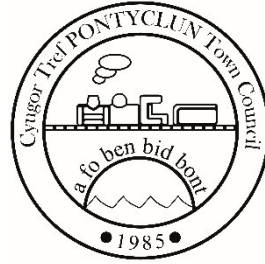


## Cyngor Tref Pontyclun Town Council

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](mailto:clerk@pontyclun-cc.gov.wales)**  
**Gwefan: [www.pontyclun.net](http://www.pontyclun.net)**



**Council Office**  
**Pontyclun Community Centre**  
**Heol yr Orsaf**  
**Pontyclun**  
**CF72 9EE**  
**Telephone: 01443 238500**  
**E mail: [clerk@pontyclun-cc.gov.wales](mailto:clerk@pontyclun-cc.gov.wales)**  
**Website: [www.pontyclun.net](http://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 October monthly meeting of Pontyclun Town Council held at 7pm on Thursday 10th Oct 2024.

PTC Member attendance at public Council meetings											
Member name	2023					2024					
	Oct	Nov	Feb	Mar	Apr	May	May E	Jun	Jul	Sep	Oct
Wayne Owen	Present	Present	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Jordan Thorne	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent
Rhys Williams	Present	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	Present	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											

1. To receive apologies for absence
  - a. **Councillors Carole Willis and Jamie Daniel gave apologies. Councillor Jordan Thorne did not attend.**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct
  - a. **No disclosures were made.**
3. Public presentations to Council
  - a. **No presentations made.**
4. To confirm minutes of the Council's meeting of 12<sup>th</sup> Sept. are a true record and discuss minor matters arising from them.
  - a. **The minutes were confirmed as a true record.**
  - b. **Matters arising**
    - i. **The Clerk confirmed that RCT Highways had acknowledged request for a site visit to look at safety and parking, but no date had been set.**
    - ii. **Councillor Wayne Owen gave an update from RCT's community review committee. He advised they had met on 7<sup>th</sup> October and our recommendations regarding land at Tyla**

Garw; Coed Cae lane and the Y Pant/Sainsbury areas was being taken to RCT. If this is confirmed, then effectively the A473 will form the boundary between Pontyclun and Llantrisant

- iii. A location for the small round planter had been identified by Council staff. Brothers will be advised ahead of move.
  - iv. RCT CBC have received sufficient requests to require an election to fill the vacancy in Pontyclun west. The election (should there be sufficient candidates) will be on 5<sup>th</sup> December. The Council decided to advise RCT that polling cards should not be issued.
5. To consider report on Council Payments and finances
- a. **The Council confirmed payments for August.**
  - b. **The Council noted and accepted the external audit reports for 2022-23 and 2023-24. The staff were commended for having two unqualified audits.**
6. To receive update on Community Events
- a. **Remembrance Day**
    - i. **Councillor Wayne Owen will lay the wreath in Pontyclun on behalf of the Council; Councillor Susan Owen in Miskin and Councillor Carole Willis in Groesfaen**
    - ii. **Members noted that in the last few days RCT had announced they were withdrawing support for road closures for Remembrance Day parades. This would have affected the Pontyclun parade. They have now agreed to support the 2024 commemorations however going forward we will need to budget on assumption that we will need to arrange and fund this in future years.**
  - b. **Christmas lights switch on.**
    - i. **Councillors Susan Owen and Wayne Owen will be selling hot drinks/Mulled wine on behalf of the Council.**
    - ii. **The Clerk advised that staff had inspected the area and there will be additional lighting, and a better layout this year to facilitate safety and less background noise.**
  - c. **Christmas fayre**
    - i. **Councillors agreed that the Santa Grotto should offer a mix of books and selection boxes as gifts.**
    - ii. **Any books left would be donated to Pontyclun Primary and any selection boxes to the Food bank.**
    - iii. **The cost of these has been generously funded by a grant from Blakemore's.**
  - d. **The Council agreed that we should produce a flyer identifying the Christmas events that will be taking place and that Councillors would then arrange to deliver at all properties in Pontyclun during November.**
7. To receive report on Town improvements
- a. **The Council noted the positions here.**
  - b. **The Council agreed to purchase 2 flag poles. One for Pontyclun and one for Groesfaen**
  - c. **Councillors noted the issues with Parking by Maesyfelin fields and supported the actions being taken.**
    - i. **Councillors Wayne Owen and Rhys Williams will approach local farmers to see if they can cut back the growth by the Rugby club parking to create more space.**
  - d. **Councillors were pleased with the recent murals painted across Pontyclun and decided that they wished to do similar painting work in the other three stone bus shelters that we own. This will be included in 2025-6 plans.**
8. To receive report from Pontyclun 175 organising committee
- a. **The Council noted the additional names to be added to War Memorial and progress with History signs and trail.**
    - i. **The Council agreed that a press release should be issued regarding trying to trace relatives of those to be commemorated. In particular to the Pontypridd Observer.**
  - b. **The terms of reference for the Pontyclun 175 committee were agreed.**

- c. **The Council confirmed date for VE80 event as 5<sup>th</sup> May 2025**
  - d. **Councillor Rhys Williams has found a volunteer to be a Town Crier for VE day and Council agreed to arrange proclamation and flag raising to fit around his schedule.**
  - e. **The Council agreed that they would not progress a street parade as part of Picnic in the Park 2025**
9. To review Council volunteering opportunities
- a. **The Council confirmed the opportunities.**
  - b. **The Council agreed to use its notice board by the Post Office for volunteering opportunities for a trial period of 4 months to see if this generated more local volunteers.**
10. To discuss report on potential CIL projects
- a. **The Council considered the position here and agreed.**
    - i. **Staff to issue a public consultation via social media to seek public views about which large projects they would support.**
    - ii. **The choices would be.**
      - 1. **Lighting on path from Bryn Amlwg towards YGGG school**
      - 2. **Lighting on cycle path from Pontyclun to Ynysddu**
      - 3. **Floodlighting at MUGA in Pontyclun Park**
      - 4. **Infrastructure improvements at football field in Cefn y Hendy**
      - 5. **A Community bus transport scheme**
      - 6. **Supporting local sports clubs with grants for infrastructure improvements**
  - b. **A specific meeting is to be held in January to discuss and prioritise CIL projects.**
11. To discuss report on green space management
- a. **The Council reviewed the proposed green space management methodology and agreed to accept the recommendations.**
    - i. **Community green flag checklist to be used from 2024.**
    - ii. **3-5 improvement actions to be agreed each year.**
    - iii. **Aspiring to move towards the full management methodology over time**
  - b. **The Council agreed to ask RCT to expand its “Biodiversity areas” to include.**
    - i. **Rear of Car park in Heol yr Orsaf and side of Café 50**
    - ii. **No mow May extension to area set aside in Park.**
    - iii. **To not cut within 1m of trees around War Memorial till July to allow blue bells to flourish there**
  - c. **The Council also agreed to apply to add our woodlands to the Welsh National Forest**
12. Update on Pontyclun Town Council plan 2024-25
- a. **The Council noted the position regarding progress with annual plan.**

**This is a true copy of the minutes of Pontyclun Town Council’s October 2024 meeting. The original signed copy can be viewed at the Council Offices**

## **Cyngor Tref PONTYCLUN Town Council**

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### Payments for confirmation

The schedule of payments made in September is provided for confirmation (appendix 2a)

Following the recent interim audit our auditor recommends that the Council also confirms the bank reconciliation quarterly and the Sept reconciliation is provided for confirmation (appendix 2b and c)

**Action – members to confirm Sept payments and Sept quarter end reconciliation of Main bank account and savings account**

### Payments for authorisation

We have one invoice to authorise from Wybone Ltd for new bins agreed in July

This will be 2 large bins for Park; One large one to replace a small one by Café 50 (which will be moved to the bus station at Llantrisant Rd) and another for Station Approach.

Total cost is £1269.45 plus vat

**Action – Members to authorise**

Unfortunately, the small bin at Café 50 fell apart when being moved (rusted through) and we also need at least 1 more dog bin to replace an existing one, plus one requested by Residents at Llwynfen road.

Clerk requests permission to purchase 2 post mounted litter bins and 3 dog poo bins to allow for installation of existing requests and have one of each in future stock

**Action – members to confirm purchases from CIL fund**

### Budget 2024-25 update

#### Staff pay

NALC have now agreed this year's pay rises with the Unions and in accordance with our policy will be implemented shortly.

The final agreement was £1290 per FTE which is £600 less than budgeted bringing an overall saving of about £2k v budget.

#### Community Infrastructure Levy (CIL)

Members may also wish to be aware that we have recently received a further £83k of Community infrastructure levy funding.

To maximise interest Clerk recommends placing £150k into a Lloyds bank 32-day notice account until the Council meets in January to decide on its CIL spending plans

This will earn us an additional £160 per month over sitting in the instant access savings account.

Once spending plans are decided in January a longer-term strategy can be decided for the funds

**Action – members to confirm transfer of £150k into 32-day notice account with Lloyds**

### Pre internal audit preparations

The new internal auditor has now provided a detailed list of what they will be looking at in the next audit cycle

The list is more extensive and detailed than our previous regime. In particular the auditor will be looking to ensure that the Council has codified its many practices rather than just following arrangements which are handed down “by word of mouth” or unofficial processes.

This fits with our existing strategy to prepare a set of complete training guides for the office staff to support a smooth transition for new team members. Over the next few months the office staff will review the relevant processes and prepare documents on who does what and how. These will be presented to the Council to confirm

This should mean that the auditor will have a clear sight of how things are done.

The first papers have been prepared and are provided in the appendices for Councillors to review and confirm

These cover:-

- Schedule of fees
- Payroll process
- Ordering process
- Dealing with cheques/cash
- The Payments process flow

### Action – Council to confirm processes

#### Interim internal audit 2024-25

Our auditor has now completed her first interim audit. The written report has not been received (at time of writing) however verbally the auditor had no major issues and advised only 2 recommendations

1. Following recent change in audit guidelines we are asked that “The Council” regularly reconciles bank account, rather than the staff on behalf of the Council.
  - a. We shall do this quarterly commencing with the September reconciliation provided with these papers
2. Again, following recent guideline changes the auditor recommends that we change the way Members interests are shown on our website. At present we have them all together and she says they should now be reported individually with a direct link from Councillor profiles
  - a. To ensure we have the most up to date interests we ask each Council to reconfirm at this time and the current interests will be published

#### Budget planning 2025-26

To assist with planning for next year’s budget the Clerk has prepared a schedule of actions agreed/planned to be made in 2025-26

These are provided in appendix 2j so Members can consider and ensure that nothing has been admitted

Notes –

- Tree works are not detailed here as are dependent on inspection report due shortly.
- Once full list of works identified, the staffing requirements will be reviewed and considered.

Members may also wish to note the following increases needed in next year's budget to comply with enforced matters

1. Approximate increase in NI - £3800
2. Increase in costs of Remembrance Day parades (for RCT support following SWP withdrawal) – approx. £1k
3. Change in accounting system from Cash Accounting to Income and expenditure (one off £600) plus approx. 30 mins a week additional time.

**Action – Members to confirm the planned actions list and any changes**

In addition, we have received the quote for next year's summer flowers. This should be confirmed now so the nursery can prepare over the winter.

The quote is for £1957 plus VAT (compared to £1977 in 2023)

This will put flowers in the planters matching with this year – not including anything for Ynysddu

**Action – Members to confirm summer flowers for 2025**

Date: 08/10/2024

## Pontyclun Town Council

Page 1

Time: 10:47

User: KJ

## Bank Reconciliation up to 30/09/2024 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/09/2024	DD [REDACTED]	80.94		80.94		R [REDACTED]	Screwfix Direct Ltd
02/09/2024	DD	18.99		18.99		R [REDACTED]	Screwfix Direct Ltd
02/09/2024	DD	18.98		18.98		R [REDACTED]	Screwfix Direct Ltd
02/09/2024	FPIKTOFTON		30.00	30.00		R [REDACTED]	Receipt(s) Banked
03/09/2024	JR	60,000.00		60,000.00		R [REDACTED]	Savings account
03/09/2024	FPIJTHORNG		30.00	30.00		R [REDACTED]	Receipt(s) Banked
03/09/2024	FPIABBRAIN		30.00	30.00		R [REDACTED]	Receipt(s) Banked
04/09/2024	BCARD	194.99		194.99		R [REDACTED]	Boston Bulbs
04/09/2024	BCARD	173.73		173.73		R [REDACTED]	Sign Trade Supplies
04/09/2024	BCARD	56.99		56.99		R [REDACTED]	2GOSOFTWARE
04/09/2024	BCARD	14.47		14.47		R [REDACTED]	Toolstation Ltd
04/09/2024	BCARD	29.64		29.64		R [REDACTED]	Toolstation Ltd
04/09/2024	BCARD	205.20		205.20		R [REDACTED]	SG Tyres Ltd
04/09/2024	BCARD	99.51		99.51		R [REDACTED]	Tesco
04/09/2024	BCARD	23.54		23.54		R [REDACTED]	Tesco
05/09/2024	VISA	360.00		360.00		R [REDACTED]	The Pipeworks Bar Ltd
05/09/2024	FPILORNA		25.00	25.00		R [REDACTED]	Receipt(s) Banked
06/09/2024	DD	52.25		52.25		R [REDACTED]	British Telecom
06/09/2024	FPIBEAUTIF		25.00	25.00		R [REDACTED]	Receipt(s) Banked
09/09/2024	FPO	15.75		15.75		R [REDACTED]	Leekes Ltd
09/09/2024	VISA	250.00		250.00		R [REDACTED]	Legal JNP
09/09/2024	FPO	20.39		20.39		R [REDACTED]	Leekes Ltd
09/09/2024	FPO	3.16		3.16		R [REDACTED]	Leekes Ltd
09/09/2024	FPO	20.24		20.24		R [REDACTED]	Leekes Ltd
09/09/2024	FPO	6.78		6.78		R [REDACTED]	Leekes Ltd
09/09/2024	FPO	57.75		57.75		R [REDACTED]	Leekes Ltd
09/09/2024	FPO	212.86		212.86		R [REDACTED]	Sutcliffe Play South West
09/09/2024	FPI		30.00	30.00		R [REDACTED]	Receipt(s) Banked
09/09/2024	FPISIANEDW		-30.00	-30.00		R [REDACTED]	Receipt(s) Banked
09/09/2024	FPIATWIGG		28.00	28.00		R [REDACTED]	Receipt(s) Banked
12/09/2024	FPISIMON		40.00	40.00		R [REDACTED]	Receipt(s) Banked
12/09/2024	FPISIMONCA		-40.00	-40.00		R [REDACTED]	Receipt(s) Banked
13/09/2024	BP	1,200.00		1,200.00		R [REDACTED]	LITE Ltd
16/09/2024	JR	80,000.00		80,000.00		R [REDACTED]	Savings account
16/09/2024	DD	14.15		14.15		R [REDACTED]	British Telecom
16/09/2024	FPO	2,028.00		2,028.00		R [REDACTED]	Floodlighting&Electr Serv Ltd
16/09/2024	FPO	1,108.80		1,108.80		R [REDACTED]	Floodlighting&Electr Serv Ltd
16/09/2024	JR		80,000.00	80,000.00		R [REDACTED]	Receipt(s) Banked
19/09/2024	FPIABBOTS		40.00	40.00		R [REDACTED]	Receipt(s) Banked
19/09/2024	FPICYBER		40.00	40.00		R [REDACTED]	Receipt(s) Banked
19/09/2024	FPISIMON		40.00	40.00		R [REDACTED]	Receipt(s) Banked
20/09/2024	DEPMERCHED		60.00	60.00		R [REDACTED]	Receipt(s) Banked
20/09/2024	FPI SILVEST		25.00	25.00		R [REDACTED]	Receipt(s) Banked
20/09/2024	DEPTREFOIL		42.00	42.00		R [REDACTED]	Receipt(s) Banked
23/09/2024	SO	818.30		818.30		R [REDACTED]	K James
23/09/2024	SO	1,895.10		895.10		R [REDACTED]	D Norfolk
23/09/2024	SO	1,378.67		1,378.67		R [REDACTED]	P Blain
23/09/2024	SO	1,403.14		403.14		R [REDACTED]	T Davys

Date: 08/10/2024

Pontyclun Town Council

Page 2

Time: 10:47

User: KJ

Bank Reconciliation up to 30/09/2024 for Cashbook No 1 - Current Bank A/c General

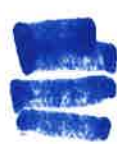
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
23/09/2024	SO	1,196.00		1,196.00		R	Cashbook
23/09/2024	BP	1,611.54		1,611.54		R	HMRC
23/09/2024	DD	81.86		81.86		R	sse Ltd
23/09/2024	FPIMANDY		25.00	25.00		R	Receipt(s) Banked
24/09/2024	FPO	500.00		500.00		R	Pontyclun Air Cadets
24/09/2024	FPO	54.46		54.46		R	Forest Park & Garden
24/09/2024	FPO	100.00		100.00		R	Llantrisant+District Probus Cl
24/09/2024	FPO	500.00		500.00		R	Llantrisant Young Farmers
24/09/2024	FPO	3,000.00		3,000.00		R	Pontyclun RFC
24/09/2024	FPO	300.00		300.00		R	RCT Community Wind Band
24/09/2024	FPO	1,992.18		1,992.18		R	Rhondda Cynon Taf C.B.C.
24/09/2024	FPO	500.00		500.00		R	Huxley & Mabel
24/09/2024	VISA	155.88		155.88		R	Zoom
24/09/2024	FPIBRENDAN		20.00	20.00		R	Receipt(s) Banked
26/09/2024	DD	16.87		16.87		R	EE Ltd
26/09/2024	FPIMAESGWY		20.00	20.00		R	Receipt(s) Banked
27/09/2024	PAY	7.00		7.00		R	Lloyds Bank plc
27/09/2024	FPIMAMIMAG		40.00	40.00		R	Receipt(s) Banked
27/09/2024	FPIKAMILA		20.00	20.00		R	Receipt(s) Banked
27/09/2024	FPISCHORSL		20.00	20.00		R	Receipt(s) Banked
30/09/2024	DD	14.22		14.22		R	Blue Sky
30/09/2024	VISA	59.37		59.37		R	Amazon
30/09/2024	FPIBELTANE		37.50	37.50		R	Receipt(s) Banked
		<u>161,951.67</u>	<u>80,597.50</u>				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....





Date:08/10/2024

Pontyclun Town Council

Page 1

Time: 10:47

**Bank Reconciliation Statement as at 30/09/2024  
for Cashbook 1 - Current Bank A/c General**

User: KJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Acc General 8173	30/09/2024	924	24,775.01
			24,775.01
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			0.00
			24,775.01
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			0.00
			24,775.01
		<b>Balance per Cash Book is :-</b>	<b>24,775.01</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name

*[Handwritten Signature]*

Signed

*[Handwritten Signature]*

Date

9/10/24

Signatory 2:

Name

KAREN JAMES

Signed

*[Handwritten Signature]*

Date

10/10/24

Date:08/10/2024

Pontyclun Town Council

Page 1

Time: 11:01

**Bank Reconciliation Statement as at 30/09/2024  
for Cashbook 5 - Savings account**

User: KJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Comm Instant Access A/c 162	30/09/2024	924	184,160.85
			<u>184,160.85</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<u>0.00</u>
			184,160.85
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			184,160.85
		<b>Balance per Cash Book is :-</b>	<b>184,160.85</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name

*Ros. Thomas* Signed *[Signature]* Date *9/10/24*

Signatory 2:

Name

*KAREN JAMES* Signed *[Signature]* Date *16/10/24*

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## **Cyngor Tref Pontyclun Town Council**

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### Schedule of fees Nov 2024

The Council only has a few things for which it charges fees

These are listed below

#### **Event fees**

Charges are made for spaces at our events based on size of pitch and where it is

- Indoor pitches £30
- Pitches in large marquee (Christmas) £25
- Outside (per 3mx3m or part thereof) £20

Budget proposals for 2025-26 will plan for all pitch fees to be increased by £5 (unless VAT has to be added)

Arrangements can be made with traders for a share of income earned to be paid rather than a flat fee. Only used for Fairground rides; Ice cream stalls and similar

#### Ancillary items

Council officers are able to provide ancillary items for use by stalls at events.

These include tables, chairs, gazebos etc. Stallholder will pay £5 per additional hire.

#### Discretionary discounts

Officers are able to offer spaces for free to local groups and charities. The usage must be appropriate for the event and not so much as to hamper commercial traders.

- Picnic in the Park – unlimited
- VE day commemorations – unlimited
- Food festival – up to 2 free spaces plus bucket collection
- Christmas – up to 15 spaces

To encourage early rebooking of stalls officers are able to offer stalls for next year's event at this year's prices for returning stallholders – this would defer price rises by 12m

#### **Copy fees**

Where members of the public ask for hard copies of documents these are charged for a 5p per page

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## ***Cyngor Tref Pontyclun Town Council***

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### **Payroll process**

The Council employs a number of staff.

Staff are paid monthly by bank transfer on or around 21<sup>st</sup> of the month.

The Council is a member of the RCT pension scheme and staff are enrolled unless they opt out.

### **Records**

- Pay is processed in house
- The Council uses HMRC basic payroll software
- Pay/Pensions/tax/NI is recorded in our accounting software

### **Establishing pay**

Each role has been evaluated against the national pay scales and the Council policy is that the nationally agreed pay scales are automatically implemented each year once agreed and published.

Where staff are on a scales range the annual increase this will be processed wef April each year.

The Clerk/Admin assistant will monitor for progress on pay rises. We are advised details by OVW

When new pay scales are announced the Admin Assistant will adjust our pay records to reflect this with oversight from the Clerk. New pay letters are issued to staff at this time and where needed back pay is made to effective date of pay rise.

Overtime is not paid. If any is worked this is banked as time off in lieu.

### **Monthly pay process**

In a regular month there should be no charges (other than tax changes) and Admin assistant will process pay through system to generate –

- Amounts to pay staff, tax, NI and pension contributions
- Payslips for staff – which are issued by email or via paper based on staff preference
- Notifications for tax and pension providers

- a submission to HMRC to complete monthly payroll process by deadline or fine to Employer is issued
- an online return to RCTCBC confirming current and historical pension contributions by deadline
- Update the Council's finance software
- An audit of payroll records is also completed monthly

The Clerk will oversee and may do spot checks.

If any bank payments need to alter the Admin assistant will advise the Clerk who will amend bank records – which requires Councillor sign off.

Staff pay is paid by Standing order rather than faster payment. This is so that if there was ever an issue the staff would at least get paid the same amount as in prior month.

Clerk will also arrange payment of tax/NI and pension contributions as calculated by Admin assistant.

#### Year-end administration

The year end administration , P60s, tax and pension returns are prepared by the Admin assistant. The Clerk has oversight of the process.

#### Payroll approval process

- Each job has been given a pay grade (or range of grades) into which new staff are placed
  - Approved by Council following evaluation
- Council has a policy to automatically implement nationally agreed pay rises
- Each year in January the Council approves a budget for staff costs based on an projection including assumption for pay rise
- Each year in March the Council approves the payments for Pay, Tax/Ni and pensions in advance for the year ahead
- If there are material changes in year which mean that budget is likely to be exceeded Clerks seeks authority from Council at a timely meeting.

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## ***Cyngor Tref Pontyclun Town Council***

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### Ordering process

The Council will regularly order goods and services.

Some purchases are for “monopoly” type suppliers where there is little if any choice, contracts run for some time or there can be issues in changing supplier. For these the Clerk will periodically test the market for alternative options, though if no better option is identified (after due allowance for risk of change) contracts will be allowed to roll over.

These are typically utilities such as

- Non-domestic rates
- Water, Gas, Electricity
- Phones
- Website hosting, email hosting

For normal goods, our typical ordering process is as follows

1. Identify what product /service is required
  - a. For replacements ensure that there is a need for the replacement as it will be used and not just being bought to replace as we had it before
2. Establish possible suppliers
  - a. Internet search
  - b. Local knowledge
3. Choose preferred supplier/goods
  - a. Ideally having look at 3 or more options and selecting best overall value
    - i. Purchases under £100 can be made with minimal investigation.
  - b. Preference can be given to local suppliers and/or RCT/Welsh Government approved contractors
  - c. For purchases of £250-500 Chair to confirm – evidenced by email or by signing the invoice/receipt
  - d. For purchases of over £500 the Council will need to confirm at its next meeting
    - i. For prices under £1k the Clerk will confirm this is best overall value found and for over £1k they should be able to advise the various prices available at the meeting.
    - ii. For contracts of between £3k and 25k – 3 written quotations required and may use a tender process where appropriate

iii. Over £25k a tender process must take place

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## ***Cyngor Tref Pontyclun Town Council***

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### Payments/Receipts by cheque/cash

#### Payments

Wherever possible the Council will make payments via “electronic” methods

Typically

- Bank transfer
- Standing order
- Direct debit
- Card payment

In exceptional cases payments can be made by cash or cheque. This is typically less than 10 payments a year.

In reality, very few suppliers expect this sort of payment. Eg local RBL for Poppy wreaths, Christmas tree suppliers and other small traders.

If a cheque is issued the Admin Assistant is to be advised so they can monitor for payment.

- If the cheque is not presented for payment within 2 weeks the Clerk is advised so they can chase the payee for presentation
- This is to continue two weekly for a maximum of 2 months after which the cheque should be cancelled and transaction nullified

The transaction will of course be entered into Rialtas when payment due.

#### Receipts

The Council has receipts for Hall bookings, Stall bookings; grants, donations and precept

Payments are only accepted via bank transfer, unless payer is unable to do so when a cheque can be accepted.

Cheques are paid in immediately on receipt via banking app and clearance is monitored via the weekly bank account statement review.

The Council does not accept payments in cash unless absolutely unavoidable.



## Cash processing

The Town Council's financial regulations allow the Council to accept Cash in the office providing that the cash can be banked on the same day. Small amounts can be held if locked away

Our policy is that no Cash is allowed to be held overnight unless absolutely unavoidable

### **Process to accept cash**

1. Council requested to accept cash in payment for services or as a donation
2. Giver to confirm how much cash is being presented to Council
3. Council Officer in the presence of the giver to check the money and issue a receipt
4. Funds are then to be paid into bank as soon as practical that same day.

## Council's arrangements for making payments

Some of the most important internal controls for community and town councils are the controls the councils have in place to manage payments made. In recent years our audit work has highlighted serious deficiencies at individual councils. These deficiencies have directly contributed to significant losses being incurred at some councils.

Under our new audit arrangements we will consider whether or not councils are following their established internal controls. As a first step therefore, we need to understand the different ways in which councils make payments and the checks and balances put in place to ensure the security of the councils' funds.

Page 6 sets out the information that we require.

## Arrangements for making payments

<b>Cash and bank accounts</b>	
Does the Council operate more than one bank account?	<b>No, just one. We will be opening savings accounts shortly</b>
If Yes, please provide a description of the accounts operated. Please do not include account numbers at this stage	
Does the Council operate petty cash or make any payments by cash?	<b>No</b>
If Yes, what records of cash receipts and payments are kept?	<b>If we were to receive a cash credit our policy would be to bank it that day and record as any other credit. If not possible can be held overnight in locked cabinet and banked next day. Cash over £1000 would be declined if could not be banked that day.</b>

Page 1 of 4 - **Error! No text of specified style in document.** - please contact us in Welsh or English / cysylltwch â ni'n Gymraeg neu'n Saesneg.

<b>Payment methods</b>	
Does the Council make payments from its bank accounts by:	<p><b>Our general delegated approval authority rules apply to all payments as follows</b></p> <p><b>Payments within budget for £250 (plus vat) or less can be authorised by Clerk</b></p> <p><b>Payments from £251 to £500 (plus vat) can be authorised by Clerk and Chair</b></p> <p><b>Payments of over £500 to be authorised by Council</b></p> <p><b>Approvals by way of signature, letter, email or Council minute note as relevant</b></p>
<p><b>Cheque:</b> If Yes please describe the approval process for signing cheques (approval by council, numbers of signatories etc)</p>	<p><b>Yes</b></p> <p><b>If there are cheques to pay, 2 Councillors who are on bank mandate would come in review the invoice to ensure genuine and sign the cheques. They also sign the invoice to confirm that it has been checked</b></p>
<p><b>Debit card:</b> If Yes, please describe the approval process for debit card payments and how these are recorded</p>	<p><b>Yes (and Credit Card)</b></p> <p><b>2 Councillors who are on bank mandate would come in review the invoice to ensure genuine and sign the invoice to confirm that it has been checked</b></p> <p><b>Payments recorded in the same way as all others</b></p>
<p><b>Direct debits and standing orders:</b> If Yes, please describe how the Council</p>	<p><b>Yes – set up using the delegated payment authorities. If unknown</b></p>

<p>approves the setting up of the direct debit/standing order.</p>	<p><b>amounts would require Council sign off in due course</b></p>
<p><b>Bank transfers;</b> eg direct transfers using internet banking. If Yes please explain how individual payments are made and authorised</p>	<p><b>Yes</b></p> <p><b>Transfer input by Clerk and authorised by Councillors who are on bank mandate – copies of invoices can be provided prior to authorisation if needed.</b></p> <p><b>2 Councillors who are on bank mandate would come in review the invoice to ensure genuine and sign the invoice to confirm that it has been checked</b></p>
<p><b>Reporting payments to the Council</b></p>	
<p>Please describe how payments made are reported to the Council. For example:</p> <p>Does the clerk present a schedule of payments to the Council for approval before or after payments are made?</p> <p>Does the clerk report to the Council payments made using a debit card and payments made via standing order and direct debits?</p>	<p><b>In March each year Clerk presents a schedule of known regular payments to the Council. These will typically be contractual payments such as Salaries, Rents, Non domestic rates, Website hosting etc for approval in advance by the Council up to the budgeted amount.</b></p> <p><b>These are approved by Council and then payments made when due using this as authority. All invoices are checked etc as above.</b></p> <p><b>At monthly meetings a list of all payments made in the prior month (or month before depending on date) is presented to Councillors to confirm as part of the meeting (staff payments redacted for confidentiality as papers are public)</b></p> <p><b>Also we ask that those Councillors who are not on the bank mandate</b></p>

**regularly check our bank statement/invoices to ensure that payments made appear to be in order.**

**We store copies of all bank statements, monthly reconciliation and invoices and receipts electronically and they receive a link to the storage to enable them to do the check. This is now typically done monthly for a prior month and they are asked to review the transactions on the statement, and a selection of invoices to ensure all appear in order. Councillors not on the mandate will typically have 3 months in a year to check (1 per quarter)**

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## ***Cyngor Tref Pontyclun Town Council***

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### Payments process

#### Payments

Wherever possible the Council will make payments via “electronic” methods

Typically

- Bank transfer
- Standing order
- Direct debit
- Card payment

In exceptional cases payments can be made by cash or cheque.

#### Bank accounts

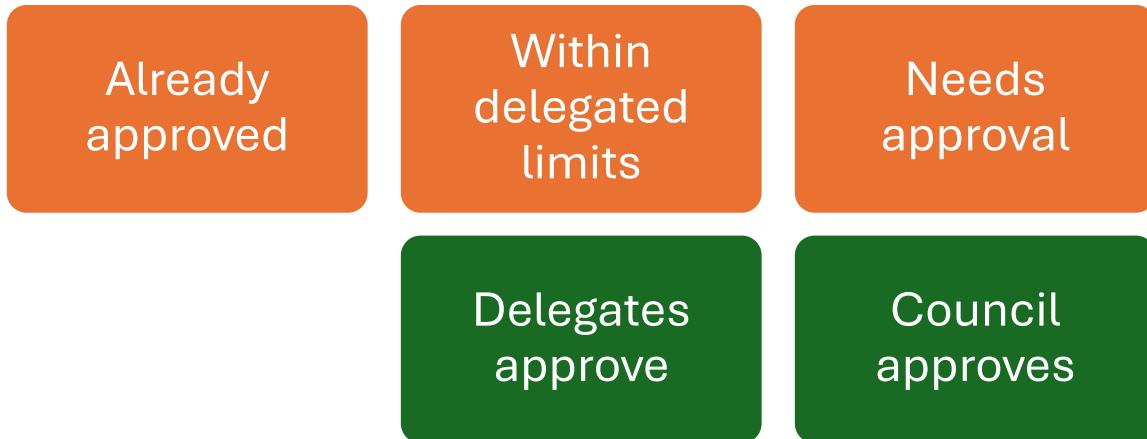
The Council maintains 3 bank accounts

- Day to day current account with Lloyds bank
- An instant access saving account to earn interest on surplus funds. Held with Lloyds bank
  - This account can be accessed electronically and whilst payment can be made directly from this account we only transact via the current account with transfers when required.
- A 40-day notice account for funds which are not expected to be required in short term. i.e. longer term earmarked reserves. This is with Charity bank
  - This earns a higher rate of interest
  - Access is by way of transfer to the main bank account after 40 days written notice. The transfer is done by the bank.

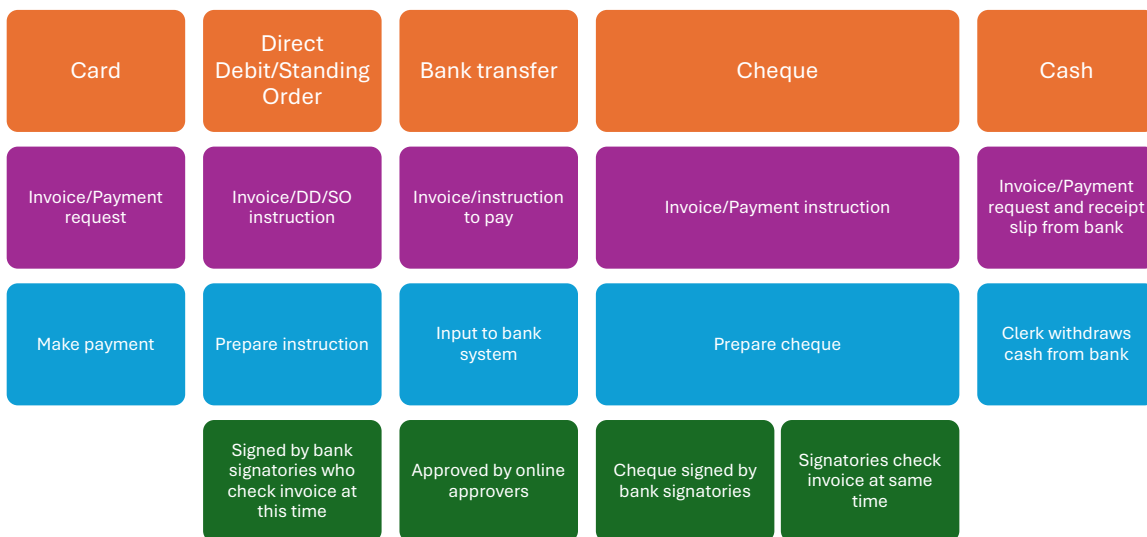
As we receive additional CIL funding additional accounts may be opened with other providers to maximise interest and FCA protection. This could include CCLA (Churches, Charities and Local Authority investment fund)

Payments process

# Invoice received



# Select payment method



## Post payment oversight

All invoices/payment requests signed by 2 bank signatories and Clerk (some may have been in earlier process)

Transactions input to accounting software

Software reconciled v bank accounts monthly by Admin Assistant (who has no payment authority)

Monthly transaction list reviewed and confirmed by full Council

Monthly review of all transactions, bank statements and reconciliation by non bank signatory Councillor

Quarterly Council reviews and confirms Bank account reconciliation

Half yearly basis internal auditor will check a random selection of transactions - all transactions over £1k and 1 in 20 of the others



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## *Cyngor Tref Pontyclun Town Council*

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### Plan of actions 2025-26

To help the Clerk to prepare next year's budget for the Council to consider these are the various activities which based on previous Council decisions (and legal updates) have now been planned for in 2025-26

We will of course be doing our usual footpath/floral/maintenance activities as well as these specific things:-

#### **Community events**

We will be running the following events:-

1. Arts Festival (in partnership with local venues)
2. VEday80 – event on 5<sup>th</sup> May plus small commemorations on 8<sup>th</sup> May
3. Picnic in the Park
4. Food festival
5. Christmas tree lighting up
6. Christmas fayre

We would also supporting the running of the following events, which third parties are arranging

1. Easter Market (Urban markets)
2. Summer fun day (Urban markets July)
3. Remembrance day parades – Pontyclun, Groesfaen and Miskin.
4. Fireworks night (Rugby club) – via a grant
5. RCT Summer of Sports fun activities

#### **Additional Pontyclun 175 activities**

1. Freedom of the Town
2. Twinning activities
3. History signs at various locations (from CIL)
4. Memorial stone/plaque – Pontyclun 175 years old.
5. History route (CIL can pay)

#### **Community Infrastructure fund activities**

1. Repair phone box door at Miskin (awaiting RCT approval as listed building)
2. Support new bus stops at Concrete canvas, Llantrisant Rd and 2 in Cefn y Hendy – RCT reviewing locations ahead of Council deciding which to progress
3. Further meeting in Jan to specifically allocate more funding

#### **Sustainability actions**

1. Install up to 10 bug houses/hedgehog houses
2. Community fridge in Library
3. Train up one staff member in Carbon Literacy qualification (in training budget)

4. Hold one swapping event (clothes, toys etc)
5. Purchase and plant more spring bulbs for early pollinators

#### **Admin actions**

1. Purchase 3 lap tops (approx £1k, we have earmarked reserves for this)
2. Upgrade finance software to make it compliant with legal requirements (£600 one off) and make cloud based (approx. cost £660pa) – see below
3. Complete 3 more staff training guides
4. 20 more web “pages” in Welsh
5. Complete “process documents” ahead of next internal audit

#### **Maintenance**

1. Replace facias on bus shelter at Castell Mwnys
2. Replace some broken fencing/bridge hand-rails in Ivor Woods
3. 1 Dog bin and 1 litter bin need replacing

#### **Other improvements planned**

4. New Floral planters at YGGG school
5. Storage for caretakers (£4k approx)
6. Painting murals at the 3 stone bus shelters (up to £2k)

#### **Action – members to confirm list any make any additions required**

#### **Other actions agreed in 2024 expected to complete by April 25**

1. 3 new benches – Miskin, Ynysddu and by Rugby Club – finalising designs
2. Support funding of Bus shelter/works in Brynsadler
3. Install defib at the Ivor – awaiting final location
4. Flagpole at War memorial & Groesfaen – awaiting install
5. Replace flag posts on shops where needed – awaiting contractor

#### **Hardware/software upgrades**

As the Council’s finances are now such that cash accounting will not be allowed going forward, we need to move to Income/Expenditure.

It seems the most cost effective overall is to stay with existing package providers, who we know and just switch over.

The cost for this is a one off £600 and we plan to do so in March 25 just ahead of the year end. This is a legal requirement.

In addition, we wish to move to online access (rather than downloaded onto 1 PC) as this will be easier to use and reduce our cyber risks

The cost of this is currently £333 per user (and we have 2 users) per year, though the Company say this may reduce due to system changes planned. Our aim will be to switch shortly after the Income/accounting has bedded in.

Whilst not required yet, members should know that if we need to register for VAT the appropriate making tax digital module will be £110 per year.

The Clerk also requests authority should good deals for laptops be available in the Black Friday sales that we can progress with purchasing these then rather than in new year (funding from reserve so impact on budget anyway)

**Action members to confirm upgrade of accounting software and laptops**

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## *Cyngor Tref Pontyclun Town Council*

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### Remembrance Day

Members may recall we advised that RCT/SWP have changed the process for proving road closures/support at Remembrance Day parades.

Following further discussion with them they have confirmed that going forward they will arrange and pay for the traffic orders to close roads for parades. Where there is a Town/Community council they are asking for them to support by funding the traffic management on the day

RCT will give us the expected 2024 costs so we can include something in budget. We were told that the 2023 parade had 2 staff and one vehicle at a cost of £445. Presumably this was the Police coverage and RCT staff may need more

If no details are provided the Clerk will allocate £1k into budget for this

### **Action members to confirm agreement**

### Christmas lights switch on – 23 Nov

Confirmed for 2024 are -

1. Pontyclun players
2. Choir with community signing
3. Requested a band to attend
4. Santa
5. Snow machine

### Vendors

- Sweet vendor
- Donut vendor
- Pizza vendor
- Welsh cakes vendor
- Council stall with hot chocolate/mulled wine

### Christmas fayre

Christmas fayre is now booking with similar arrangements to last year and there are 4 outdoor spaces left

We need additional stewards for the day – morning set up; during event and take down in early evening.

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

### Christmas in Pontyclun

We have produced a bilingual flyer promoting the various events over Christmas in Pontyclun

Members are distributing this across the area.

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## *Cyngor Tref Pontyclun Town Council*

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### Town Improvements

The following are an update on our planned Town improvements.

#### New Benches

New benches planned for still awaiting data -

- Miskin square – to replace existing bench. Awaiting Pontyclun Central Councillors to decide on design
- At Rugby Club - awaiting WRU approval to use logo but have a back up plan with club to progress without this
- Ynysddu - finalised

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

#### Flagpole at War Memorial

Flag poles have been delivered.

Buying two with a bit of negotiation reduced cost to £362 each plus VAT (from £413)

Installation will early next year

The Council now needs to have a policy for the flying of flags and this is provided in appendix 4a

#### **Action – Members to confirm flag policy**

#### Other actions in progress

- Railings at steps by War memorial – awaiting contractor to install.
- Defib at Ivor Pub – awaiting install.
- Phone box door in Miskin – awaiting RCT permission (listed building)
- Memorial plaques – awaiting property owner permission.
- Dog bin at Llwynfen Rd – awaiting permission for post – no bins are left in stock so new purchase will be required before this can be installed.
- Toilet doors at Heol y Orsaf – finalising arrangements
- Bus shelters - supporting RCT at Brynsadler to add a shelter and other bus stop improvements.
- Community book swap in Miskin Phone box – awaiting install.

## Completed improvements.

### Brynsadler

- 7 new planters
- 2 new standard benches
- Commemorative bench at Pontyclun FC
- Litter bin

### Riverside walk

- New footbridge
- New steps
- New fencing
- Information board – including link to new long-distance walk starting there going to Cardiff Bay.
- New bench

### Pontyclun war Memorial

- New Commemorative bench
- 2 new planters
- Painted Bin

### Other street furniture

- 3 new benches in new locations
- 4 old benches replaced.
- Additional litter bins in Heol Miskin, Station approach, Llantrisant Rd and 2 in the Park.  
Larger bin at Café 50
- Dog bins in 2 new locations

#### Other Murals

- Groesfaen Bus shelter
- Planter at Heol Miskin
- BT boxes opposite masonic hall.

#### Christmas decorations

- New Tree at Ynysddu
- 2 additional lamp post decorations for Groesfaen
- 2 additional lamp post decorations for Pontyclun



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## *Cyngor Tref Pontyclun Town Council*

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### Flag flying policy

This policy covers the two flagpoles owned by the Council at Pontyclun war memorial and Groesfaen Green.

The Council will use these two flagpoles to fly flags for special events and commemoration days

The following flags can be flown at appropriate times

- Y Ddraig Goch
- Union Jack – UK wide ceremonial occasions, where Y Ddraig Goch is not appropriate
- St David's flag – St David's day, if decided that Y Ddraig Goch is not appropriate

There may be Remembrance related occasions where a specific flag is created for this purpose, and this can be flown (e.g. VE day 80)

### Other flags

The Council may be approached to fly other flags. For example, a Pride flag in Pride week

Where the cause supported is uncontroversial then the Council is prepared to fly these flags provided the flag is donated to us.

If the Council is being requested to provide the flag, then the Council will need to approve this can agree at its next meeting so that budget can be allocated (typically from grants budget).

### National/ County wide mandates

In the event that either the UK/Welsh government / RCT CBC mandates the flying of a particular flag on a specific date/date then the Council will do so

### Death of a Senior national figure

The Council has a policy regarding the passing of Senior national figures (e.g. Senior Royals, Prime ministers etc) and this will be followed in relation to flags

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## ***Cyngor Tref Pontyclun Town Council***

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### **PONTYCLUN 175 ORGANISING COMMITTEE**

Notes from Meeting held Monday 28<sup>th</sup> October, 10am, Boar's Head Coffee-shop

#### **1. Attendees**

Paul Binning, Wayne Owen, Jamie Daniel, Rhys Williams, Sian Assiratti

#### **2. Activities agreed**

##### **Arts Festival – February 2025**

Agreed to the principle. Suggested that Councillors are involved to get groups and businesses on board, and to help promote, but not actively manage.

We will produce a logo (based on an updated general logo to modernise and commemorate the 175<sup>th</sup> anniversary – more below) for organisers to use for any event that falls within the remit of 'Arts' to help promote events.

Activities previously suggested are a good starting point for potential activities

#### **ACTIONS:**

- **ALL Councillors to consider the venues, organisations and groups they know that could play a part and encourage something to be planned.**
- **Quiz night – Cllrs to run and be question masters**

##### **VE80 Commemorations – May 2025**

Cllrs generally happy with proposed plans and current actions which are

- 5<sup>th</sup> May event at Park and War Memorial gardens
- Military re-enactors and food stalls for afternoon
- Commemoration at War Memorial for additional names being added

Clerk/staff to ensure that at least some elements are bilingual

### VE80 Day – 8<sup>th</sup> May

Cllrs again generally happy with proposed plans and actions, which are

- 11am Flag arising and proclamation
- Encourage local food caterers to serve Fish and Chips on the 8<sup>th</sup>
- Work with local churches to see what other parts of the Commemorations they can do eg Bell ringing; Special service and signing I Vow to thee my Country

### ACTIONS:

- **Yes to flags, for the week leading up and after at Shops.**
- **New poles for shops need installing for flags**
- **Mix 50/50 mix of Welsh and Union Flags proposed. No single use VE flags required**
- **Bunting to be draped from Xmas Tree holder to holder**

### Picnic in the Park Weekend – June 14<sup>th</sup>

- The main event of the celebrations
- Bigger – pack the park!
- Need more food/drink options, more retail stalls – more akin to Food/Drink and Xmas Fayre
- Need a central stage for bands/choirs & announcements
- Suggested a school-based talent show Pontyclun’s Got Talent – individuals, groups, dancers, bands, comedy – open category
- This should be planned and scheduled – in a 4pp paper programme of the day
- Suggest ‘bring a chair’ on all adverts/posters
- Recruit a Compere/Host for the day
- Community Tug of War – Cllr Amanda Sparks organising
- Historic Dress Competition – not to proceed
- Friday night silent disco – not to proceed, with potential twinning visit and full day, focus on making the one day great
- **Voluntary** entry fee with buckets at both entrances, suggested fee £5 per family
- Fundraising raffle required for the day – needs prizes, card reader/wifi, tickets etc – try and cover costs of stage and paid-for bands
- Community Parade to be further considered as per existing action – PARK only – they could march from one corner of the field, all around, and onto the stage if sufficient interest.

- Freedom of Town event to be on the stage on the same day, relevant actions below
- Official Twinning ceremony to also be on stage – a day of celebrations and commemorations
- Shops and town to be encouraged to ‘dress’ the town and put on events again around that week/weekend
- Investigate cost and possibility of Town memorabilia piece – i.e. medal from Royal Mint. One per household...?

### **Action**

- **Contact schools**
- **Liaise with businesses**
- **Royal Mint**
- **175 Committee**

### **Ravensburg Twinning**

- Invite them over for Picnic in the Park weekend.
- Consider trip to the Royal Mint Friday afternoon
- Social drinks/meal in Pontyclun Friday night
- Saturday event
- Saturday evening meal (restaurant?)
- Sunday Cardiff/lunch at Boars Head timing dependent
- Need details of numbers and confirmed dates to plan further at next session

### **Action - Pontyclun 175 Committee to arrange**

### **Freedom of the Town**

- Design of the Award – **ACTION Cllr J Thorne. Budget required**
- Criteria for Nomination/Selection – **ACTION Cllr P Binning**
- Details out by early December for nominations in by end January.
- Eligible nominations to be reviewed Feb ‘25
- Final selection by Cllrs Mar ‘25
- Board arranged / NAMED Award sent to production
- Letter sent out April ‘25 inviting the 5 to Picnic in the Park
- Plaque/Board to be put up on wall of Town Council building with detail of the award, commemorating 175, the five names and year date, then agreed one additional person to be added annually and presented at future Picnic in the Parks.

## Update from the Clerk on progress with Commemorative matters

### VE80 – 5<sup>th</sup> May commemorations

1. Vicar has been booked
2. Air cadets have been booked
3. Band booked (provisionally)
4. Trying to engage with military
5. One of the families of the commemorated have been contacted
6. Short service which will be bi-lingual

### VE80 – 8<sup>th</sup> May

1. Huw Daffydd has agreed to make the proclamation (subject to any last minute work commitments) – so a back up will be needed just in case.
2. 11am for flag raising and proclamation (Welsh and English)
3. Possibility of a brass band being explored
4. Engaging with local churches about Bell ringing and special services

### History trails

1. A trail has been identified and route described
2. Map needs completing
3. There will be 4 major locations
  - a. Pontyclun railway Station
  - b. Miskin (Centre)
  - c. Talygarn House
  - d. Pontyclun War Memorial
  - e. The text for all 4 is ready and for the Station and Pontyclun War memorial is in Welsh.
  - f. Along the routes will be 11-12 “lesser” historic locations. We have English text for all bar one and about half have already been translated into Welsh
4. Aiming for several History plaques to be en-route – subject to approvals from property owners
  - a. All text bilingual with appropriate image and Pontyclun 175 logo.
  - b. Railway station – With Councillor Thorne for design. Permission to site granted by TFW
  - c. At Pontyclun RFC – with commemorative bench
  - d. Miskin central – existing sign in Miskin
  - e. Talygarn – existing sign along Cowbridge Rd
  - f. Pontyclun FC – existing sign installed last year with Bench
  - g. Pontyclun war Memorial

- h. Entertainment in Pontyclun – at Tesco (Site of former Cinema/Bingo hall)
  - i. Religion in Pontyclun – near Giles Gallery
  - j. Banking in Pontyclun (At Lloyds bank or Kudos)
  - k. 2 x Memorial plaques at Tabernacle Chapel with explanatory signage
  - l. Existing Pontyclun History sign at entrance to Station Terrace
  - m. What's in a name – outlining changes in Name of Pontyclun and Station – by Shepherds Vets
  - n. Pontyclun Institute and Athletic – on wall along road
5. We have had a large number of historic photos given to us to take copies of and use in the commemorations
- a. It would be very useful to have a volunteer to help with cataloguing and displaying this.
6. Forces fitness opportunity
- a. Councillor Binning was approached by Forces Fitness who arrange “fit camps” for kids doing a variety of activities
    - i. Typical cost is £600 for a 4 hour camp – they arrange the bookings and run the camp which is free for parents
  - b. They also run Drop-in style activities as part of larger events. So for example would set up an assault course for Picnic in the park/VE80 which kids could just come up and have a go at.
    - i. They cost £400 for the whole afternoon

## **Cyngor Tref PONTYCLUN Town Council**

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### **Independent Remuneration panel for Wales**

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

The final report is due to be issued in the spring of next year, however a draft report has been issued now to assist in budgeting for next year. [A full copy can be found here](#)

Members should note that there are no changes proposed from last year and the following is what the Council agreed for this year: -

1. The Clerk will make arrangements to pay Councillors their £156 allowance towards costs without them requesting it.
  - a. Members are able to decline this payment.
  - b. For budgeting the Clerk will assume all those who received payments this year will do so again next. If there are any members who plan to change their minds, please advise the Clerk accordingly.
2. Councillors are able to claim the costs of consumables (e.g., toner) by making an expenses claim including submission of receipts.
3. Any Councillors who wish to claim reimbursement necessary costs in relation to care of dependent children and adults, subject to receipts, may do so. Please advise the Clerk as soon as possible so they can be budgeted for.
  - a. Up to now none have been claimed.
4. The Council agreed to reimburse Councillors for actual costs of
  - i. Travel & subsistence for authorised duties.
  - ii. actual losses incurred by members by attending authorised duties.
  - iii. subject to the limits described in the report.
  - iv. Up to now none have been claimed.
5. The Council has resolved not to offer any payments to Chair, Deputy Chair and Senior Councillors.
  - a. Note that even if Council resolves to make payments available individuals may decline to accept.
  - b. Chair – max payment £1500.
  - c. Vice Chair – max payment £500
  - d. Senior Councillors with specific responsibilities (e.g., Working Group conveners) – max £500.
6. The Council declined to offer an attendance allowance.
  - a. This is allowed up to £30 a time.
  - b. Members claiming for financial loss would not be eligible and if we were to implement this.
  - c. We would need to develop and publish the scheme.

Members should be aware that all payments to Councillors are published annually on our website and reported to the Independent Remuneration panel.

**Action – Council to confirm next year’s allowances regime for budget planning (subject to confirmation in spring)**

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## *Cyngor Tref Pontyclun Town Council*

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### Benchmarking activities

The Council aims to benchmark its activities against Welsh and UK standards to give us a standard to aim for and use best practice to improve outcomes.

Some of the main benchmarks we use are referred to here

There are no specific actions required of the Council unless they wanted to progress improvements faster than currently being done.

### The Finance and Governance toolkit for Town/Community Councils in Wales

In 2022, the Welsh Government in conjunction with Audit Wales and One Voice Wales launched a toolkit to help Town/Community Councils across Wales with their Governance and finances

It is voluntary to use and can be used flexibly as decided by each Council.

The focus is on internal processes and procedures and aiming to ensure our Governance meets legal requirements and aspires to best practices.

The toolkit is built around a number of themes and is split into 2 sections.

1. A checklist of mandatory and best practices
2. A thematic deep dive section for discussion and agreement of actions

### The Checklist

This is 102 questions split between matters required by law and best practices. The idea is that you review each question and draw up an action plan to improve those area which do not meet the law/best practice

The Clerk fully reviewed these in 2022 and identified that of these –

- For 86 of the questions, we appear to have fully meet requirements (Green)
- For 6 questions we did not fully meet requirements, but the Office staff had already identified these areas and plans in hand to resolve (amber)
- For 9 questions we did not have any thing in place (red). There are no legal requirements in red.

An action plan was put in place to commence review and improvement.

Following actions taken we now have 90 green sections, 7 sections where we are not fully compliant and 5 where we do have anything in place. Work is continuing to improve areas where possible.

### The deep dive

The deep dive section is designed for Councillors (with help from Staff) to undertake a thematic deep dive into each area.

- There is no obligation to do so.
- Councils can do one theme at a time, all at once and or to any depth they wish
- Each theme has some questions to start off the debate in each area.



The Admin WG were to look at how best to use this part of the toolkit and report back at a future date.

### The Quality Council awards

Whilst these awards do not formally apply in Wales the criteria are a good basis on which to review what we do and benchmark against a standard.

These criteria are more focussed on how we interact with residents rather than the Governance toolkit which is internally administratively focussed.

This is divided into 3 sections

- Foundation
- Quality
- Gold Quality

As this is not formally applicable in Wales some of the questions do not apply however most are and they are framed in a yes/no manner.

- Foundation. There are 23 questions which would apply to us and we meet 22 of them and the last one partially. We expect to meet all 23 by the end of next year
- Quality. There are an additional 17 questions of which we meet 12 fully and 2 partially. It is possible that the 2 partially met questions can be fully achieved by end 2025
- Gold quality. There are an additional 7 questions of which we meet 2 partially.

### Loo of the year awards

We review our toilets using the basic scoring template for the Loo of the year awards

Areas to improve are

- New door for outside toilet (progressing)
- Hook for clothes to be added to outside toilets (will be done once door is replaced)

### Disability parking Association car park awards

These awards are no longer given however based on the criteria previously published we would meet all the criteria except enforcement of disabled spaces

### Other benchmarks

Café 50 is owned and managed by RCT CBC, however we do help support its running and liaise with users.

There are 2 potential benchmarks which would be relevant

#### Visit Wales – Listed

The only area where the running of Cafe50 does not clearly meet the criteria is that there is little evidence of the facility being run in a sustainable manner though use of environmentally friendly products and practices.

That is not to say there are no such practices but no overriding theme or drive for this.

## Hallmark

This is an English scheme similar to the Quality Council award but which measures how Community centres (and the like) are run.

There are 3 levels

- **Hallmark 1** focuses on administration and management
- **Hallmark 2** focuses on health, safety, security and licences.
- **Hallmark 3** focuses on community, social awareness, forward planning and development.

There are a mix of compulsory and best practices.

**Hallmark 1** – Cafe50 meets 11/17 . The area we could improve in would be to have a “steering group” to listen to feedback from users and suggest improvements – the 6 criteria which we do not meet all relate to how this would work

**Hallmark 2** – We meet 19 of the 23 criteria. The areas for improvement are to have building maintenance record, an access audit and have sought energy efficiency advice

**Hallmark 3** - We meet 18/30 criteria. The main area for improvement is the lack of development plans and no energy efficiency actions being undertaken.

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# The Finance & Governance Toolkit for Community and Town Councils

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Oct 2024

Mae'r ddogfen yma hefyd ar gael yn Gymraeg. / This document is also available in Welsh.

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WG45219

## Theme A – Vision, purpose and community planning

A community and town council provides community leadership. In exercising this role it will benefit from having a clear vision for its community, developed in partnership / consultation with all sections of the community. This will inform council plans, budgets and activities to ensure the council best works with and in the interests of the community.

<b>Statutory obligation</b>
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<b>Theme A – Vision, purpose and community planning</b>			
<b>Statement</b>	<b>In place? (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
<b>The council has a clear vision and plan for its community</b>			
A.1 A vision and purpose statement has been agreed by the council	Y	Having a clear vision and purpose agreed by all members will help your council in achieving for its community.	Council has an agreed Mission statement. A new town improvement plan is being prepared which will review it
A.2 The council has prepared and published a biodiversity plan	Y	<p><a href="#">Environment (Wales) Act 2016, Section 6</a> Councils have a duty to maintain and enhance biodiversity in the exercise of its functions, and must prepare and publish a plan setting out what it proposes to do and report on the actions taken to improve biodiversity and promote ecosystem resilience every three years.</p> <p>See <a href="#">Environment (Wales) Act 2016 Part 1: Guidance for Section 6 – the Biodiversity and Resilience of Ecosystems Duty Frequently Asked Questions</a></p>	A list of actions being taken has been prepared and a plan was agreed in 2024

Theme A – Vision, purpose and community planning			
Statement	In place? (Yes/No)	Further information	Comments and actions
A.3 The council has completed an annual report on progress in meeting objectives contained in the local well-being plan	Y	<a href="#">Well-being of Future Generations (Wales) Act 2015 – Section 40</a> places a duty on certain community and town councils to take all reasonable steps towards meeting the objectives included in the local well-being plan that has effect in their areas. A community or town council is subject to that duty only if its gross income or expenditure was at least £200,000 for each of the three financial years preceding the year in which the local well-being plan is published.	
A.4 The council has prepared an annual report	Y	<a href="#">Local Government and Elections (Wales) Act 2021 – Section 52</a> From April 2022 community and town councils have a duty to prepare and publish a report about the council's priorities, activities and achievements. <a href="#">Statutory guidance</a> has been issued on the duty to prepare and publish an annual report.	

## Theme B – Leadership and people

The council should respect the values of openness and transparency and adhere to, and model, the behaviours and standards set for all councillors as contained in the code of conduct. In leading its community, the council should be committed to enhancing its capability and capacity as is commensurate with its range and scale of operations.

Employees are the principal asset of any council and it is important that they are given the trust and respect to perform their roles to their maximum ability within a safe working environment. Training and development of employees is vitally important as well as having appropriate systems in place to provide adequate reward, recognition and accountability within a framework of effective employment policies.

	<b>Statutory obligation</b>
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<b>Theme B – Leadership and people</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
<b>The council provides leadership to its members and staff</b>			
B.1 The council has adopted a code of conduct	Y	<a href="#">The Code of Conduct for members of local authorities in Wales: Guidance from the Public Services Ombudsman for Wales</a>  The council should formally record in minutes that they have adopted a code of conduct based on the model code of conduct.	
B.2 All councillors have signed a formal declaration of acceptance of office	Y	A formal declaration of acceptance of office must be signed before an individual is able to act as a member of a community and town council.	

<b>Theme B – Leadership and people</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
B.3 All councillors have been provided with a copy of the council's adopted code of conduct	Y		
B.4 All councillors have a council email address or a separate email address for council business	Y		
B.5 All councillors have received training on their role and training needs are regularly reviewed	Y	One Voice Wales, Planning Aid Wales and principal councils provide a range of opportunities for training of members in relation to their roles. The council should develop a training plan and maintain a record of training received.	
B.6 All payments to councillors are made in line with the levels set out by the Independent Remuneration Panel for Wales	Y	<a href="#">The Independent Remuneration Panel for Wales Annual report and guidance on payments to elected members</a> is available on its website.	
B.7 A statement of payments to councillors is published by 30 September each year detailing payments made to elected	Y	Community and town councils must publish a statement of payments detailing all payments made to elected members in the previous municipal year. Nil returns must also be reported. See <a href="#">Independent Remuneration Panel for Wales guidance</a> .	

<b>Theme B – Leadership and people</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
members in the previous municipal year			
<b>The council carries out its employment duties</b>			
B.8 All employees have a written employment contract setting out the terms of their employment	<b>Y</b>	<a href="#">See ACAS – What an employment contract is</a>  One Voice Wales and SLCC have model contracts of employment for clerks which are available to members.	
B.9 All employees have an up-to-date job description	<b>Y</b>	One Voice Wales and SLCC can provide guidance to member councils in relation to the preparation of a job description and person specification.	
B.10 Any changes to terms and conditions, including salary increments, are recorded and approved by the council	<b>See comments</b>	Councils must ensure that all changes to terms and conditions are properly approved and recorded.	Any non salary changes to terms are signed off prior to agreement Council has a policy to implement any nationally agreed pay rises automatically and these are done so. Wales Audit reviewed Clerks pay in recent Audit and did not raise any issues
B.11 All staff have been given a copy of the employee code of conduct	<b>Y</b>	<a href="#">The Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001</a>	
B.12 The council has core employment policies in place, for example:-	<b>Broadly yes across policies and staff handbook</b>	One Voice Wales and SLCC can provide member councils with a suite of policies and procedures.	Those in green or blue are covered in Policies (green) or staff handbook or similar (blue)



**Theme B – Leadership and people**

Statement	In place (Yes/No)	Further information	Comments and actions
<ul style="list-style-type: none"> <li>• Adoption and Paternity Policy</li> <li>• Alcohol, Drugs and Substance Misuse Policy</li> <li>• Annual Leave Policy</li> <li>• Bullying and Harassment</li> <li>• Capability Policy</li> <li>• Code of Conduct for Employees</li> <li>• Dignity at Work Policy</li> <li>• Discipline and Grievance Policy and Procedure</li> <li>• Equality and Diversity Policy</li> <li>• Health and Safety at Work Policy</li> <li>• Maternity Leave Policy</li> <li>• Member / Officer Relations Protocol</li> <li>• Recruitment Procedure</li> <li>• Shared Parental Leave Policy</li> </ul>		<p>The <a href="#">ACAS website</a> also contains a range of model policies and procedures</p>	

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
<ul style="list-style-type: none"> <li>• Attendance Management Policy</li> <li>• Stress Management Policy</li> <li>• Time off in Lieu Policy</li> <li>• Training Policy</li> <li>• Whistleblowing Policy</li> </ul>			
B.13 The council is registered as an employer with HMRC	Y	<p>All councils must operate PAYE unless no staff:-</p> <ul style="list-style-type: none"> <li>• earn above the lower national insurance threshold; <b>and</b></li> <li>• have any other source of income.</li> </ul> <p>In practice, this means that very few clerks, even of small councils, will fail to be exempt from PAYE. Other sources of income include income from pensions as well as other employments.</p> <p>See <a href="#">GOV.UK PAYE and payroll for employers</a></p>	
B.14 All overtime payments are paid through the normal	Y	All additions to salary must be subject to PAYE	

Theme B – Leadership and people			
Statement	In place (Yes/No)	Further information	Comments and actions
payroll process and subject to PAYE			
B.15 Any additional allowances paid to staff are subject to tax where appropriate	Y	Fixed sum allowances for home working are limited by <a href="#">HMRC</a> . Payments above this amount are taxable and should be taxed through PAYE or entered onto a P11D return. Mileage payments are also subject to tax when they exceed mileage allowances specified by HMRC – currently 45p per mile.	
B.16 The council complies with pensions legislation	Y	See <a href="#">The Pensions Regulator</a> website	
<b>The council gives its staff the resources and support to carry out their role</b>			
B.17 All staff have received appropriate training for their role	Y	The council <u>must</u> develop a <a href="#">training plan</a> and maintain a record of training received.	
B.18 All staff have council email addresses and access to council IT systems	Y – see notes	Council staff should not use personal email addresses for council communications, or save council documents to personal computers, for reasons of information security.	<b>Clerk and assistant share a Council email. Caretakers have a gmail set up for their use rather than a Council e-mail</b>

## Theme C – Community engagement and partnerships

Community and town councils play an active role in engaging, involving and consulting with their communities. An effective council understands its community's (people and places) needs and desires, and knows the positive difference it is making. Councils should aim to ensure that no one feels disadvantaged, and that all groups within the community are engaged.

A partnership is an agreement to do something together that will benefit all involved, bringing results that could not be achieved by a single partner operating alone and reducing duplication of efforts. Partnership working allows services to be delivered in a joined-up way, such as through shared goals and/or sharing resources.

	<b>Statutory obligation</b>
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Theme C – Community engagement and partnerships			
Statement	In place (Yes/No)	Further information	Comments and actions
<b>The council engages with its community</b>			
C.1 The council has an agreed community engagement strategy	<b>N</b>	A community engagement strategy sets out how the council will understand its community, involve the community in their work and communicate with their electors.	
C.2 The community engagement strategy is reviewed periodically	<b>N</b>		
C.3 The council complies with the requirements of the	<b>Y</b>	The council is expected to treat the Welsh language reasonably and proportionately in its dealing with the public.	

<b>Theme C – Community engagement and partnerships</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
Welsh Language (Wales) Measure 2011		A scheme endorsed by the Welsh Language Commissioner sets out the principle, context and use of the Welsh Language and how it is applied to council activities and in the workplace. <a href="#">Welsh Language (Wales) Measure 2011, Part 4 Chapter 1: Duty to comply with standards – Welsh Language Commissioner – The Welsh Language Measure</a> :	
C.4 The council makes provision to translate documents when required	Y		
<b>The council communicates with its partners and community</b>			
C.5 The council has an electronic presence / website	Y	A community or town council must make certain information available electronically as set out in the <a href="#">Local Government (Democracy) Wales Act 2013 section 55</a> and associated guidance.	
C.6 The council publishes electronically  a) Information on how to contact it and, if different, its clerk including— • a telephone number	Y	See Welsh Government <a href="#">Statutory Guidance: Access to Information on Community and Town Councils</a>  <a href="#">Schedule 4 of the Local Government and Elections (Wales) Act 2021</a> includes changes to the Local Government Act 1972 relating to community council notices e.g. giving notice	

**Theme C – Community engagement and partnerships**

Statement	In place (Yes/No)	Further information	Comments and actions
<ul style="list-style-type: none"> <li>• a postal address</li> <li>• an email address</li> </ul> <p>b) information about each of its members, including—</p> <ul style="list-style-type: none"> <li>• the member’s name</li> <li>• how the member may be contacted</li> <li>• the member’s party affiliation (if any)</li> <li>• the ward which the member represents (where relevant)</li> <li>• any office of the council held by the member</li> <li>• any committee of the council to which the member belongs</li> </ul> <p>c) the minutes of the proceedings of the council’s meetings and (in so far as is reasonably practicable) any documents which</p>		<p>of meetings and their arrangements and the issuing of a short note within 7 days of council meetings. These should be read in conjunction with section 55 of the Local Government (Democracy) (Wales) Act 2013, which requires community councils to make available electronically certain information and documents (including minutes of meetings).</p>	

Theme C – Community engagement and partnerships			
Statement	In place (Yes/No)	Further information	Comments and actions
are referred to in the minutes d) any audited statement of the council's accounts			
C.7 The council has a social media policy published on its website	Y		
C.8 The council has an agreed process for handling complaints which is published on its website	Y	See model complaints handling process available from the <a href="#">Complaints Standards Authority</a>  <a href="#">Public Services Ombudsman Wales</a> has legal powers to look into complaints about public services	

## Theme D – Business processes

A process is a series of actions or steps taken to achieve a particular end. A well-run and well-managed council will have clearly defined processes in place for key areas of business. These processes give an overall structure for decision-making designed to:

- ensure compliance with legislative requirements;
- deliver consistent outcomes or results; and
- mitigate against risk by ensuring tasks are performed correctly.

Business processes are likely to be key indicators of the strength of financial management and governance arrangements of a community or town council. The following will support your council to reflect on areas where typically a council has established processes in place, and help you determine if you need to introduce new or different processes.

<b>Statutory obligation</b>
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Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
<b>The council operates high standards of accountability and governance in an open and transparent way</b>			
D.1 The council has a set of standing orders to help govern the conduct of meetings, which is published on its website	Y	Councils are subject to arrangements relating to the conduct of meetings and making decisions as set out in the <a href="#">Local Government Act 1972</a> , in particular <a href="#">Schedule 12</a> . The Local Government and Elections (Wales) Act 2021 made amendments to Schedule 12 of the 1972 Act which councils will also need to be aware of, see in particular <a href="#">Schedule 4 to the 2021 Act</a> . In addition, it is strongly recommended that a council has its own	



Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
		standing orders. One Voice Wales and SLCC can provide model standing orders to member councils. Councils <b>must</b> have standing orders with respect to contracts for the supply of goods and materials or the execution of works (see <a href="#">Local Government Act 1972, s135</a> ).	
D.2 Councillors' declarations of personal and prejudicial interests are recorded in the minutes and published on a separate rolling register on its website	Y	See <a href="#">The Code of Conduct for members of local authorities in Wales: Guidance from the Public Services Ombudsman for Wales</a>	
D.3 The council has published a schedule of meetings on its website	Y	Having an annual cycle of council and committee meetings in place to expedite business arrangements supports local democracy and demonstrates transparency and public accountability.	We state our meetings are 2 <sup>nd</sup> Thursday of the month and give date/time/location of next meeting. No meetings in August and possibly December
D.4 The council holds an annual meeting in May	Y	See <a href="#">Local Government Act 1972, Schedule 12, Part IV, section 23</a>  Note also the duty to hold an annual meeting within 14 days of an ordinary election of community councillors.	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
		The chairman should sign a declaration of acceptance of office.	
D.5 The council has clearly defined terms of reference (as appropriate) in place where it discharges functions to standing committees. The terms of reference should be published on the council's website	Y	See <a href="#">Local Government Act 1972 section 101</a>	
D.6 The council publishes all agendas and supporting background papers on its website at least three clear days before the meeting.	Y	See <a href="#">Local Government Act 1972, Schedule 12, Part IV, section 26</a>	
D.7 Councillors are served with a summons and receive copies of agenda papers and draft minutes at least three clear days before the meeting	Y	See <a href="#">Local Government Act 1972, Schedule 12, Part IV, section 26</a>	

<b>Theme D – Business processes</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
D.8 Members of the press and public are permitted access to council meetings and are supplied with copies of the agenda papers	Y	See <a href="#">Public Bodies (Admission to Meetings) Act 1960</a> , and amendments to that Act provided for in <a href="#">Schedule 4 of the Local Government and Elections (Wales) Act 2021</a>	
D.9 The council publishes all council / committee / subcommittee minutes on its website	Y	See Welsh Government <a href="#">Statutory Guidance: Access to Information on Community and Town Councils</a>  <a href="#">Schedule 4 of the Local Government and Elections (Wales) Act 2021</a> includes changes to the Local Government Act 1972 relating to community council notices e.g. giving notice of meetings and their arrangements and the issuing of a short note within 7 days of council meetings. These should be read in conjunction with section 55 of the Local Government (Democracy) (Wales) Act 2013, which requires community councils to make available electronically certain information and documents (including minutes of meetings).	
D.10 The council makes and publishes arrangements for multi-location attendance at	Y	See <a href="#">Local Government and Elections (Wales) Act 2021 section 47</a> and chapter 2 of <a href="#">The Local Government and Elections (Wales) Act</a>	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
community and town council meetings		<a href="#">2021: Statutory Guidance for Community and Town Councils</a>	
D.11 The council has approved scheme of delegations to committees and the clerk and these are published on its website	Y	These must provide clear terms of reference for areas of responsibilities for committees and to facilitate the clerk taking urgent decisions between the cycles of meetings.	
D.12 The council has a documented constitution describing its general governance arrangements	N	A council constitution sets out the rules governing the council's business and how it operates and enhances local accountability and transparency.  An example of a council constitution can be found on <a href="#">Llanelli Rural Council's website</a> .	We do not have a formal constitution however most of the constituent sections of the model example are in place and published
D.13 The council produces and approves an annual business plan	Y		
D.14 The council has a freedom of information publication scheme	Y	The council must have documentation in place in order to comply with the <a href="#">Freedom of Information Act 2000 – Duty to have a publication scheme</a>  The Information Commissioner's Office has produced a <a href="#">Freedom of Information self-assessment toolkit</a>	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
D.15 The council has a current information and data protection policy, which is published on its website.	Y	<p>The council must comply with the Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR). The Information Commissioner’s Office has published a <a href="#">guide to Data Protection</a> and a <a href="#">guide to GDPR</a> on its website.</p> <p>The Information Commissioner’s Office has a <a href="#">checklist to help comply with data protection responsibilities</a></p> <p>The Information Commissioner has produced a checklist ‘<a href="#">How secure is your personal data?</a>’</p>	
D.16 The council has completed and met the requirements of the Information Commissioner’s data protection self-assessment checklist for organisations	Y	A <a href="#">Data protection self-assessment</a> is available on the Information Commissioner’s Office website.	
D.17 The council has a current IT Information Security Policy, which has been issued to councillors and staff	Y		

<b>Theme D – Business processes</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
D.18 The council has a suite of privacy notices published on its website, email communications and other forms of client correspondence	Y	Model policies and privacy notices available to members from One Voice Wales and the SLCC.	
D.19 The council has performed a data audit to assess what information it holds	Y		
D.20 The council has a document retention policy published on its website	Y		
D.21 The council periodically purges information which it no longer needs to keep	Y		
D.22 The council keeps information disposal records	Y		
D.23 The council has published an accessibility statement on its website and undertakes periodic reviews to ensure that	Y	See <a href="#">The Public Sector (Websites and Mobile Applications) Accessibility Regulations 2018</a>  See <a href="#">Understanding accessibility requirements for public sector bodies</a>	

<b>Theme D – Business processes</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
the website remains compliant			
D.24 The council has a business continuity plan to help it continue to function should it encounter loss or damage to property	<b>N</b>	One Voice Wales can supply a selection of model policies to member councils on a consultancy basis.	<b>Currently in preparation using lessons from Covid pandemic. Expect to be complete within 2023-24</b>
D.25 The council has an emergency plan to help support community resilience and which has been shared with the Emergency Planning Authority	<b>N</b>		
<b>The council fulfils its duties and responsibilities in regard to health, safety and welfare</b>			
D.26 The council has an extant Health and Safety Policy Statement and associated procedures	<b>Y</b>	Employers must: Provide a safe working environment for employees and all other persons affected by its actions, including contractors and members of the public.	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
		<p>Employees must: Act in accordance with the council's Health and Safety policy and supporting procedures and comply with all statutory regulations and Health and Safety legal requirements.</p> <p>See <a href="#">Health and Safety Executive website</a></p>	
D.27 There is an annual budget in place to meet health and safety requirements	Y		
D.28 The council has documented risk assessments in place and performs regular reviews (at least annually) of all its risk assessments to identify hazards and the adequacy of existing control measures across all activities and service areas	Y		
D.29 The council has developed internal systems to manage the control measures set	Y		



<b>Theme D – Business processes</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments and actions</b>
out in the risk assessments relating to council property and activities, and produces an annual action plan which is reviewed and reported to council			
D.30 The council has an accident report book and related investigation procedures	<b>Y</b>		
D.31 The council has a stress management policy	<b>N</b>		
D.32 The council has a stress risk assessment	<b>N</b>		
D.33 The council facilitates and controls community events and has an events management plan to consistently regulate event activities safely	<b>Y</b>		
<b>The council understands how to manage its assets and facilities</b>			

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
D.34 The council maintains a register of its assets	Y	<a href="#">The Accounts and Audit (Wales) Regulations 2014, regulation 6</a> , requires the council to keep a record of all assets and liabilities held by the council.	
D.35 The council periodically examines and risk assesses its assets and prepares maintenance / repair plans	Y	Councils need to ensure that their community based assets are safe for use by councillors, officers and the public.	
D.36 The council prepares a business case before entering into the acquisition of large value assets	Y	Councils should ensure that they fully understand the implications and effects of acquiring assets. These may incur ongoing maintenance and running costs and may require the council to borrow money to finance the projects.  Welsh Government guidance - <a href="#">Borrowing approvals: guidance for community and town councils</a>	
D.37 The council has adequate insurance cover to protect employees, buildings, other property, cash and members of the public.	Y	Insurance must be in place to cover employees, members of the public, all buildings, contents and events.  Insurance documents should be circulated and approved by full council.	

Theme D – Business processes			
Statement	In place (Yes/No)	Further information	Comments and actions
		Certificates of insurance must be displayed in a prominent position at all council premises.	

## Theme E – Resources and financial management

Community and town councils are entrusted with management of public funds and assets. All councils should have appropriate financial governance arrangements in place to ensure the security of these resources and to ensure that they achieve economy, efficiency and effectiveness in the use of those resources.

This theme considers the arrangements the council has put in place to manage its resources and covers both assets held and the council's finances. The questions here will provide confidence that the statutory and non-statutory procedures for good financial management are in place, or highlight areas where the council needs to make improvements.

### Statutory obligation

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
<b>The council has suitable accounting and audit systems</b>			
E.1 The council has a formally appointed responsible financial officer	Y	<a href="#">Local Government Act 1972 section 151</a> requires the council to make arrangements for the proper administration of its financial affairs and to secure that one of its officers, the responsible finance officer, has	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
		responsibility for administration of those affairs.  See chapter 4 of <a href="#">Governance and Accountability for Local Councils in Wales – A Practitioners Guide</a> for further guidance.	
E.2 The council has a complete and up to date ledger/cashbook	Y	<a href="#">Accounts and Audit (Wales) Regulations 2014</a> - regulation 6 requires the Council's accounting records to: (a) be sufficient to show and explain a relevant body's transactions and to enable the responsible financial officer to prepare the accounting statements; and (b) contain— (i) entries from day to day of all sums of money received and expended by the body and the matters to which the income and expenditure or receipts and payments accounts relate; (ii) a record of the assets and liabilities of the body; and (iii) a record of income and expenditure of the body in relation to claims made, or to be made, by it for contribution, grant or subsidy.	
E.3 The council has clearly documented accounting procedures	Partially	<a href="#">The Accounts and Audit (Wales) Regulations 2014</a> require the responsible financial officer to determine the council's	Yes we have procedures in place. Clerk with review records to ensure that they are to this level of detail by next review

**Theme E – Resources and financial management**

Statement	In place (Yes/No)	Further information	Comments
including any segregation of duties and a schedule of key records		<p>accounting control systems and ensure that the accounting control systems are observed.</p> <p>The accounting control systems must include—</p> <p>(a) measures to ensure that financial transactions are recorded as soon as reasonably practicable and as accurately as reasonably possible, measures to enable the prevention and detection of inaccuracies and fraud, and the ability to reconstitute any lost records;</p> <p>(b) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;</p> <p>(c) procedures to ensure that uncollectable amounts, including bad debts, are not written off except with the approval of the responsible financial officer, or such member of that person's staff as is nominated for this purpose, and that the approval is shown in the accounting record; and</p> <p>(d) measures to ensure that risk is appropriately managed</p>	

<b>Theme E – Resources and financial management</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments</b>
E.4 The council has a schedule of its key accounting records	<b>Maybe</b>	Councils should ensure that they are fully aware of all key accounting records including for example, burial register, cheque books, invoices, payroll records, contracts (including employment contracts)	As above
E.5 There are documented arrangements for transfer of documents on change of responsible financial officer	<b>Maybe</b>	Councils must ensure that all accounting records including contracts, payroll records, invoices etc are held securely and proper arrangements are in place for the transfer of records on changes in the clerk/responsible financial officer. This is particularly important where the council does not have its own office. The council's copy of the clerk's employment contract should not be retained by the clerk where the council does not have its own office.	As above
E.6 The council has and monitors a record of its earmarked reserves and balances and ensures that precept is not raised unnecessarily	<b>Y</b>	See <a href="#">Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition) chapter 22 for guidance</a>	
E.7 There is an agreed timetable for the preparation and approval of the Annual	<b>Y</b>	Preparing and agreeing a timetable for the preparation and approval of the annual return will enable the council to meet the statutory approval date of 30 June each year. Documenting these arrangements	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
Return/statement of accounts		also assists in handover of responsibilities between outgoing and incoming responsible financial officers.	
E.8 The approval of the Annual Return is a set agenda item on the council meeting schedule to be approved by 30 June	Y	<p>See <a href="#">The Accounts and Audit (Wales) Regulations 2014, regulation 15</a></p> <p>Members will need to be mindful of the statutory timetable for approving the accounts and where the statutory dates are not met, establish why there is a delay and make arrangements to approve the accounts as soon as possible thereafter.</p> <p>Members must receive the full annual return 3 days before the meeting.</p> <p>The Accounts and Audit (Wales) Regulations 2014 requires that the council as a whole approve the accounting statements (contained in the Annual Return)</p>	
E.9 Councillors receive appropriate evidence to support the governance assertions made in the annual governance statement as included in the annual return	Y	Councils should not approve the annual return until they are satisfied that the assertions made in the annual governance statement are supported by sufficient evidence to justify the answers given.	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.10 The council has a risk register which is reviewed at least annually	Y	See <a href="#">Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition) chapter 9 for guidance</a>  The council should have a risk management scheme which highlights every significant risk in terms of the council’s activities and makes clear how such risks will be managed. This includes investing in adequate insurance to protect employees, buildings, cash and members of the public.	
E.11 Appointment of the internal auditor and internal audit terms of reference are approved by the council	Y	See <a href="#">Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition)</a> – chapter 11 and appendix 2	
E.12 The effectiveness of internal audit is reviewed at least once in each year	Y	<a href="#">Accounts and Audit (Wales) Regulations 2014</a> - regulation 7 requires that the council maintain an adequate and effective system of internal audit.	
E.13 Councillors examine the audit pack to be sent to the Auditor General for Wales to confirm the accuracy of the information provided	Y		



<b>Theme E – Resources and financial management</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments</b>
E.14 The rights of the public in relation to the accounts are advertised at the appropriate times	Y	See <a href="#">Accounts and Audit (Wales) Regulations 2014</a> – regulation 17	
E.15 The council allows inspection of the annual return or statement of accounts and the supporting accounting records and other documents once the statement of accounts has been approved by the council	Y	See <a href="#">Accounts and Audit (Wales) Regulations 2014</a> – regulation 17	
E.16 Councillors receive a copy of the Auditor General's final audit report and a copy of the Auditor General for Wales' certified annual return	Y	The council should ensure they are aware of the outcome of the statutory audit and any issues identified so that its arrangements can be improved or errors corrected for future years	
E.17 The statement of accounts is published after the annual external audit, together with the auditor's report	Y	See <a href="#">Accounts and Audit (Wales) Regulations 2014</a> – regulation 18	
<b>The council has suitable financial management and financial assistance processes</b>			

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.18 The council prepares a detailed budget each year prior to setting the precept	Y	The <a href="#">Local Government Finance Act 1992</a> section 50 requires the council to calculate its budget requirement for the year and specifies how the budget requirement is to be calculated  See <a href="#">Governance and Accountability for Local Councils in Wales – A practitioners guide (2019 Edition)</a> – chapter 6	
E.19 The budget and the precept requirement are approved by the council	Y		
E.20 The council receives periodic (monthly/quarterly) reports comparing income and expenditure against the approved budget, and where there are differences between actual and budget figures, the council ensures it receives detailed explanations of the differences	Y	Regular monitoring of income and expenditure can help councils to identify financial issues before they become problems.	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.21 The council receives and reviews periodic (monthly/quarterly) bank reconciliations	Y	The bank reconciliation is an important internal control as it provides evidence of the completeness and accuracy of the amounts recorded in the council's accounting records. Reconciliations should be prepared whenever a bank statement is received and should be reviewed to confirm they have been properly prepared. Reviewers should seek evidence and explanations for reconciling items.	Done by Councillors who are not on the bank mandate
E.22 Welsh Government consent is obtained before entering into long term borrowing to finance capital expenditure	Y	Councils must obtain Welsh Government consent before entering into long term borrowing arrangements.  Welsh Government publishes <a href="#">guidance</a> on applying for borrowing approvals and an <a href="#">application form</a> on its website.	
E.23 Arrangements are in place for internal audit of the council's accounting records and of its system of internal control, and for receipt of the internal audit report prior to the council's approval of the annual return	Y	<a href="#">Accounts and Audit (Wales) Regulations 2014</a> - regulation 7 requires that the council maintain an adequate and effective system of internal audit.	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.24 Standing orders are in place specifically for the procurement of the supply of goods, materials, works and services	Y	<p><a href="#">Local Government Act 1972</a> section 135 requires all councils to make standing orders covering contracts for the supply of goods, materials and the execution of works.</p> <p>The standing orders must make provision to secure competition and to regulate the way in which tenders are invited. Section 135 of the Local Government Act 1972 allows for small contracts to be exempt and to make an exemption in a particular case.</p> <p>One Voice Wales and SLCC can provide model standing orders to members.</p>	
E.25 The council reviews procurement thresholds in its standing orders and financial regulations to ensure they remain relevant	Y	Model standing orders and financial regulations need to be tailored to fit the needs of the council.	
E.26 Significant items of expenditure and all contracts are reviewed to ensure compliance with the standing orders / financial regulations	Y		

<b>Theme E – Resources and financial management</b>			
<b>Statement</b>	<b>In place (Yes/No)</b>	<b>Further information</b>	<b>Comments</b>
E.27 Exemptions to the standing orders / financial regulations are only applied in exceptional circumstances	Y	Standing orders / financial regulations must be followed as a matter of course, any exceptions are expected to be rare and the reasons for departure should be documented / recorded in the minutes of the council.	
E.28 Documented procedures are in place for making payments to third parties and employees	Y	The council should have clearly documented procedures for authorising and making payments. This is required to ensure: <ul style="list-style-type: none"> <li>• Bank accounts are only opened with consent of the council</li> <li>• Direct debits and standing orders are properly authorised</li> <li>• Appropriate authorisation limits and procedures are in place to ensure that only approved payments are made</li> <li>• Access to council funds is safeguarded in case of departure of members/officers</li> </ul>	In Fin Regs
E.29 Payments are periodically reviewed to ensure that the appropriate procedures have been followed	Y	Independent review of payments processes is an important control to limit the risk of fraud or other error arising.	Councillors not on bank mandate do this
E.30 The establishment and ongoing payments made by bank standing order/direct debit are monitored	Y	Bank standing orders and direct debits result in an ongoing series of payments and the council should ensure that it understands what the payments are for and the current level of payments made.	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.31 There is a documented policy and procedure for the award of grants	Y	Adoption of a policy and specified procedure for the award of grants will help councils to decide between competing requests for support. Councils can set key criteria for eligibility, limits on the assistance that may be awarded and specify evidence required to support applications for funds. It also provides a clear trail from the application to the award of grant.	
E.32 The council calculates annually the maximum sum it is allowed to spend under the <a href="#">section 137</a> power	Y	<p>The amount councils are permitted to spend is limited to a multiple of registered electors as at January immediately before the start of the financial year. Councils need to ensure that they do not spend more than the allowed sum. The allowable amount is published annually by Welsh Government.</p> <p>Note - Once a council resolves itself an eligible community council, section 137 of the Local Government Act 1972 no longer applies to the council. Unlike section 137 there is no financial limitation on what an eligible community council can spend if they are exercising the general power of competence.</p>	Technically we do not calculate this annually as our spend is about 10% of allowed total, however Responsible Finance Officer monitors S137 spending and ensures within limit

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.33 Before making a decision to award a grant for financial assistance, the council considers if the grant awarded is commensurate with the benefit that will be accrued to the community	Y	<p><a href="#">Section 137 of the Local Government Act 1972</a> requires that the financial assistance awarded is commensurate with the benefit accrued to the community.</p> <p>Where the General Power of Competence is intended to be exercised, eligible community council must approve a business case in support of the proposal. See chapter 1 of <a href="#">The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils</a></p>	
E.34 Before making a decision to award a grant, the council considers if it has a specific power to incur the expenditure rather than applying the section 137 power, or if there is a statutory prohibition on making such a payment	Y	The miscellaneous power cannot be applied to incur expenditure where there is an existing statutory provision that would allow the expenditure to be incurred. In addition these powers cannot be applied to circumvent a statutory prohibition on the expenditure being incurred.	

Theme E – Resources and financial management			
Statement	In place (Yes/No)	Further information	Comments
E.35 The council keeps a separate account of all section 137 payments	Y	See <a href="#">section 137 of the Local Government Act 1972</a>	

### Summary of all actions to be taken as a result of the health check

Summary of key actions	By who	By when
•	•	•



**Pontyclun**  
**Crime Report 01<sup>st</sup> September 2024/30<sup>th</sup> September 2024**

**Violence against the person – 4 accounts**

**Burglary – 1 account**

**Drugs – 0 accounts**

**Theft and Handling – 3 accounts**

**Damage – 0 accounts**

**ASB – 1 account**

**Robbery – 0 accounts**

**Miscellaneous – 1 accounts**

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

**43 Calls were made to Police during this time period for Pontyclun.**

**PCSO 56717 Phelps Tel No. 07814 548949 Email: [Samuel.phelps@south-wales.police.uk](mailto: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.



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## *Cyngor Tref Pontyclun Town Council*

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### RCT consultation on walking routes in Pontyclun

RCT CBC have recently launched an informal consultation on proposals to make walking routes to/from the Primary school easier and safer.

The proposals can be split into 3.

1. To create safer crossing points in the Palalwyf Avenue/Castan Rd/Cerddin Rd area
2. To widen the "Keep clear school" area on road in Heol y Felin.
3. To create a better crossing point at Park Crescent

In all these cases the crossing points created will be informal with dropped curbs but no zebra lines.

#### Palalwyf Ave/Cerddin Rd/Castan Rd

- 4 new dropped curbs
- Slight widening of pavements by these dropped curbs.
- Nearly 110m of additional double yellow lines (approximately 20+ car parking spaces)

#### Area by school entrance

- Extend the area marked "School keep clear" by an additional 37 meters so it covers that whole part of the road in front of school and Library.
- This will remove about 5 parking spaces.
- 2 new informal crossings

#### Park Crescent

- Widen the pavement at the junction of Cowbridge Rd and Park Crescent (first one as you arrive from Brynsadler)
- Provide an informal dropped curb crossing point here.
- Additional double yellow lines leading to the junction totalling 27 meters (5 car parking spaces) plus double yellow lines on the actual junction.

As the loss of parking will have a significant impact on residents, businesses and shoppers the Clerk emailed RCT for more information. The total parking loss is the equivalent of half our Car park in Heol yr Orsaf or the whole of the Windsor car park.

This is what was asked of them:-

1. Can you advise who has been consulted? In particular we want to make sure local businesses have their say as the loss of parking is likely to impact them significantly.
2. Can we have a copy of any impact assessments that have been done considering the impact on local resident parking and shoppers in the areas?
3. I calculate that this will mean about 30 on street parking spaces disappearing. Virtually all these are being used full time so where is it proposed that these cars park in future? Many are residents parking near to their homes.

4. What mitigations are being made to provide additional parking in Pontyclun to offset these losses?
5. Information on why full time (double yellow line) parking restrictions are being proposed to deal with what is largely a part time issue (school pick up/drop off times)?
6. What measures are being proposed to enforce these additional restrictions when existing restrictions are rarely enforced now? Residents regularly tell us that if traffic wardens/Police were present at school drop off/pick up times to stop poor parking/driving then many of the current issues would not occur.
7. If consideration was made as to using School Street style initiatives as an alternative (or as well as) and why are they not being proposed?
8. What consideration was given to the various suggestions made by this Council under the Safer routes in the community scheme which was presented to the RCT Transportation strategy team in the summer? This would have been a perfect time to try and implement some of these. For example, opening up a walking route through Pontyclun park direct to the school entrance thereby making a shorter and safer walking route from Brynsadler to/from the Primary school potentially reducing car volumes.
9. What consideration has been made in these proposals as to any impact it might have with another proposal within RCT at the moment for creating a one-way system in the area of Palalwyf Ave/Castan Rd to reduce traffic issues around in particular the school?

As of 7 November, no reply has been received.

**Action – members to consider proposals and agree a response.**

Perchennog / Meddiannydd

**Gofynnwch Am / Please Ask For:** Mason L. Powell  
425001

**Ffôn/Telephone:** 01443

**Fy Nghyf / My Ref:**  
IF900-044 - IC

**Eich Cyf / Your Ref:**

**Dyddiad/ Date:**  
25 Hydref 2024

Annwyl Berchennog / Meddiannydd,

**IF900-044 - Datblygiad Ysgol Newydd - Gwella Llwybrau Cerdded yn ardal Pont-y-clun**

Byddwch chi'n ymwybodol fod y Cyngor wrthi'n adeiladu ysgol newydd yn ardal Pont-y-clun. Yn rhan o gynllun yr ysgol yma; mae'r Cyngor yn bwriadu cyflwyno ystod o welliannau i'r llwybrau cerdded presennol yn ardal Pont-y-clun.

Mae'r cynigion yma yn gyfuniad o welliannau ffisegol ac ychwanegiadau i'r isadeiledd presennol, gan gynnwys:

- Gwella palmentydd drwy adeiladu rhwystrau ymwithiol;
- Darparu marciau gwell ar y ffordd;
- Cyflwyno cyfyngiadau 'dim aros ar unrhyw adeg' (llinellau melyn dwbl);
- *Ymestyn y marciau Ysgol - Cadwch yn Glir fel eu bod yn mynd ar hyd blaen yr ysgol.*

Bydd y cynigion yn helpu i wella diogelwch a hwylustod cerddwyr a defnyddwyr y ffordd. Yn ogystal â hyn, bydd y gwelliannau arfaethedig yn hwyluso a hyrwyddo teithio llesol i'r ysgol sydd newydd ei hadeiladu a'r ardal gyfagos.

Mae darluniau **P350-00-75-01; P350-00-75-02; P350-00-75-03; P350-00-75-04; and P350-00-75-05** yn cynnwys y manylion ynglŷn â'r newidiadau.

Rydw i wedi amgáu ffurflen ymateb ynghyd ag amlen barod er hwylustod i chi. Fel arall, mae croeso i chi e-bostio [gwasaethautraffig@rctcbc.gov.uk](mailto:gwasaethautraffig@rctcbc.gov.uk)

**Prifffyrdd, Gofal y Strydoedd a Thrafnidiaeth**  
**Highways, Streetcare and Transportation**  
Llawr 2, 2 Llys Cadwyn, Pontypridd, CF37 4TH  
Floor 2, 2 Llys Cadwyn, Pontypridd, CF37 4TH

Ffôn/Tel: 01443 425001

**Stephen Williams BSc(hons)MBA, GDipLaw, PGDipLegalPractice, MCI0B**  
Cyfarwyddwr Gwasanaethau Prifffyrdd, Gofal y Strydoedd a Thrafnidiaeth | Director for Highways, Streetcare and Transportation Services

**Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages**

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.  
We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.



Dylech chi ddychwelyd eich ymatebion a'ch sylwadau erbyn **15 Tachwedd 2024**. Os na fyddwn ni'n derbyn ymateb erbyn y dyddiad yma, byddwn ni'n cymryd yn ganiataol nad oes gyda chi unrhyw sylwadau mewn perthynas â'r cynigion.

Nodwch na fydd y Cyngor yn ymateb yn ffurfiol i'ch sylwadau ar y cam yma. Fodd bynnag, bydd eich sylwadau yn cael eu defnyddio er mwyn llywio dyluniad y cynllun ymhellach a'i gynnydd posibl yn Hysbysiad Cyhoeddus.

Dyma obeithio y bydd yr uchod o gymorth i chi, ond os ydych chi eisiau rhagor o wybodaeth, mae croeso i chi anfon e-bost ataf i'r cyfeiriad e-bost uchod. Fel arall, pe hoffech chi drafod y materion yma dros y ffôn, dylid gwneud ceisiadau am alwad yn ôl i'r un cyfeiriad e-bost. Mae modd cyflwyno cais am adalwadau drwy ffonio canolfan contractau'r Cyngor ar 01443 425001.

Yn gywir,



**Mason L. Powell, MEng (Hons.)**  
Uwch Swyddog | Principal Officer  
Uned Rheoli Traffig | Traffic Management

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We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.

The Owner/ Occupier

**Gofynnwch Am/ Please Ask For:** Mason L. Powell      **Ffon/Telephone:** 01443 425001

**Fy Nghyf/ My Ref:** IF900-044 - IC      **Eich Cyf/ Your Ref:**      **Dyddiad/ Date:** 25<sup>th</sup> October 2024

Dear Owner/ Occupier,

**IF900-044 - New School Development – Improved Walking Routes in and around Pontyclun**

As you may be aware, The Council is in the process of constructing a new school in Pontyclun. As part of the introduction of this new school; the Council is proposing to introduce a variety of improvements to existing walking routes in and around Pontyclun.

These proposals are a combination of physical enhancements and additions to existing infrastructure, namely:

- The improvement of pavements through the provision of buildouts;
- The provision of improved carriageway markings;
- The introduction of prohibition of waiting at any time restrictions (double yellow lines);
- The extension of School Keep Clear markings to accommodate the full frontage of the school grounds.

These proposals will help to improve the safety and convenience of pedestrians and road users. Furthermore, the proposed improvements will facilitate and promote active travel to the newly constructed school and the surrounding area.

Details of the changes are shown on the attached drawings **P350-00-75-01; P350-00-75-02; P350-00-75-03; P350-00-75-04; and P350-00-75-05.**

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Cyfarwyddwr Gwasanaethau Prifffyrdd, Gofal y Strydoedd a Thrafnidiaeth | Director for Highways, Streetcare and Transportation Services

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For your convenience, a response form and a postage paid, addressed envelope is enclosed. Alternatively, you may wish to respond by e-mail to [trafficservices@rctcbc.gov.uk](mailto:trafficservices@rctcbc.gov.uk)

Responses should be returned with your observations and comments by **15<sup>th</sup> November 2024**. If no response is received by this date, it will be assumed that you have no comments to make on the proposals.

Please note that the Council will not provide a formal response to your comments at this stage. However, your comments will be used to further inform the design of the scheme and its potential progression to formal Public Notice.

I trust the above is of assistance; however, if you require any further information, please do not hesitate to contact me via the above email address. Alternatively, should you wish to discuss these matters over the telephone, requests for a call back should be made to the same email address. Call back requests may also be made through the Councils contract centre (01443 425001).

Yours faithfully,



**Mason L. Powell, MEng (Hons.)**  
Uwch Swyddog | Principal Officer  
Uned Rheoli Traffig | Traffic Management

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Llawr 2, 2 Llys Cadwyn, Pontypridd, CF37 4TH  
Floor 2, 2 Llys Cadwyn, Pontypridd, CF37 4TH

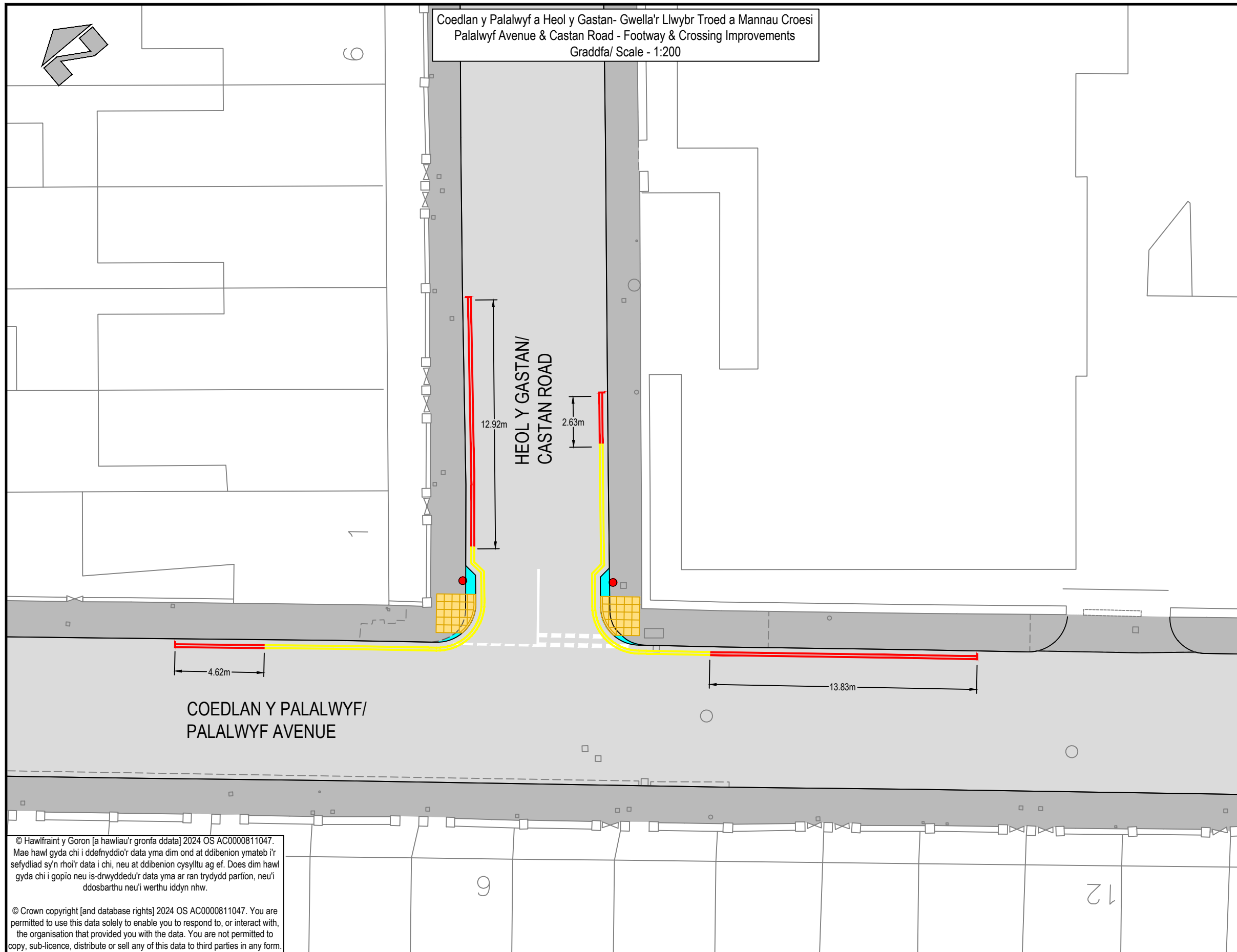
Ffôn/Tel: 01443 425001

**Stephen Williams BSc(hons)MBA, GDipLaw, PGDipLegalPractice, MCIQB**  
Cyfarwyddwr Gwasanaethau Prifffyrdd, Gofal y Strydoedd a Thrafnidiaeth | Director for Highways, Streetcare and Transportation Services

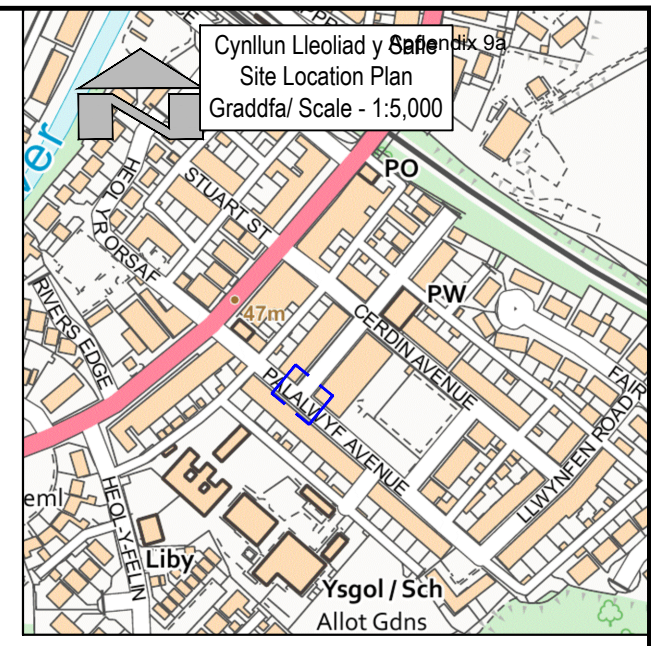
#### **Dewiswch iaith a diwyg eich dogfen | Available in alternative formats and languages**

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.  
We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.





Coedlan y Palalwyf a Heol y Gastan- Gwella'r Llwybr Troed a Mannau Croesi  
 Palalwyf Avenue & Castan Road - Footway & Crossing Improvements  
 Graddfa/ Scale - 1:200



Cynllun Lleoliad y Safon 9a  
 Site Location Plan  
 Graddfa/ Scale - 1:5,000

Coedlan y Palalwyf, Pont-y-clun, CF72 9EH  
 Palalwyf Avenue, Pont-y-clun, CF72 9EH  
 D/E: 303555  
 G/N: 181224

Allwedd/ Key:

- Croesfan arfaethedig sydd ddim yn cael ei rheoli  
Proposed uncontrolled crossing
- Ehangu'r llwybr troed  
Footway extension
- Llinellau gwyn presennol  
Existing white lining
- Maint presennol y llinellau dwbl melyn  
Existing double yellow lining extents
- Llinellau dwbl melyn arfaethedig  
Proposed double yellow lines
- Bolard arfaethedig  
Proposed bollard

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PROSIECTAU STRATEGOL/STRATEGIC PROJECTS  
 Llawr 2/Floor 2, 2 Llys Cadwyn, Pontypridd, CF37 4TH  
 Ffôn/Tel: 01443 425001 Ffacs/Fax: 01443 490414

Prosiect/ Project

**Datblygiad Ysgol Newydd - Pont-y-clun**  
**New School Development - Pont-y-clun**

88

Teitl y Llund/ Dwg Title

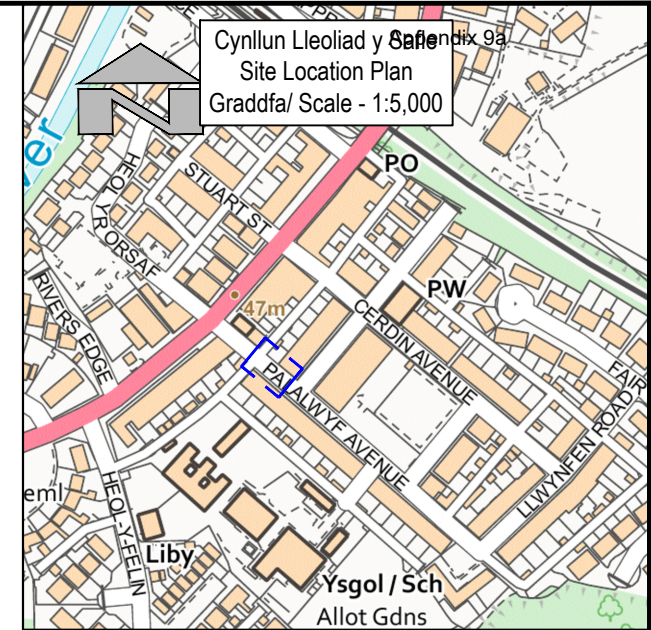
**Ymgynghoriad Anffurfiol**  
**Informal Consultation**

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P350	-		10/2024	
Rhif y Llund/ Dwg No.			Adolygiad/ Revision	
P350-00-75-01			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:		Cymeradwywyd gan/ Approved by:	
RJ	JS		AG	







Print Date: 23/10/2024 09:08:53

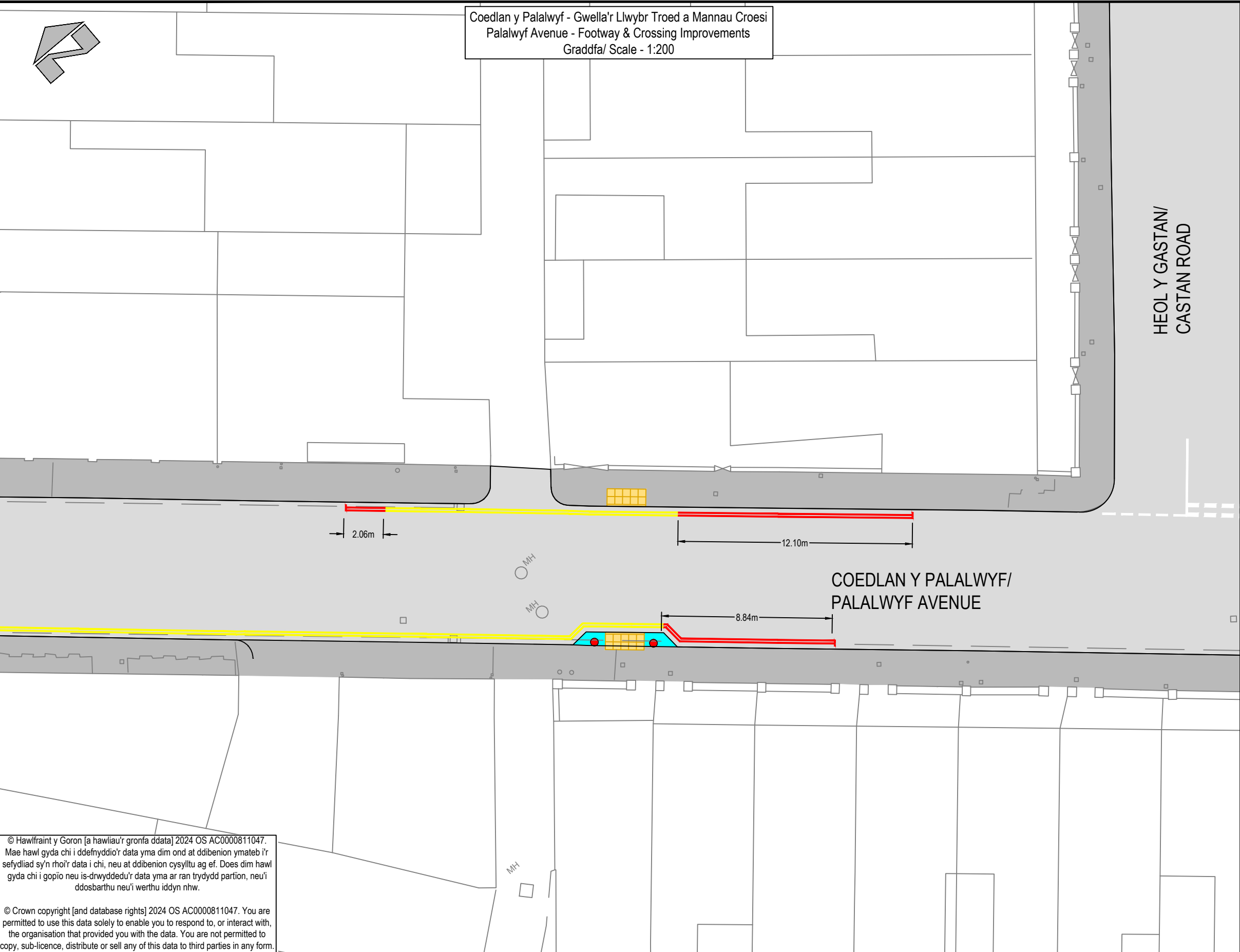


Coedlan y Palalwyf - Gwella'r Llwybr Troed a Mannau Croesi  
 Palalwyf Avenue - Footway & Crossing Improvements  
 Graddfa/ Scale - 1:200



Coedlan y Palalwyf, Ponty-y-clun, CF72 9EH  
 Palalwyf Avenue, Pont-y-clun, CF72 9EH  
 D/E: 303530  
 G/N: 181239

- Allwedd/ Key:
-  Croesfan arfaethedig sydd ddim yn cael ei rheoli  
Proposed uncontrolled crossing
  -  Ehangu'r llwybr troed  
Footway extension
  -  Llinellau gwyn presennol  
Existing white lining
  -  Maint presennol y llinellau dwbl melyn  
Existing double yellow lining extents
  -  Llinellau dwbl melyn arfaethedig  
Proposed double yellow lines
  -  Bolard arfaethedig  
Proposed bollard



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PROSIECTAU STRATEGOL/STRATEGIC PROJECTS  
 Llawr 2/Floor 2, 2 Llys Cadwyn, Pontypridd, CF37 4TH  
 Ffôn/Tel: 01443 425001 Ffacs/Fax: 01443 490414

Prosiect/ Project

**Datblygiad Ysgol Newydd - Pont-y-clun**  
**New School Development - Pont-y-clun**

89

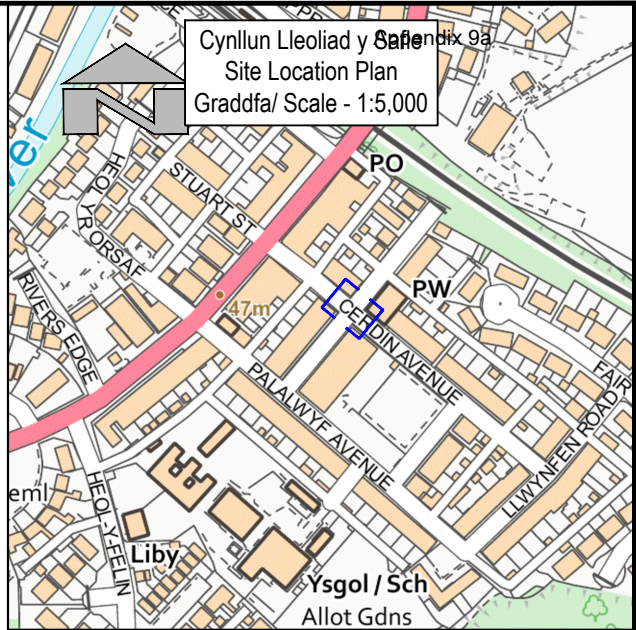
Teitl y Llun/ Dwg Title

**Ymgynghoriad Anffurfiol**  
**Informal Consultation**

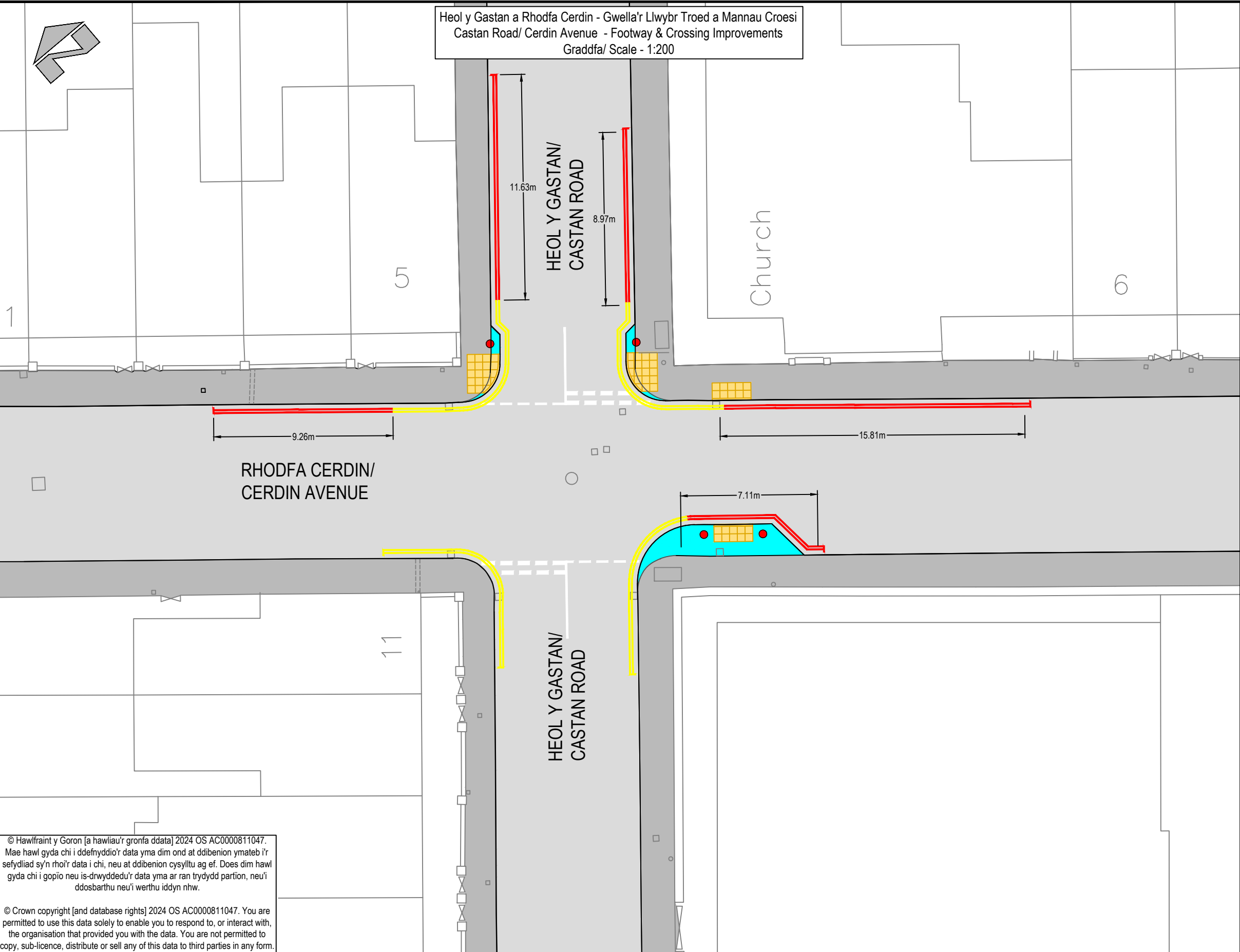
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P350	-		10/2024	
Rhif y Llun/ Dwg No.			Adolygiad/ Revision	
P350-00-75-02			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:	Cymeradwywyd gan/ Approved by:		
RJ	JS	AG		

Print Date: 23/10/2024 09:09:17

Heol y Gastan a Rhodfa Cerdin - Gwella'r Llwybr Troed a Mannau Croesi  
 Castan Road/ Cerdin Avenue - Footway & Crossing Improvements  
 Graddfa/ Scale - 1:200



Heol y Gastan / Rhodfa Cerdin, Pont-y-clun, CF72 9EH/  
 Castan Road/ Cerdin Avenue, Pont-y-clun, CF72 9EH  
 D/E: 303596  
 G/N: 181274



- Allwedd/ Key:
- Croesfan arfaethedig sydd ddim yn cael ei rheoli  
Proposed uncontrolled crossing
  - Ehangu'r llwybr troed  
Footway extension
  - Llinellau gwyn presennol  
Existing white lining
  - Maint presennol y llinellau dwbl melyn  
Existing double yellow lining extents
  - Llinellau dwbl melyn arfaethedig  
Proposed double yellow lines
  - Bolard arfaethedig  
Proposed bollard

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 Ffôn/Tel: 01443 425001 Ffacs/Fax: 01443 490414

Prosiect/ Project

## Datblygiad Ysgol Newydd - Pont-y-clun New School Development - Pont-y-clun

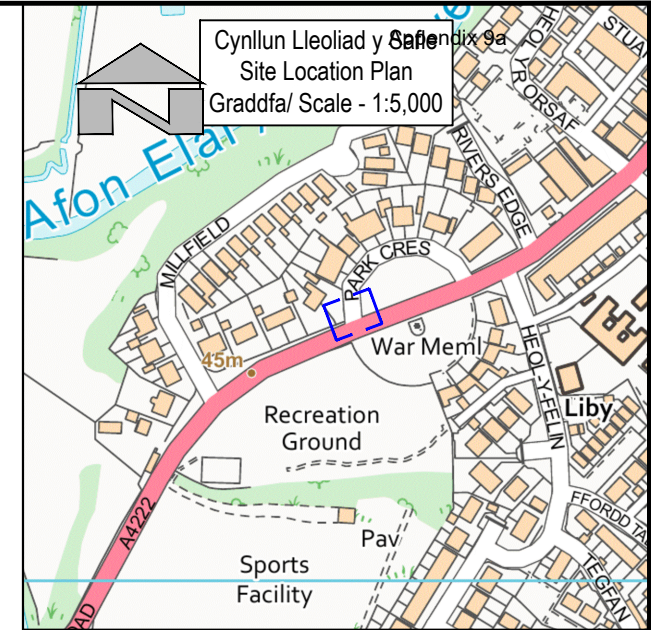
Teitl y Llund/ Dwg Title

## Ymgynghoriad Anffurfiol Informal Consultation

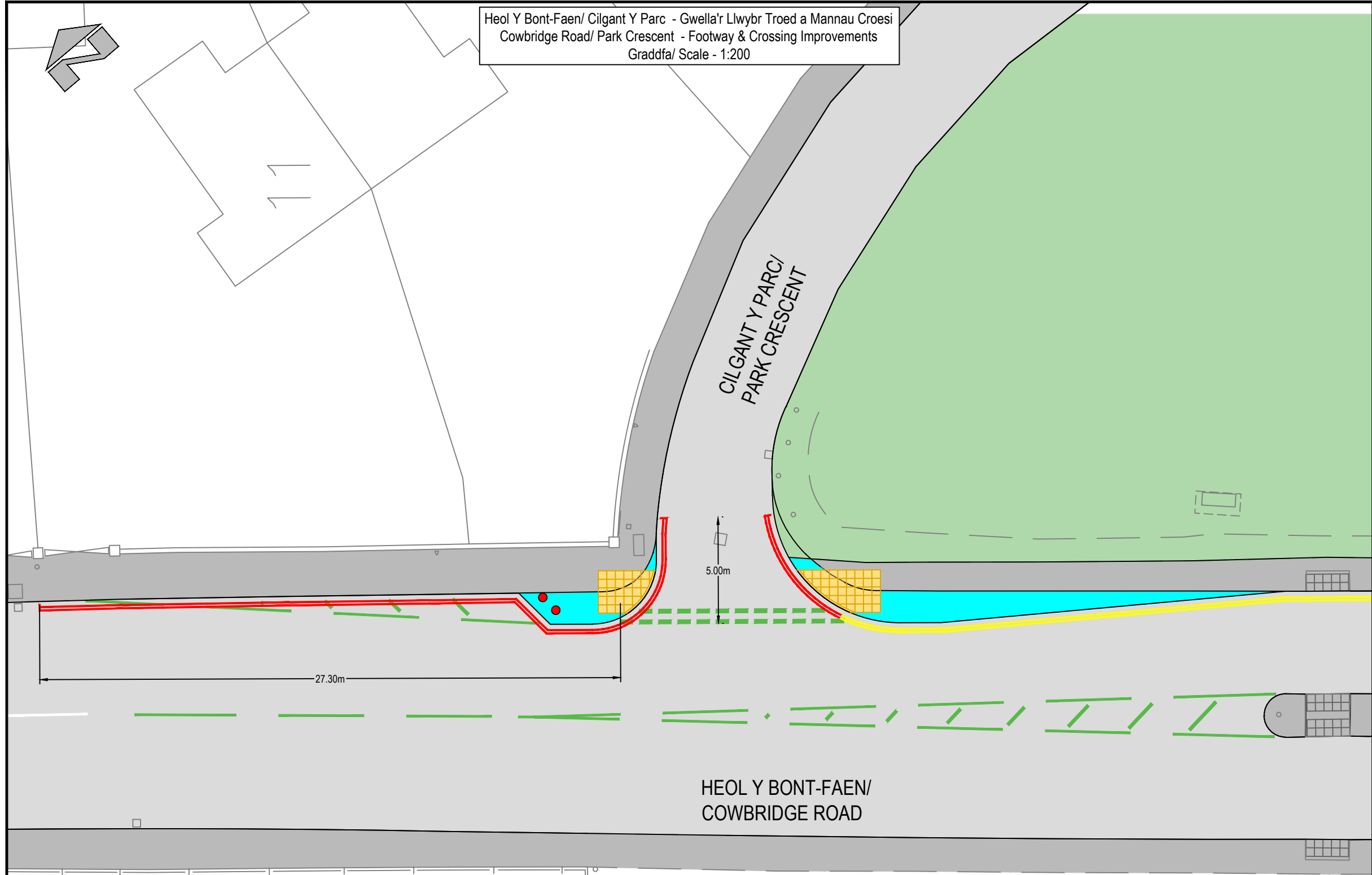
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P350	-		10/2024	
Rhif y Llund/ Dwg No.			Adolygiad/ Revision	
P350-00-75-03			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:	Cymeradwywyd gan/ Approved by:		
RJ	JS	AG		

Print Date: 23/10/2024 09:08:59

Heol Y Bont-Faen/ Cilgant Y Parc - Gwella'r Llwybr Troed a Mannau Croesi  
 Cowbridge Road/ Park Crescent - Footway & Crossing Improvements  
 Graddfa/ Scale - 1:200



Heol Y Bont-Faen/ Cilgant Y Parc, Pont-y-clun, CF72 9BR  
 Cowbridge Road/ Park Crescent, Pont-y-clun, CF72 9BR  
 D/E: 303312  
 G/N: 181171



- Allwedd/ Key:
- Croesfan arfaethedig sydd ddim yn cael ei rheoli  
Proposed uncontrolled crossing
  - Ehangu'r llwybr troed  
Footway extension
  - Llinellau gwyn presennol  
Existing white lining
  - Llinellau gwyn arfaethedig  
Proposed white lining
  - Maint presennol y llinellau dwbl melyn  
Existing double yellow lining extents
  - Llinellau dwbl melyn arfaethedig  
Proposed double yellow lines
  - Bolard arfaethedig  
Proposed bollard

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 Llawr 2/Floor 2, 2 Llys Cadwyn, Pontypridd, CF37 4TH  
 Ffôn/Tel: 01443 425001 Ffacs/Fax: 01443 490414

Prosiect/ Project

**Datblygiad Ysgol Newydd - Pont-y-clun**  
**New School Development - Pont-y-clun**

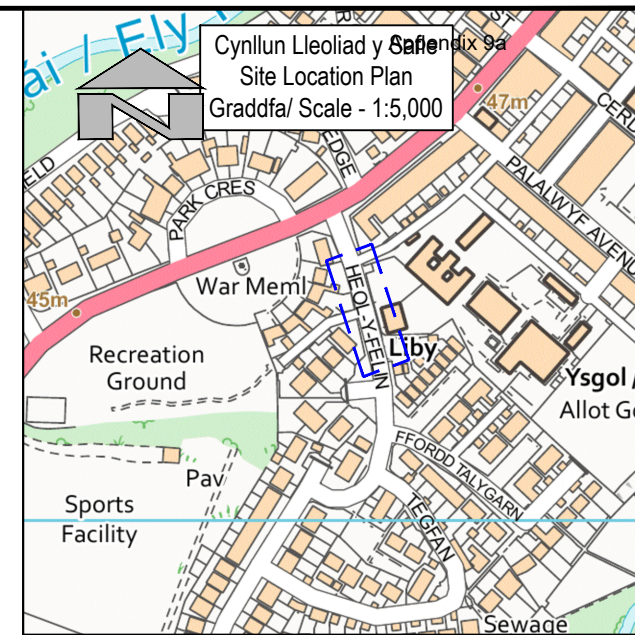
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**Ymgynghoriad Anffurfiol**  
**Informal Consultation**

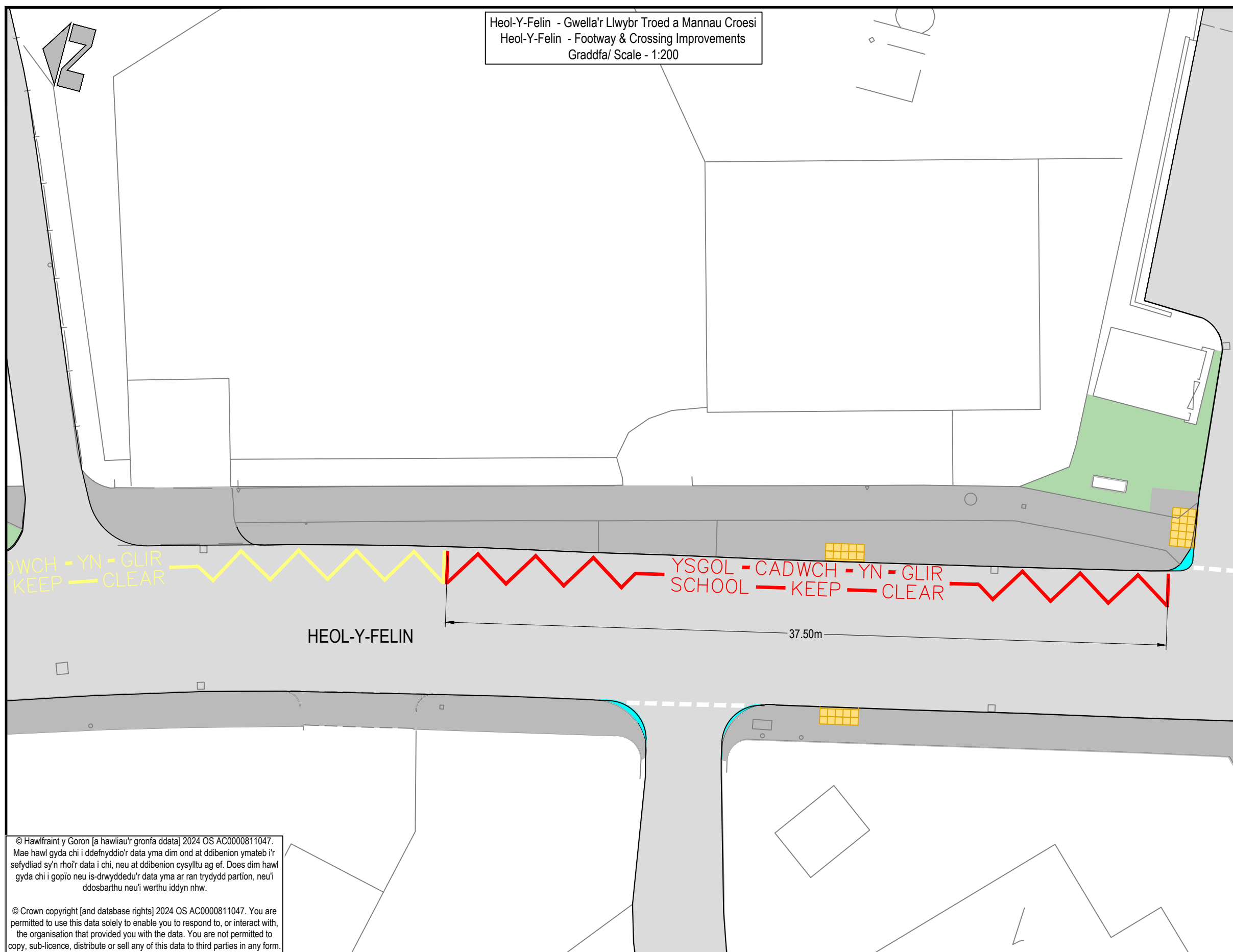
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P350-00-75-04			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:	Cymeradwywyd gan/ Approved by:		
RJ	JS	AG		

Print Date: 23/10/2024 09:09:05

Heol-Y-Felin - Gwella'r Llwybr Troed a Mannau Croesi  
 Heol-Y-Felin - Footway & Crossing Improvements  
 Graddfa/ Scale - 1:200



Heol-Y-Felin, Pont-y-clun, CF72 9BE  
 Heol-Y-Felin, Pont-y-clun, CF72 9BE  
 D/E: 303468  
 G/N: 181099



Allwedd/ Key:

	Croesfan arfaethedig sydd ddim yn cael ei rheoli Proposed uncontrolled crossing
	Ehangu'r llwybr troed Footway extension
	Llinellau gwyn presennol Existing white lining
	Marciau ffyrdd 'Ysgol Cadwch yn Glir' presennol Existing 'School Keep Clear' road markings
	Marciau ffyrdd 'Ysgol Cadwch yn Glir' arfaethedig Proposed School Keep Clear Markings

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Prosiect/ Project

**Datblygiad Ysgol Newydd - Pont-y-clun**  
**New School Development - Pont-y-clun**

Teitl y Llun/ Dwg Title

**Ymgynghoriad Anffurfiol**  
**Informal Consultation**

Manylion Adolygiad/Revision Details		Gan/By	Dyddiad/Date	Adolygiad/Revision
Rhif y Prosiect/ Project No.	Graddfa/ Scale @ A3		Dyddiad/ Date	
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Rhif y Llun/ Dwg No.			Adolygiad/ Revision	
P350-00-75-05			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:	Cymeradwywyd gan/ Approved by:		
RJ	JS	AG		

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## *Cyngor Tref Pontyclun Town Council*

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### RCT Community review

Members will recall that over the summer RCT asked for initial comments and suggestions regarding Community reviews.

The Council considered this, and we suggested the following major changes:-

- Tyla Garw to come to Pontyclun west from Llanharry CC
- Coedcae lane area to come to us from Llanharan CC
- The area around Leekes/Sainsbury's to come to Pontyclun central from Llantrisant.

The RCT working group has agreed these changes and they are now up for consultation.

A summary of all the changes can be found on the RCT website [here](#).

As the proposed changes match our suggestions it would be appropriate for the Council to respond positively to the consultation

**Action – members to consider review proposals and agree response.**