere, at any time. However covert enforcement cannot be funded from the grant being made available from 1 April 2007.
6. This guidance supersedes the Handbook of Rules and Guidance for the National Safety Camera Programme for England and Wales 2006/07, which is now cancelled.

BACKGROUND

7. Safety cameras are those that enforce speeding and / or traffic light offences. A number of independent research studies of the National Safety Camera Programme have shown that cameras are an extremely effective mechanism for reducing vehicle speeds and road casualties at camera sites. These include:
 - a. Cost benefit analysis of traffic light and speed cameras (August 1996)
 - b. A cost recovery system for speed and red-light cameras - two-year pilot evaluation (February 2003)

- c. The National Safety Camera Programme - three-year evaluation report (June 2004)
 - d. The National Safety Camera Programme - four-year evaluation report (December 2005)
8. These reports can be found on the Department for Transport web site at www.dft.gov.uk/safetycameras.
9. The independent four-year evaluation report of the National Safety Camera Programme, covering over 4,100 camera sites operating in some 38 safety camera partnership areas, was published on 15 December 2005. It recorded a 42 per cent reduction in death and serious injury and a 22 per cent reduction in personal injury collisions at camera sites.
10. The four-year evaluation also considered the effect of 'regression-to-mean' - the effect arising because the number of collisions in the period before the installation of a camera may be higher than the long-term average for that location. It concluded that even after allowing for this phenomenon, safety cameras still achieve substantial and valuable reductions in collisions and casualties.

THE LEGAL FRAMEWORK

11. The Road Traffic Offenders Act 1988 and The Road Traffic Act 1988 require speed enforcement devices to be type approved by the Home Secretary before evidence from them can be used in court proceedings.
12. The Home Office type approval process provides a public assurance of any equipment's accuracy and reliability. Type approval is granted only to devices that have a high degree of accuracy and reliability to satisfy rigorous testing by the Home Office Scientific Development Branch (HOSDB) and the police in the field. Testing ensures that all devices are robust, reliable and can produce accurate readings or images under a variety of extreme conditions. Type approval is granted to a particular kind of device with each individual device required to be manufactured to the same high standard.
13. Documentation setting out the rigorous standards with which type approved equipment is required to comply, in both design and operation, can be found on the Home Office Scientific Development Branch area of the Home Office website at <http://scienceandresearch.homeoffice.gov.uk/hosdb/>.
14. The Road Traffic Act 1991 makes various provisions relating to the use of automatic devices for the detection of speeding and traffic light offences. This includes, by virtue of section 95A of the Highways Act 1980 (as inserted by section 40 of the Road Traffic Act 1991), providing highways authorities with the power to install and maintain on or near a highway structures and equipment for the detection of traffic offences.
15. The installation of traffic and speed cameras is not development as defined in the Town and Country Planning Act 1990, so neither planning permission nor permitted development rights are required for their installation.

16. Part VI of The Road Traffic Regulation Act 1984 requires that unless a road has been designated special road status (i.e. a motorway), speed limits are implemented either by virtue of the provision of a system of street lights (restricted road status) or through Traffic Regulation Order. Traffic Authorities are required to ensure that all speed limit signing complies with the statutory requirements prescribed in The Traffic Signs Regulations and General Directions 2002 (TSRGD), as amended or have been specially authorised by the Assembly Government.

IDENTIFYING THE APPROPRIATE SOLUTION (AT SPECIFIC LOCATIONS)

17. Local authorities, the police and the other local partners are encouraged to work closely together to identify the top priorities for improving road safety in the area of the partnership, including enforcement activity, and to agree a joint strategy and their respective roles within that strategy.

18. Safety cameras are one of a wide range of measures that are effective at reducing vehicle speeds and casualties when used correctly and in the appropriate circumstances. The local partners should therefore work together to decide the most suitable approach to safety problems at specific locations depending upon the evidence and local needs and considerations. This should include investigation of the nature of the problem, including current vehicle speeds, the proportion of vehicles exceeding the speed limit in free-flowing conditions, the proportion of different collision types and the causes of those collisions. It is recommended that before a decision is made to use camera enforcement that traffic authorities confirm that the speed limit at each proposed site is appropriate.

19. For selecting potential camera sites, it is recommended that analysis of collision data should be undertaken over a minimum period (e.g. most recent 3 years, or preferably 5 years) to determine whether a camera is an appropriate solution to reduce speeds and / or collisions at that site. Average (mean) and 85th percentile speeds should also be collected so that the data is not more than 12 months old. This will help to demonstrate the level of non-compliance with the speed limit, which itself should also have been constant over the same minimum period.

20. The local partnership is fully accountable for these decisions and should be proactive in communicating information on the deployment of cameras through the usual channels.

21. Vehicle Activated Signs (VAS) that are TSRGD compliant have been shown to be effective at reducing speeds and collisions when used instead of or in conjunction with safety cameras and may be considered as part of an overall casualty reduction strategy. Reference should be made to TAL 1/03 'Vehicle Activated Signs' and TRL Report 548 (Winnett and Wheeler) when considering the use of VAS.

22. Speed Indicator Devices (SID) are not prescribed as traffic signs in TSRGD but we recognise that these are widely used to help raise awareness of speeding, particularly at community concern sites. SID should not be used as an alternative to prescribed speed limit signing. Care should also be taken to ensure that the use of SID do not mislead or confuse road users as to the posted speed limit on a road, or affect the legality of any enforcement undertaken.

DEPLOYMENT

23. The primary objective for camera deployment is to reduce deaths and injuries on roads by reducing the level and severity of speeding and red light running. The aim is to do this by preventing, detecting and enforcing speed and red light offences, which includes encouraging changed driver behaviour by the use of safety camera activity.
24. All camera activities have the potential to deal with large numbers of alleged offenders. It is therefore essential that from the earliest stages when the use of cameras is being considered, discussions take place with all agencies at a local level and an agreement is reached on detailed plans for implementation. The police are responsible for operating and maintaining the cameras and for initiating follow up procedures to deal with offences detected while Her Majesty's Court Service (HMCS) is responsible for collecting fines or fixed penalties and endorsing licences. Their full co-operation and agreement for new or continued camera use is therefore essential and should be secured at an early stage.
25. In view of local decision making and accountability, we do not want to be prescriptive about the conditions to be met for the use of safety cameras. However evidence from the evaluation reports for the National Safety Camera Programme for England and Wales (2000 – 2004) has continuously shown that the use of cameras has been effective when deployment was based upon locations where a specific level of Killed and Serious Injury (KSI) collisions and excessive speed had occurred.
26. Included at Annex A are the site selection criteria that applied at the end of the National Safety Camera Programme. Traffic authorities and road safety partnerships may wish to consider using these, as they have developed with the extended roll out of the National Safety Camera Programme. These previous site selection criteria have been shown to reduce speeds and casualties at camera sites and are now generally recognised as they have been made publicly available. It is recommended that locally agreed deployment criteria are developed under which traffic authorities and road safety partnerships have a systematic approach to site selection that can be demonstrated locally.
27. Whilst the primary objective for camera deployment is to reduce KSIs at known collision locations, cameras can also be beneficial where there is community concern – i.e. the local community requests enforcement at a particular site because traffic speed is causing concern for road safety, or where there are engineering factors that cannot be implemented in the short term and enforcement is being used as an interim measure. Improving quality of life in these communities should also be taken into account.
28. We believe that ensuring compliance with temporary speed limits at road works is extremely important to protect both the travelling public and the workforce undertaking the road works. The use of temporary cameras, to enforce temporary lower speed limits, should be seriously considered at all major road works to reduce the likelihood of collisions occurring and to ensure road worker safety.
29. As mentioned in paragraph 11 above, all enforcement devices must be type approved and there are many devices that have received type approval. The appropriate device(s) will depend on local agreement. There are four main types of

equipment and circumstances in which these may be appropriate are indicated below:

- Fixed speed camera sites – used at sites where collisions are clustered around a particular point or location;
- Mobile speed camera sites – used at sites where collisions are scattered along a length of road or where enforcement is needed at specific times of the day or year. This type of enforcement can also be used to complement fixed enforcement;
- Average speed camera sites (fixed) – this type of enforcement has the effect of calming the speed over a longer distance and can be used at sites where a significant number of collisions are scattered along a length of road and for major road works enforcement.
- Red light camera sites – used at traffic light junctions where collisions are recorded because of vehicles failing to comply with a red traffic light.

30. All of the four camera types above may be used as part of wider route treatments.

31. Road safety partnerships will have the flexibility to use type approved equipment to enforce 20mph limits and zones from 1 April 2007. However, we remain of the view that 20mph zones should continue to be self-enforcing, where appropriate through traffic calming.

PRE-ENFORCEMENT CHECKS

Non compliance with the Traffic Regulation Order requirements or speed limit signing requirements may mean that the speed limit is unenforceable.

32. Whatever locally agreed deployment strategy is adopted, there are a number of pre-enforcement checks that are recommended before camera enforcement commences:

- Ensure that the speed limit is appropriate;
- Ensure that the Traffic Regulation Order (where applicable) is legal and correct – unless a road has been designated special road status (i.e. a motorway), speed limits are implemented either by virtue of the provision of a system of streetlights (restricted road status) or through Traffic Regulation Order. If a Traffic Regulation Order is required, this should be reviewed to ensure that it is still appropriate and lawful;
- Ensure signing is lawful and correct – traffic authorities are required to ensure that speed limit and camera signing complies with the statutory requirements prescribed in TSRGD or as specially authorised.

33. These checks should be undertaken each time prior to a period of enforcement taking place and for those areas where enforcement is not regularly undertaken, checks should be undertaken on a regular (at least six monthly) basis. In all cases,

camera and speed limit signs must not be obscured: they must be positioned so that they are clearly visible at all times.

34. When it has been confirmed that a site is suitable for camera enforcement, the enforcement is undertaken in accordance with the ACPO Code of Practice for Operational Use of Road Policing Enforcement Technology.

35. Consideration should be given to potential Health and Safety implications of all activities and risk assessments carried out as appropriate.

SIGNING, VISIBILITY AND CONSPICUITY

36. The following signing guidance is aimed at safety cameras whereas the visibility and conspicuity guidance is aimed at speed cameras rather than red light cameras, as in all cases a red traffic signal will clearly indicate that a driver is required to stop.

37. As part of the National Safety Camera Programme, signing, visibility and conspicuity rules were mandatory to enable costs to be netted off from fine income and this has helped to highlight to motorists where enforcement is being undertaken, and combined with the communications activities undertaken as part of the programme, why enforcement is being undertaken. The Assembly Government's intention is that this high visibility approach should be retained. In view of the importance of consistency on this fundamental point and to avoid confusion, we expect that enforcement by any road safety partnership, or representative of a road safety partnership, should follow the guidelines that are in this section.

Signing

38. A speed limit is made lawful by the presence of street lights and / or a Traffic Regulation Order and the provision of speed limit signs appropriately located that comply with the TSRGD.

39. Last year the Department for Transport published an aide memoire that provides guidance on speed limit and safety camera signing and is designed to ensure correct and consistent signing across the country. It does not replace or update the legal requirements of TSRGD but should be considered as best practice. In summary:

- Camera signs should continue to be co-located with speed limit signs where permitted and practicable;
- For fixed speed enforcement, co-located camera and speed limit reminder signs should continue to be placed to allow the signs and speed camera to be visible to the driver in the same view. A camera sign may also be placed not more than 1 km from the first camera housing in the direction being enforced (including or excluding side roads at the discretion of the road safety partnership);
- For mobile enforcement, co-located camera and speed limit reminder signs should continue to be placed in advance of the point of entry to the site or route (including or excluding side roads at the discretion of the road safety partnership);

partnership) in the direction being enforced. Camera signs should also continue to be placed thereafter at intervals of around 1 km throughout the length being enforced.

40. Reference should be made to TAL 1/95 'Speed limit signs – a guide to good practice' when reviewing speed limit signing. On dual carriageway roads and motorways wherever possible an additional camera warning sign should be placed on the central reserve.
41. In all cases, camera and speed limit signs must not be obscured but be positioned to be clearly visible at all times.
42. On every occasion before commencing enforcement at a camera site, the enforcement officer should be satisfied that the relevant speed limit and safety camera signing is present and correct.

Visibility

43. Depending upon the enforcement method used, speed camera housings (including tripod-mounted cameras), *or* the camera operator *or* the mobile enforcement vehicle should be clearly visible from the driver's viewpoint at the following minimum visibility distances:
 - 60 metres where the speed limit is 40 mph or less
 - 100 metres at all other speed limits.
44. On every occasion before commencing enforcement at a camera site, the enforcement officer should check that the visibility guidance is met.

Conspicuity

45. Fixed speed camera housings located within an area of street or highway lighting should be coloured yellow either by painting both the front and back of the housing or covering both the front and back of the housing with retro-reflective sheeting. In an area not covered by street or highway lighting the speed camera housing should be treated with yellow retro-reflective sheeting. The recommended paint colour is No.363 Bold Yellow of BS381C:1996. The retro-reflective sheeting should meet the requirements of BS EN 12899-1:2001 or a suitable microprismatic sheeting conforming to BS 8408 or an equivalent Standard of a European Economic Area State.
46. Vehicles from which enforcement may take place should be liveried and clearly identifiable as an enforcement vehicle. Visibility of the livery should be maintained during enforcement e.g. where it is necessary for the doors to be open, markings or livery should be apparent to approaching traffic in the direction of enforcement. If the enforcement officer is undertaking enforcement away from the vehicle, the enforcement officer should be conspicuous by wearing high visibility clothing.
47. On every occasion before commencing enforcement at a camera site, the enforcement officer should check that the conspicuity guidance is met.

This camera signing, visibility and conspicuity guidance has no bearing on the enforcement of offences. Non compliance with this guidance does not provide any mitigation of, or defence for, an alleged offence committed under current UK law.

COMMUNICATIONS & PUBLICITY

48. The Assembly Government recommends that partnerships continue to proactively provide information about safety cameras, including their deployment, and the benefits they bring, but do so as part of a wider approach to road safety-related communications.

49. That wider approach should aim to raise public awareness of the behaviours that can cause casualties on the roads, the partnership's approach to dealing with these behaviours, and the steps the public can take to ensure they and others drive safely.

50. When partnerships are communicating information on safety cameras, we recommend the following be considered a priority:

- the location of camera sites;
- the criteria for the location of camera sites;
- types of cameras, how they work, and why they are deployed;
- the justification for the use of camera sites;
- local casualty reduction figures;
- the effect that cameras have had on casualty figures in the local area;
- contact details for the partnership

51. Every effort should be made to publicise the use of cameras in an area. The opportunity should be taken to emphasise the road safety objectives of camera enforcement, as well as to enhance the deterrent effect through this publicity to improve compliance.

52. Local publicity campaigns should complement the THINK! road safety campaign. More information on this can be found at: www.thinkroadsafety.gov.uk.

MONITORING EFFECTIVENESS

53. As with all other road safety or casualty reduction interventions, data should be collected to monitor effectiveness of safety camera use. It is recommended that as a minimum, speed data and collision data is routinely collected at camera sites. Additionally, other data such as public opinion and the contribution that cameras make to the overall casualty reduction picture should be continued.

54. Road safety partnerships are encouraged to, at least annually, review all their existing camera sites and other collision hotspots (i.e. roads where there appear to be a comparatively high number of collisions) within their area. This review should ensure that all sites have been identified where casualties could be reduced by the

use of safety cameras or other road safety interventions. It should also help to inform the enforcement strategy to ensure that camera resources continue to be deployed to best effect in reducing collisions and casualties.

55. This should be an ongoing process to identify those sites where camera enforcement is judged to be a continuing or appropriate solution and should take into account views put forward by both local communities and road users.

56. In particular, the review should identify sites where a good safety record has been achieved and therefore make an assessment on whether safety camera enforcement needs to be retained to maintain effective compliance. Or the review may identify sites where there appears to be a continuing problem of high numbers of collisions notwithstanding the use of cameras and this will enable the assessment of whether further complementary or different action should be taken.

57. Any monitoring undertaken should consider the effect of 'regression-to-mean'. This may be particularly relevant if a camera site is selected when the collision record is at its worst i.e. the number of collisions in the period before the installation of a camera may be higher than the long-term average for that location.

58. Whilst the Assembly Government will not be collecting camera data, it will wish to monitor the effectiveness of the funding being made available from 1 April 2007. Details of the monitoring requirements will be issued in due course.

Contact for further information

Roads Network Management
Transport Wales
Welsh Assembly Government
Cathays Park
Cardiff CF10 3NQ

Tel: 029 2082 6502

E-mail: meryl.james@wales.gsi.gov.uk

Site selection criteria that applied at the end of the national safety camera programme

Rule		Fixed speed camera sites		Mobile speed camera sites		Routes		Red light or combined red light speed camera sites
1	Site or route length requirements	Between 0.4 km and 1.5 km		Between 0.4 km and 5km		Between 5km and 20km		From stop line to stop line in direction of travel
2	Number of killed and serious collisions (KSI)	At least 3 KSI collisions per km in the baseline period*.		At least 1 KSI collisions per km (average) in the baseline period*.		A minimum of 3 existing core sites within the length. (There are no further requirements) OR Has at least 1 KSI collision per km (average) in the baseline period*. and meets the PIC total value below.		At least 1KSI collision within the junction in the baseline period*. Selection must be based upon a collision history of red light running.
*The baseline period is the most recent 36 month period available when proposal is submitted, where the end date is within 12 months of the date of submission.								
3	Total value required	Built up 22 /km	Non built up 18 /km	Built up 11 /km	Non built up 9/km	Built up 8 /km	Non built up 6 /km	10
		For sites up to 1km the above value is required. For sites longer than 1km the value is per km.						
4	85 th percentile speed at proposed sites	Speed survey shows free-flow 85 th percentile speed is at or above ACPO enforcement threshold in built-up areas and 5 mph over maximum speed limit in non-built up areas. This can apply to all vehicles or a vehicle class but must be compared consistently.						Not applicable
5	Site conditions that are suitable for the type of enforcement proposed	Loading and unloading of camera can take place safely.		Location for mobile enforcement is easily accessible and there is space for enforcement to take place in a visible, legal and safe manner.		The location of collisions in the baseline period will determine the length of route.		Loading and unloading the camera can take place safely.
6	Suitability of site for camera enforcement	The Highway Authority must undertake a site survey, demonstrating the following: (a) The speed limit has been reviewed confirming that camera enforcement is the right solution; (b) There is no other cost effective engineering solution that is more appropriate; (c) That the Traffic Regulation Order (where applicable) and signing are lawful and correct.						
<p>New camera sites will be selected using an assessment that includes the level of fatal, serious and slight collisions. The combined level of collisions will be expressed as a numerical scale (see below) and assessed relative to the road classification for the site - whether it is either a 'built up' or 'non-built up' area and according to the type of site i.e. route, fixed, mobile or red light.</p> <p>Fatal or serious injury collision = 5 (i.e. 2 serious collisions = 10) Slight injury collision = 1 (i.e. 5 slight collisions = 5)</p> <p>'Built up area' is defined as a road with a speed limit of 40 mph or less. 'Non-built up area' is defined as a road with a speed limit of 50 mph or more.</p>								