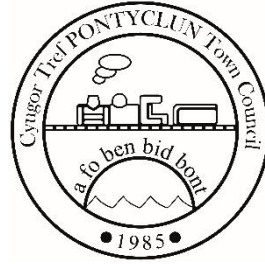


## Cyngor Tref Pontyclun Town Council

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 (Public)

Draft minutes of the November monthly meeting of Pontyclun Town Council held at 7pm on Thursday 14<sup>th</sup> November 2024.

PTC Member attendance at public Council meetings											
Member name	2023					2024					
	Nov	Feb	Mar	Apr	May	May E	Jun	Jul	Sep	Oct	Nov
Wayne Owen	Present										
Jordan Thorne	Absent	Present	Present	Present		Absent	Present	Present		Absent	Absent
Rhys Williams					Present						
Susan Owen	Present										
Jamie Daniel										Present	Present
Amanda Sparks	Present					Absent	Present	Present			
Paul Binning	Present		Present				Present	Present			
Carole Willis	Present				Present					Present	
Sian Assiratti						Present					
Gareth Summers							Present				
Present											
Gave Apologies											
Absent											

### Draft Minutes (Public)

1. To receive apologies for absence
  - a. Councillor Jamie Daniel gave apologies, Councillors Jordan Thorne and Jamie Daniel.
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct
  - a. No declarations were made in respect of public business.
3. Public presentations to Council
  - a. The Clerk brought to the Council's attention planning application in relation to The Barn public house in Mwyndy. Planning is requested to change from a Pub to Offices. The Council decided not to comment.
4. To confirm minutes of the Council's meeting of 10<sup>th</sup> Oct. are a true record and discuss minor matters arising from them.
  - a. The minutes were confirmed, there were no matters arising.

- b. **The Clerk confirmed that on the morning of the meeting he received an acknowledgement from RCT regarding the September query on speeding and parking issues. An Officer will look into these and revert in due course.**
5. To consider report on Council Payments and finances
- a. **The Council confirmed the September payments and September bank reconciliations.**
  - b. **The Council approved payment of the following bills**
    - i. **SLCC membership for Clerk £240**
    - ii. **Invoice for bins - £1269.45 plus vat**
    - iii. **£2540 plus vat for Christmas decorations. £800 to be paid for by CIL (councillors Wayne Owen, Sue Owen and Sian Assiratti declared an interest as they had previously agreed to pay towards cost to keep precept down)**
  - c. **The Council agreed to purchase 2 post mounted bins and 3 dog poo bins. To be funded by CIL**
  - d. Pre-Internal audit actions
    - i. **The Council noted and confirmed processes.**
  - e. Interim internal audit 2024-25
    - i. **Council noted changes and Councillors will provide updated Declarations of Interest**
  - f. Budget planning 2025-26
    - i. **Council noted comments about planning for 2025-26 budget and agreed the following.**
      - 1. **Complete summer floral planting order for 2025 at a cost of £1957 plus VAT**
      - 2. **Noted and agreed proposed changes with finance software to take effect end of March.**
      - 3. **Gave agreement to Clerk to commence purchases of replacement laptops where advantageous terms can be obtained over Black Friday period.**
6. To receive update on Community Events
- a. **The Council noted that all 3 Remembrance Day parades in the Council area had been very well attended and the road closure arrangements had worked well.**
  - b. **Updates for Christmas were noted.**
7. To receive report on Town improvements
- a. **Members noted the position.**
  - b. **A flag policy was adopted that means.**
    - i. **Welsh Dragon can be flown all year.**
    - ii. **If at some time a UK/Welsh/RCT mandate is given to fly a particular flag, then we would comply.**
    - iii. **Our separately agreed policy for Death of a senior Royal would be followed (using the Welsh Flag)**
    - iv. **No other flags to be flown except by separate decision by Council.**
8. To receive report from Pontyclun 175 organising committee
- a. **The Council received the report on Pontyclun 175 actions, noted the contents and confirmed to proceed.**
  - b. **The following specific actions were also agreed.**
    - i. **Try to find a volunteer(s) to help with copying historic photos of Pontyclun and curating into a display for the Arts Festival. If required officers could pay for time up to a total of £200**
    - ii. **The Arts festival quiz night would be run by Councillors on behalf of Friends of Pontyclun**
    - iii. **VE80 – The Council would engage Forces Fitness to arrange an obstacle course for the 5<sup>th</sup> of May.**
    - iv. **Picnic in the Park**
      - 1. **The Council would hire a stage.**
      - 2. **Spaces could be made available to craft stalls if any spaces remained after Community groups/sports clubs and food traders had been accommodated.**
      - 3. **Phil Howe to be engaged to compare the event.**
      - 4. **The Council will arrange a fund-raising raffle for the day. Tickets to be sold at the park entrance.**
      - 5. **A Commemorative programme to be prepared (paid for by advertising) to include the activities and also a short history of Pontyclun. A quote/template example to be obtained for next meeting if possible.**
      - 6. **The Council will have a weather contingency.**
        - a. **Move venue to Car park/Community centre is one.**

- b. **Have a very large marquee in Park as rain cover is another – costing to be obtained.**
  - 7. **Councillor Binning will contact Royal Mint about a commemorative coin and report back at next meeting.**
  - 8. **Friends of Pontyclun would be invited to run a Cider stall.**
- v. **Twinning**
  - 1. **Council noted option of asking RCT/Other Taf Ely Community/Town Council to host our visitors for part of their time here.**
  - 2. **Accommodation would wait on confirmation of numbers. If small, then hotels may be used.**
- 9. **To consider draft report of the Independent Remuneration panel for Wales**
  - a. **The Council noted this updated report and confirmed the payments/allowances agreed in the autumn.**
- 10. **To consider report on Council benchmarking**
  - a. **The Council noted this report, no actions required.**
- 11. **To consider Crime report from South Wales Police**
  - a. **The Council noted this report.**
  - b. **The Council agreed to put additional signage at the Maesyfelin Rugby pitches regarding not parking on the pavement.**
- 12. **To respond to RCT Consultation on improvements to walking routes in Pontyclun**
  - a. **The Council noted this informal consultation, and the information provided.**
  - b. **Members were disappointed that RCT had not provided further information requested ahead of this meeting.**
  - c. **A letter from a member of the public was read to Council – objecting to proposals.**
  - d. **The Council agreed.**
    - i. **We would object to the proposals.**
      - 1. **Removes parking so would affect Residents and Businesses**
      - 2. **We did not believe it would achieve its aims.**
      - 3. **There was insufficient consultation by RCT (no businesses were included, nor residents unless the proposals were directly at their property)**
    - ii. **We would offer to meet RCT to discuss alternative options prior to a more meaningful consultation on any proposed to be taken forward to next stage.**
- 13. **To respond to RCT Consultation on Community Reviews**
  - a. **The Council noted this report and decided to support the recommendations.**

**These are a copy of the minutes of the November meeting of Pontyclun Town Council. A 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 October are provided for confirmation (appendix 2a)

#### **Action – members to confirm payments**

### Payments for authorisation

We have 2 large payments to authorise

1. Floodlighting and Electrical for Christmas lights £3048 (jnc vat) – normal plus the added tree at Ynysddu separately approved
2. Community Centre management committee for office rent £4682

In both cases these form part of the annually agreed payment so have technically already been approved.

#### **Action – Members to authorise**

### Pre internal audit preparations

The next tranche of processes have now been documented in preparation for the year end audit and are provided here for the Council to review and confirm. (Appendixes 2b and 2c)

These cover

- Journal entries
- “Credit” card management

#### **Action – Council to confirm processes**

### Interim internal audit 2024-25

Our auditor has now completed her first interim audit.

The written report is provided in Appendix 2d.

Members will note that the Auditor has given a significant assurance that our processes are satisfactory.

There are some action points which the staff will deal with

1. Add hyperlinks to Members interests on their bios on the website
2. Reminder to review risk registers/assessments in each year – we do this in our Feb meeting
3. Review data protection documentation v templates to identify any potential improvements.
4. Review a template statement of controls to see if there are any gaps in our processes v a model template.
5. Full Council to review/complete our bank reconciliation at least quarterly – started this in November with sept reconciliation

#### **Action – members to accept report and agree proposed actions**

## Bank Reconciliation up to 31/10/2024 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/10/2024	DD	162.00		162.00		R	Grenke Leasing Ltd
03/10/2024	VISA	34.99		34.99		R	Amazon Marketplace
03/10/2024	FPIJAYPEST		30.00	30.00		R	Receipt(s) Banked
03/10/2024	SWREFORD		30.00	30.00		R	Receipt(s) Banked
04/10/2024	FolkSoap		20.00	20.00		R	Receipt(s) Banked
04/10/2024	CHIBBYCRAF		20.00	20.00		R	Receipt(s) Banked
07/10/2024	VISA	21.35		21.35		R	Amazon Marketplace
07/10/2024	VISA	24.69		24.69		R	Amazon Marketplace
07/10/2024	DD	74.34		74.34		R	British Telecom
07/10/2024	BCARD	126.51		126.51		R	EU Fabrics
07/10/2024	BCARD	91.21		91.21		R	Trent Plastics Fabrications Lt
07/10/2024	BCARD	280.00		280.00		R	The Osprey Company
07/10/2024	BCARD	62.10		62.10		R	Fire Protection Shop
07/10/2024	BCARD	134.62		134.62		R	HelloPrint
07/10/2024	BCARD	12.00		12.00		R	Tesco
07/10/2024	BCARD	96.10		96.10		R	Tesco
07/10/2024	FPO	95.76		95.76		R	Boverton Nurseries Ltd
07/10/2024	FPO	120.00		120.00		R	Huxley & Mabel
07/10/2024	FPO	8.66		8.66		R	Forest Park & Gardens
07/10/2024	FPO	100.00		100.00		R	Llantrisant+District Probus Cl
07/10/2024	FPO	500.00		500.00		R	Sally's Angels Comm Choir
07/10/2024	FPIATWIGG		28.00	28.00		R	Receipt(s) Banked
07/10/2024	MANDYWILS		5.00	5.00		R	Receipt(s) Banked
08/10/2024	LAURAGILLE		20.00	20.00		R	Receipt(s) Banked
10/10/2024	CPT	80.00		80.00		R	The Royal British Legion
10/10/2024	VA Moore		20.00	20.00		R	Receipt(s) Banked
14/10/2024	DD	14.15		14.15		R	British Telecom
14/10/2024	FPO	200.00		200.00		R	Merched y Wawr
14/10/2024	FPO	67.49		67.49		R	QDOS Insurance Services Ltd
17/10/2024	VISA	27.10		27.10		R	Amazon Marketplace
17/10/2024	VISA	35.99		35.99		R	Amazon Marketplace
18/10/2024	VISA	8.79		8.79		R	Amazon Marketplace
18/10/2024	VISA	9.95		9.95		R	Amazon Marketplace
18/10/2024	VISA	4.95		4.95		R	Amazon Marketplace
18/10/2024	VISA	53.30		53.30		R	Amazon Marketplace
18/10/2024	VISA	7.59		7.59		R	Amazon Marketplace
18/10/2024	VISA	11.56		11.56		R	Amazon Marketplace
18/10/2024	BLAKEMORE		200.00	200.00		R	Receipt(s) Banked
18/10/2024	JR		20,000.00	20,000.00		R	Receipt(s) Banked
18/10/2024	LRICHARDS		20.00	20.00		R	Receipt(s) Banked
21/10/2024	BP	1,611.54		1,611.54		R	HMRC
21/10/2024	SO	818.30		818.30		R	K James
21/10/2024	SO	1,895.10		1,895.10		R	D Norfolk
21/10/2024	SO	1,378.87		1,378.87		R	Blank
21/10/2024	SO	1,402.61		1,402.61		R	Davies
21/10/2024	SO	1,196.00		1,196.00		R	Roszkowski
21/10/2024	P&LPITT		20.00	20.00		R	Receipt(s) Banked
21/10/2024	HMRC		1,882.32	1,882.32		R	Receipt(s) Banked

## Bank Reconciliation up to 31/10/2024 for Cashbook No 1 - Current Bank A/c General

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
22/10/2024	DD	79.21		79.21		R <input checked="" type="checkbox"/>	SSE Ltd
28/10/2024	DD	14.38		14.38		R <input checked="" type="checkbox"/>	EE Ltd
29/10/2024	PAY	7.00		7.00		R <input checked="" type="checkbox"/>	Lloyds Bank
31/10/2024	DD	12.58		12.58		R <input checked="" type="checkbox"/>	BlueSky
31/10/2024	FPO	420.00		420.00		R <input checked="" type="checkbox"/>	CE Carpentry & Developments
31/10/2024	FPO	304.20		304.20		R <input checked="" type="checkbox"/>	Floodlighting&Electr Serv Ltd
31/10/2024	FPO	867.53		867.53		R <input checked="" type="checkbox"/>	Hampshire Flag Company LtdGB33
31/10/2024	VISA	21.35		21.35		R <input checked="" type="checkbox"/>	Amazon Marketplace
31/10/2024	VISA	36.96		36.96		R <input checked="" type="checkbox"/>	Amazon Marketplace
31/10/2024	FPO	170.00		170.00		R <input checked="" type="checkbox"/>	NPC Printing & Stationery
31/10/2024	FPO	1,992.18		1,992.18		R <input checked="" type="checkbox"/>	Rhondda Cynon Taf C.B.C.
		<u>14,793.01</u>	<u>22,295.32</u>				

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

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### **Financial software – Journal entries and reversing transactions**

Whilst in an ideal world all entries in our accounting system would be input correctly first time and plans would not change.

However, this is not always the case and occasional changes need to be made

#### **Reversing transactions**

There will be instances where transactions need to be reversed.

Typically, this will be where the original transaction has been input using incorrect cost codes/centre codes or descriptions

If an error is identified the original transaction will be reversed and a new transaction with correct codes will be input.

The Admin. assistant is authorised to undertake these reversals, which will show up on the transaction list for Members to confirm on a monthly basis. Reversing entries made after the month end reconciliation has been completed are done via journal entries.

Transactions must not be deleted.

#### **Journal entries**

Journal entries will normally only be made to transfer amounts between general reserve and earmarked reserves,

This will typically happen just after the start of the financial year when the Clerk will input the agreed budgeted earmarked reserve transfers.

Some of these transfers are based on the unused portion of budget so will be done at year end (e.g. Staff training where unspent budget is earmarked for training of future new staff)

In the event of a grant or other similar funds being received for spending over the long term these will be monitored by way of a journal entry into a new Earmarked reserve. The Clerk is authorised to do this.

Other journal entries that might arise in mid-year will be agreed by Council and input by the Clerk.

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

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### **Management of “Credit cards”**

The Council has a “credit” card facility. Currently with Barclaycard

Technically this is a charge card as the balance is paid in full each month

#### Facilities

We have a total facility of £2000 split

2 VISA cards are issued, and they are only for use by the named individuals

The Clerk’s card has a £1500 limit

The Community caretaker has the other £500 limit.

For security (and so no-one else can use) the cards are held by the cardholders with their personal cards.



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## *Cyngor Tref Pontyclun Town Council*

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### Christmas festival

Updates provided for the various aspects of the Christmas festivities

We had good feedback on the “12 Dates flyers” which were delivered to all houses in our Council area.

**Action – does Council wish to do so again in 2025?**

### Street decorations

#### **Street lighting**

This year saw some significant improvements to the street lighting in our area

- Groesfaen – additional 2 lamp post columns
- Ynysddu – New “Christmas tree” added
- Pontyclun – Additional 2 lamp post columns
- Pontyclun – lighting up Tabernacle chapel

We also tested some solar powered lights at the War memorial with a view to adding some of these in future years.

#### **Community Christmas trees**

Groesfaen and Pontyclun (Giles Gallery) - Big improvement in quality of trees from the past (Real trees)

Ynysddu – new this year (Electric cone tree)

Brynsadler – lights around tree opposite The Ivor (wrapped round a real tree)

Pontyclun – War Memorial Garden (wrapped round a real tree).

#### **Shop windows**

The shop windows were particularly good this year with many shops having decorations of a very high standard and more shops with decorations.

#### **Community Group Christmas trees**

We had 10 trees this year and at time of writing votes are still being taken so cannot confirm details though over 1700 votes in the first 2 weeks (2023 - 957 votes total)

### Christmas tree lighting event

- Event deferred by 1 week due to poor weather
- This meant that there were some slight amendments to original plan as not everyone who was coming on 23<sup>rd</sup> could do 30<sup>th</sup>
  - 2 stalls could not attend
  - We had to change choir
  - Panto group were not able to perform

Event went well with around 200 or so people attending.

Improvements made in 2024

1. Additional lighting which proved useful
2. Snow machine
3. Speaker – good for music, though less so to capture the choir singing

Potential improvements for 2025 include

- Some more stalls including soft drinks
- More activities for kids
  - Considering holding a lantern making workshop ahead of the event at cafe50 and a parade to the War memorial
- Would be nice if more of the houses on the Crescent were to decorate their frontages

JPL legal have offered to have a stall next year giving freebies away

### Christmas fayre

- The fayre had to be cancelled due to adverse weather conditions
- This year's date clashed with Llantrisant Christmas events (which also cancelled)
- Stallholders have been offered
  - Space at a rescheduled event early in 2025
  - Spaces at the 2025 Christmas fayre
  - Full refund or their 2024 fees being full payment for one of the 2 events above
- We were able to find a suitable alternative venue for the Hope event on Sunday (Rugby Club)
- The Athletic club were willing to offer space on Sunday for stalls but there was insufficient interest from traders
- This will impact budget 2025/26 with reduced event fees, though can be mitigated by holding over from 2024 into an earmarked reserve

### Potential Christmas fayre reschedule dates

The following are potential dates for a rescheduled fayre – most traders who expressed a preference suggested holding a date nearer to Easter as weather likely to be better

25<sup>th</sup> Jan – potentially too early and may suffer from weather as might the 2 Feb dates

1<sup>st</sup> Feb – there is 6 Nations rugby on – Scotland v Italy in the afternoon

15<sup>th</sup> Feb – “Valentine’s Day” – no rugby that weekend and could be part of an “arts festival”

1<sup>st</sup> March – St David’s day – no Rugby on that weekend. This is the Saturday at the end of Half Term

Saturdays from 22 March onwards through to Easter.

Note – Urban markets usually does an Easter Market Saturday before Easter and as we go into April, we are getting nearer to the VE80 commemorations on 5<sup>th</sup> May

**Action – members to select a rescheduled date**

## Potential improvements to Events in 2025

There are a number of potential improvements that the Council can consider for 2025-26 and these are detailed below.

An allowance has been made in the budget for small incremental improvements. These are larger and are subject to additional budget funding, seeking grants or sponsorship.

### General

The Council would benefit from having branded gazebos to use at our events. For both the Council and potentially stalls where we are supporting.

### Remembrance Day

- Extend Large Poppies for lamp posts at Remembrance (£5 each) to Miskin (say £100)

### Marshals/Stewards

To make sure that we have enough helpers we approach the big sports clubs/community groups for helpers offering a grant payment for help.

This could be geared towards helping fund their summer tours. Say £600-1K

We could also make this the condition for larger grants that we give to any groups.

### Picnic in the Park improvements

Detailed in the Pontyclun 175 papers.

### Food festival improvements

We wish to make some further improvements to the food festival. In particular

- Add Fairground ride/games for kids
- Investigate options to run some cookery demo/classes on the day (or around them) – cost say £500
- Work with local hospitality venues to have other activities around the Food festival, promoted together.
- Work with local groups to see if food themed activities can be planned to coincide
- Hospitality “goodie bag” for visitors promoting local traders

### Christmas festival improvements

We aim to better engage with local hospitality venues to provide a list of their activities in our Christmas festival listings

We run a number of events over Christmas to try and include local businesses

- Shop fronts competition
- Community Christmas tree competition

This does not offer too much for our various hospitality venues, so staff were thinking we try and run special activity (ies) for them.

1. Christmas Treasure hunt
  - a. Diners/drinkers collect stamps at venues

- b. When they have say different 5 stamps, they hand in their stamp card to us and get entered into a prize draw. The first 50 say also get a bottle of prosecco
  - c. Everyone collecting a stamp gets something from the venue too – e.g., small discount, free item etc
  - d. Estimate cost of say £1k
2. Mari Llwyd (January)
    - a. We could offer to pay the Folk Club to visit locations in our area in January – plus local schools
    - b. Estimate cost of say £250

### Christmas fayre – RCT Grant

RCT offers two types of support for Town centres at Christmas

1. You can apply for a grant for a live event or
2. They can deliver an event in your town – e.g., in 2024 his was an “ice rink” for a few hours (though in reality most were cancelled due to Storm Darragh)

The grant can only be spent on “revenue” expenditure at a live event so if we want to apply, our proposals would be for the grant to cover the following

- To provide a Park and Ride service to
  - a. Y Pant; YGGG school and Brynsadler
- To fund the cost of fairground rides
- To fund cost of Santa Grotto gifts

There is no guarantee that anything will be forthcoming as it is subject to budget constraints at RCT and a competitive process with other events.

### First aid training

We budget £150 an event for first aid cover (for the larger events) so in 2025 this would be £600.

For the same money we could have a bespoke First aid course for us and train 12 people. This would mean a reduction in budget need in 2026 and 2027.

### Decorations

- There are 3 lamp posts in Pontyclun without decorations – On Railway bridge: by Marcus’s barbers and on the corner of Heol y Felin. We could look to add these and will ask the CIL meeting to consider.
- Look at Tree options for Cefn y Hendy – again to CIL meeting

### **Action – members to consider events improvements to action**

#### Event Weather Contingency

We wish to ensure that members are comfortable with weather contingency for our events.

The weather in the UK can be variable at all times of the year so some contingency plan needs to be in place for severe weather.

Our normal contingency is

1. Picnic in the Park – move date
2. Food festival – in extreme circumstances cancel, however other than that

- a. It is on hard surface with drainage
- b. Location has some shelter from surrounding buildings
- c. We will go ahead and use Café 50/Community centre for cover
3. Christmas light switch on – move date back 1 week
4. Christmas fayre - in extreme circumstances cancel (as we did in 2024), however other than that
  - a. It is on hard surface with drainage
  - b. Location has some shelter from surrounding buildings
  - c. We will use Café 50/Community centre for cover
  - d. There is also a large marquee where people can be

In 2025 there will be 2 events which are “date” specific

- May 5<sup>th</sup> – VE80 commemorations
- June 14<sup>th</sup> – Picnic in the Park 175

In both cases should weather be very bad the event to be moved to Heol yr Orsaf if needed. There is also a proposal to provide a large marquee at Picnic in the Park as rain cover.

#### **Suggested improvements to Weather contingency – Christmas fayre**

The Christmas fayre would go ahead in most weathers including cold and wet; however, the risk is if there are very high winds or extreme rain forecast.

Last year we cancelled due to forecast high winds and resultant risk to traders and shoppers.

In reality this is probably the best option in extreme weather (we also have to consider visitors/staff and volunteers travelling to/from the event). This would be the case even if the event was held indoors

However, we may be able to build an alternative into our planning.

The Officers will aim as part of our normal booking process to create an “Online Christmas market” site for those traders who can sell in this way. We know that many of our traders have an online presence from which they can sell, and this might help about 1/3 – ½ of them should we have to cancel. It would also allow us to provide an offering for traders who we cannot physically fit into the fayre.

This would run at the same time as the market for those unable to attend and in the event that the actual market was cancelled it would be our main market.

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## *Cyngor Tref Pontyclun Town Council*

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### Town Improvements

The following are an update on 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.

#### Railway service

The Council should note that following our recent meeting with TFW they have now announced an increase in services. In particular

- Significantly more stops at Pontyclun, Llanharan and Pencoed – increase in total daily services from 38 per day to 59. A 55% increase.
- The last train from Cardiff to Maesteg via Bridgend is now later - at 11:24pm.

These were both changes which we pressed for at the meeting.

#### Tree works

We have now had our tree inspection reports completed.

We know that there are too many trees requiring work for us to manage in one year so have chosen to close off sections of woodland in Millfield and Ivor Woods managing the remaining areas with the plan to extend the open areas over time.

By the end of this year we will have spend £40k over the last 2 years dealing with trees

The reports have identified the following trees for removal. They are in areas currently open to the public or on the boundary of closed areas, plus sufficient to open the path from Hollies entrance of Ivor Woods to the metal bridge by Pontyclun FC

1. Along the road in Millfield – 10 trees to remove
2. Along river in Millfield – 11 trees
3. Along Riverside walk –5 trees to remove
4. Ivor Woods – 39 trees to remove

In addition to these a further 10 trees inside Millfield were identified as dangerous but within the woods and another 14 for monitoring in these areas but not dangerous this year.

There remains an estimated 100+ trees in the closed section of Ivor Woods of which we believe about 2/3 will need removing in future years.

The Clerk recommends the following plan

1. Remove dangerous trees
2. Ensure fencing at Millfield remains in place
3. Once trees felled open the Path from Hollies entrance of Ivor Woods to Metal bridge by Pontyclun FC.
4. Ensure fencing at Ivor woods is moved to reflect new open area and secure fence line
5. Initiate action to start improvement works to bring Ivor woods back to a good state – using £5k of CIL funding

**Action – members to confirm plan**

**Other actions in progress**

- Flag poles at Pontyclun War Memorial and in Groesfaen – awaiting installation
- 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 delivery and permission for post.
- Bin at Station Approach – Awaiting delivery
- 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.

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

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### Updates on Pontyclun 175 commemorations

As the papers for this meeting were issued earlier than normal there has not been time to prepare a written report from the organising committee – a verbal update will be given at the meeting

To remind members of the plans the following is provided. Where text is highlighted in yellow this is based on last meeting update

#### Arts Festival – February 2025

- Agreed to the principle. Councillors were going to ask groups and businesses to seek interest and engagement.
- Councillors were to produce a logo (based on an updated general logo to modernise and commemorate the 175<sup>th</sup> anniversary – to be used with all “Pontyclun175” activities.
- Councillors to run a Quiz night as a fund raiser
- We have access to a number of historic photos of Pontyclun for use as a basis for an exhibition. Staff working on this and if an Art festival progresses, aim to hold this then

#### VE80 Commemorations – May 2025

##### *5<sup>th</sup> May event*

- 5<sup>th</sup> May event at Park and War Memorial gardens
- Military re-enactors and food stalls for afternoon
  - Re-enactors booked by Councillor Binning
  - Stalls being engaged by Staff
- Kids assault course – booked
- Commemoration at War Memorial for additional names being added
  - Vicar has been booked
  - Air cadets have been booked
  - RCT Wind Band booked (provisionally)
  - Trying to engage with military & families
  - Short service will be bi-lingual



### VE80 Day – 8<sup>th</sup> May

- Work with local businesses to encourage commemoration including
  - o Encourage local food caterers to serve Fish and Chips on the 8<sup>th</sup>
  - o Flags on flag poles
    - Mix Welsh and Union jacks for week of commemorations
    - Bunting to be draped along shop fronts
      - Cost likely to be about £500
- Work with local churches to see what other parts of the Commemorations they can do e.g. Bell ringing; Special service and signing I Vow to thee my Country
  - o Clerk has written to all three CoE churches in our area.
- Proclamation & Flag raising 11am
  - o Huw Dafydd has agreed to make the proclamation (subject to any last-minute work commitments) – so a back-up will be needed just in case.
  - o Proclamation (Welsh and English)
  - o Possibility of a brass band being explored
  - o Air cadets can do a “guard of honour”

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

- o More food/drink options.
  - o Aiming for
    - 3 drink bars – “Prosecco”/ Beer/Cider
    - Pizza; tacos; donuts/candy floss plus 2 additional food trucks
    - Ice cream van plus ice cream bike.
    - Sweet stall/soft drinks and Cake stall
  - o Need a central stage for bands/choirs & announcements
  - o Suggested a school-based talent show Pontyclun’s Got Talent – individuals, groups, dancers, bands, comedy – open category
  - o Recruit a Compere/Host for the day
    - o Phil Howe to be asked to compare (Councillors have this in hand)
  - o Shops and town to be encouraged to ‘dress’ the town and put on events again around that week/weekend
  - o Fundraising raffle required for the day – needs prizes, card reader/Wi-Fi, tickets etc – try and cover costs of stage and paid-for bands
  - o Community Tug of War – Cllr Amanda Sparks organising
  - o Cost of a programme is
    - 1000 x A5 booklet with 6 pages English and 6 Welsh = £385
    - 1500 would be £474

- Additional pages would be approx. £120 per 4 more pages (2 each of English and Welsh)
  - Cover
  - Inside cover – adverts
  - Page 3 – Welcome/ intro + advert
  - Page 4 – Details of Freedom of the town “winners”
  - Page 5- Page on Pontyclun’s history & Ravensburg
  - Page 6 – Timetable for the day
- Weather Contingency
  - Car Park/Community Centre still remain options
  - If we book a large gazebo cost is going to be £3-4k depending on what is chosen. E.g.
    - 36m x 12m white rectangular gazebo £3300
    - 30m x 12m Red/white oval circus tent £3600
    - These are both roughly twice the floor space of our winter marquee
  - Investigate cost and possibility of Town memorabilia piece – i.e., medal from Royal Mint. Councillor Binning investigating

## 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.

## History trails/signs

- Significant progress has been made with text for most of these.
- The key pinch points are
  - Welsh translation
  - Pontyclun 175 logo
- Expect to go live with these during the year
- Regular Facebook “historical facts” posts have started with aim to do about 20 or so during the year.
- We have had a large number of historic photos given to us to take copies of and use in the commemorations and we are working on how to best do this

## *Cyngor Tref PONTYCLUN Town Council*

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### Grant requests

Members should note -

- Budget for 2024-25 is £5000. The sum is effectively £1250 per quarter. There remains approx £2k of this year's budget left.
- In addition, we set and paid aside a further £3k towards supporting the annual Fireworks event.
- Our Policy favours requests for specific purposes rather than general running costs and we normally only fund National Charities where we have had evidence of local work/benefits. Our policy is to consider them in March after local causes have been funded unless there is a pressing immediate need.
- Council can decide.
  - Grant in full or part
  - Decline or hold over to another meeting (possibly pending further data)
- Where a grant of over £200 is given our policy is that the recipients must undertake some activity for the benefit of Pontyclun and not just its members/attendees.

### Requests

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

### New requests

We have 2 new requests this quarter

#### 1. Llantrisant Netball club

- a. This local Netball group with 255 members, 63 from Pontyclun are looking for a grant of up to £500 towards the £700 cost of new bibs to meet new regulations
- b. This group applied last year, and we gave them £200.
- c. The grant would meet our grant objectives

#### 2. Young at Heart Tuesday group

- a. This group is a social group which meets in weekly Llantrisant Leisure Centre. They have about 50 members of whom 8 live in Pontyclun
- b. They have asked for £200 toward the cost of room hire and aerobics teacher hire costing £500
- c. We have given grants most years in the past, typically £100
- d. The grant would meet our grant objectives.

### Action - members-

1. Consider and approve/decline grant requests.

## Application form

## Your organisation

Name of Organisation	LLANTRISANT Netball CLUB
Purpose of organisation	TO develop young women & girls through the sport of Netball.
Number of Participants / members	255
Number of Participants / members living in the Pontyclun Town Council area: Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	63 members live in the catchment of Pontyclun Town Council.
Age group of participants / members	byrs — 60+ years

## Your application

Why do you need a grant?	Grant required to assist with additional costs incurred this season due to World Netball rule changes. All teams now need 2 sets of playing bibs.
What is the total cost of your requirements?	20 teams x £35 per set of bibs = £700
How much are you asking the Town Council for?	To support our JUNIOR members costs 14 teams x £35 = £490 a contribution would be very helpful
Who will benefit from this grant?	All members will benefit from the grant helps us keep our sport affordable for all!
How will the grant support the achievement of the Town Council objectives?	Encourage participation in sport for women & girls encouraging young women & girls to become members that not only play the sport but help to sustain and become part of the workforce enabling the club to continue to grow for a another 40 years!

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

## Application form

## Your organisation

Name of Organisation	Llantrisant L. Centre YOUNG AT HEART (TUESDAY)
Purpose of organisation	FOR MEMBERS TO MEET SOCIALLY FOR EXERCISE & COMPANY
Number of Participants / members	50
Number of Participants / members living in the <b>Pontyclun Community Council Ward:</b> Pontyclun, Brynsadler, Talygarn, Miskin, Cefn yr Hendy, Groesfaen	8
Age group of participants / members	50 - 90

## Your application

Why do you need a grant?	AS A CONTRIBUTION TOWARDS RENT TO HIRE THE TWO ROOMS FOR THE AEROBICS TEACHERS AND TOWARDS TRIPS OUT.
What is the total cost of your requirements?	£500 +
Will the grant generate revenue? If so, how much is the projected revenue?	NO
How much are you asking the Community Council for?	£200
Who will benefit from this grant?	ALL MEMBERS
How will the grant support the achievement of the Community Council	IT WILL ENCOURAGE MEMBERS FROM THE COMMUNITIES TO ATTEND OUR CLASSES FOR THE OVER 50s

## Additional Information: Please attach (if possible)

1. your last income and expenditure accounts
2. your constitution or aims and objectives

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## *Cyngor Tref Pontyclun Town Council*

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### Café 50 arrangements for 2025 and beyond

RCT CBC have announced that following a review of Adult Services the Learning Curve kitchen operation and management of Café 50 will cease by March 2025

In addition, we have also been advised that grant of £10k that RCT have been giving us to support Cafe50 and services for older people will also cease with this year's payment being the last.

The Council met in confidence prior to the public announcement and agreed that –

1. We would step in and make arrangements with RCT CBC for us to run Café 50 again so that there was no disruption for groups.
2. We will continue to provide the following non-catering based services.
  - a. Groups will continue to be able to use the premises for meetings and activities.
  - b. Tea/Coffee facilities on a self-service honesty basis.
  - c. The public toilets will remain open as currently, and we are working on plans to extend their opening hours.
  - d. Food bank donations can still be made as can crisp packet recycling drop off.
  - e. Jigsaw and Book swap facilities are still available.
  - f. Information leaflets and notice boards remain unchanged.
  - g. The litter picking hub remains available.
  - h. Council offices will remain open to the public.
3. We will aim to continue to provide a food service, however following taking legal advice we do not believe that this can be directly provided by us and stay within the legal spending limits of S137 of the Local Government Act 1972
  - a. As such a 3<sup>rd</sup> party caterer needs to be appointed and a tender process undertaken
  - b. The Council agreed that first refusal would be given to the RCT staff who currently run the kitchen. This would allow for continuity of service and minimise disruption pending a full tender within 6 months.
  - c. The Council noted that a grant/support would probably need to be offered to caterers to make the venture viable.
  - d. Discussions with a number of parties have been taking place regarding provision of catering services. Some of these have led to initial proposal and these will be reviewed and considered in the confidential part of this meeting.

## Potential support for caterers

Support that could be offered by the Council includes

1. Paying some/all of the running costs of the kitchen e.g. Utilities, Maintenance
2. A grant payment
3. Flexibility with meal pricing
  - a. E.G a 2-course meal cost £6 currently. This could increase to £7 immediately.
4. Working to offer additional trading opportunities with groups (e.g. cakes, biscuits/sandwiches etc)
5. Working with caterers/Groups to increase available trading hours.
  - a. Currently lunches served Mon-Fri 12-1
  - b. Caterers could also serve all day at weekends, but RCT did not take this up.

**Action – members to decide which type of support they wish to offer a caterer.**

## Budget implications

Despite agreeing to RCT has not provided any data on the costs of running Café 50.

We have prepared estimates based on costs from when we used to run Cafe50 however these are very much more ballpark numbers rather than true estimates.

This is because RCT did not used to bill us for all maintenance items, we did not pay the rates on Café 50 and the last utility bills we have were from when Covid was affecting opening, and this was prior to recent increases.

We have not gone into details yet with RCT regarding which bills will be expected to pay going forwards so are working on assumption that all will need to be paid going forwards.

Our estimate is that the costs of running Café 50 will be –

1. Cost of running the Groups/Public toilets section of the building - £17.4k
2. Cost of running kitchen - £10.5 (excluding staff and food costs)

Note – costs which would need to be paid even if kitchen was closed have been allocated to “running building” and not apportioned to kitchen e.g. non-domestic rates.

## Cafe50 group space

As we have committed to keeping Café 50 open for groups, we will need to budget for this, and figures are included in the proposed budget for 2025-26.

The transfer to us could happen at any time from now to end March so may impact 2024-25 budget.

In 2024-25 this could use up to about £2k, which will be met from general reserve.

In 2025 -26 we will need to increase our budget by £19860

- This includes:
  - The running costs
  - Cost of fund to replace equipment/maintenance
  - We will need to increase our general reserve to cover 25% of the running costs.
  - And allows for projected room hire/fund raising of £2500 (a £500 increase on this year)

Members may wish to consider a higher intake by more actively looking at existing group pricing.



**Action – members to consider income projection for budget.**Kitchen service

The Council would ideally wish to have a catering service at Café 50 and to do so will need to engage a third party to run the kitchen on our behalf.

To be able to engage them we will need to provide some measure of financial support, and this will have to be publicly budgeted for and will affect precept.

The actual amount of “subsidy” will depend on the individual discussions with the third party as will depend on what services they wish to operate. For example, a caterer willing to offer food at Weekends may need a lower subsidy than one who will not.

The Council needs to decide what is the maximum that they are willing to budget for to provide a meals service. As this has no specific legal power the Council will need to use Section 137 Local Government Act 1972 and to do so the Council will need to confirm that offering this service is: -

1. A benefit to the community of Pontyclun and
2. The direct benefit accruing to our area or any part of it or to all or some of the inhabitants of our area is commensurate with the expenditure to be incurred.

To help Councillors confirm this the following may be of use:

- The Council has a limit of about £60k which they have available for S137 spend.
- The theoretic maximum meals that can be served at Cafe50 is 10000 (40 per day), and realistic maximum meals is 7500 (30 per day)
- We believe the number of meals actually being served at this time is between 5-6k (20-24)
- We believe the number of individual diners over a year is around 250.

**Action – members to agree maximum total support for Catering at Cafe50 which will be added to precept.**Potential improvements

With Café 50 coming back into the Councils operations we have some opportunities to change/improve our offering.

1. We have received a grant from RCT to help run as a Winter Hub. This will give us ability to provide.
  - a. 100 warm packs
  - b. Free tea/coffee/chocolate – 3 months
  - c. Free biscuits for groups – 3 months
2. We would look to try and find volunteers to run social groups at weekends.
  - a. Recently launched Saturday film club has been popular.
  - b. Many people ask for weekend activities as this are when older people can be at their loneliest.
3. Apply to RCT for a grant to replace.
  - a. Windows
  - b. Kitchen equipment
  - c. Toilet door
  - d. Fix front door mechanism.

### No suitable caterers

In the event that we are unable to reach an agreement with a suitable caterer to run Café 50 kitchen our long term back up could be to

- Move Council office into kitchen.
- Use storage at back of kitchen for Caretakers.
- Offer new lunchtime groups including.
  - Games
  - Buffet
  - Films

No decision to be taken until Catering options are exhausted.

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## *Cyngor Tref Pontyclun Town Council*

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### Request for support from Safe Roads Pontyclun (SRP)

Members may recall that this local group was set up to campaign against further development at Forest Wood Quarry and in particular the creation of a recycling plant there.

This planning application has now been approved by RCT planning committee.

The details of the planning application and the legal advice RCT obtained is provided [at this link](#). Most of the main report has been seen by members before, however the legal advice in the last few pages is new information for this Council.

SRP now wish to take further action and are considering a judicial review for which they wish to have an initial legal opinion. This will cost £2k and they are fundraising for this. They ask us for a contribution.

Their request is in appendix 8a.

Members can see that the group now has two objections on which they wish to base their case.

1. That RCT has not undertaken a full environmental screening for this application.
2. That previous planning restrictions at the quarry have not been enforced by RCT.

Members can see that in RCT's legal advice the second of these points was covered.

Before making a decision on supporting this or not it would be prudent to consider what this review could lead to.

There are two possible outcomes, the initial review says there are no grounds to go for a review (so the matter stops) or they say that a review could be sought.

#### Judicial review progresses

In this case the group will need to raise further funds to do so, and we could reasonably expect that they would ask the Council for additional funding. The Clerk has asked the group if this would be the case.

As we are now planning for the next financial year it would therefore be sensible to agree –

- How much we might wish to support the initial review with?
  - This would be in 2025-26 and would need adding to precept.
- How much we would support any next steps with (in 2025-26) or if this support would be deferred to 2026-27 budget.
  - Again, anything potentially agreed for 2025-26 would need budgeting for

When considering support for a judicial review members should consider potential implications should the review progress and be unsuccessful. In this case RCT should be able to recover costs from the party who started the review. I have asked the group to confirm the legal structure under which any case would be made as this could have implications for any supporters (including ourselves)

The Clerk has also asked our legal advisers for their opinion on potential liability should we support.

### Payment

The group are suggesting that we make payment directly to the barrister looking at the legal case (so as to have a clear audit trail)

This is true, however could lead to a potential implication that we are directly involved with any further action and make our liability potentially bigger. The Clerk is asking our legal advisers to clarify.

### Potential outcomes

Before deciding the amount of support, members may wish to consider potential outcomes.

Based on the reasons for objection

1. That RCT has not undertaken a full environmental screening for this application.
2. That previous planning restrictions at the quarry have not been enforced by RCT.

The Clerk sees only a few realistic outcomes.

1. Review fails and quarry can progress – there could be a claim for costs made against applicants.
2. Review succeeds so these would follow.
  - a. RCT forced to enforce previous planning conditions (and any on this application). The application would still be able to be approved unless they said that they could not enforce conditions.
  - b. RCT forced to undertake a full environmental screening.
    - i. Screening is satisfactory – application proceeds.
    - ii. Screening has issues which can be mitigated – application proceeds with mitigations.
    - iii. Screening has issues which cannot be mitigated – Application could fail, though RCT could still approve at planning again.

### **Actions –**

**Members to consider if the Council wishes to support the fund raising for the initial legal review and for how much (this will be added to precept for 2025-26)?**

**Members to consider if the Council wishes to support fund raising for any judicial review that follows and if so which year to fund it from (2025-26 or 2026-27) If 2026-27 then this decision can be fully deferred for 12 months.**





# Safe Roads Pontyclun



**A better environment for all**; safer air, safer environment, safer health and wellbeing; safer cohesive community **All as part of a globally responsible Wales**

 Safe Roads Pontyclun for more information

2, St. Annes Court  
Talygarn  
Pontyclun  
CF72 9HH

15 December 2024

Julius Roszkowski  
Clerk to the Town Council  
Pontyclun Town Council  
Pontyclun Community Centre  
Heol yr Orsaf  
Pontyclun  
CF72 9EE

Dear Mr Roszkowaki

I am writing on behalf of Safe Roads Pontyclun to formally ask Pontyclun Town Council to support us in the next stage of our action.

As the Town Council is aware we are a Community Action Group which was established to oppose the further development of Forest Wood Quarry and the addition of an aggregate recycling plant. Unfortunately, on 5<sup>th</sup> December 2024, despite our representations and various solicitor letters, RCT County Borough Council agreed the Planning Application (No:22/1149). With the approval of the aggregate recycling plant this means that the quarry has no defined end date. As a group we would like to stress we are not against well-regulated quarrying; the quarry supports many families within our community and has been operating for over 60 years. We object that RCT has not undertaken full environmental screening or enforced restrictions that are part of previous planning agreements.

The recently approved planning permission will result in a significant increase in lorries through Pontyclun, an increase in pollution and noise and will have a detrimental impact of the safety of residents within Pontyclun; especially children.

As such, we intend to take RCT Council to Judicial Review and are in the process of seeking legal counsel. To enable us to do this we need to raise an initial £2,000 to obtain a formal legal opinion.

Earlier in 2024, Pontyclun Town Council kindly agreed to financially support us by funding external air quality monitoring. Unfortunately, we were unable to identify any firms willing to undertake this for us.

We are formally writing to the Town Council to ask will you provide a contribution towards the cost of the Barrister. The community are also fund raising, but as this has a material impact on the community then we feel that it is appropriate that we request support from the town council. If you are minded to contribute, any contribution could be made directly to the Barrister; so that the audit trail is transparent.

Thank you for your consideration.

Yours Sincerely,

*Alan Rose*

Alan Rose (on behalf of Safe Roads Pontyclun)

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## *Cyngor Tref PONTYCLUN Town Council*

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### Report relating to budget and precept 2025-26

The Council prepares a budget and agrees a precept each year.

This allows the Council to plan to ensure that we have sufficient funds available to meet all our contractual requirements, our resident needs and Council plans.

It also allows us to monitor progress through the year.

#### Summary

The following report gives the Council the position in relation to

- Budget proposals 2025-26
- Precept for 2025-26
- Reserves position

If the budget is implemented in full and paid for as outlined in report this will result in a precept for the year of £277160 which is an increase of 17.94% on prior year. It is expected that this will result in an average band D precept of £79.39 per house per year (increase of £11.82 per year).

Excluding the financial impact of changes made by RCT with regards Café 50 and Remembrance Day plus the changes in National Insurance announced in the recent UK Government budget the overall precept increase could have been less than 1% as savings made would have covered increases elsewhere.

The overall budget/precept increase is therefore due to

1. RCT stopping a £10k grant towards our support of running Café 50 building
2. RCT learning curve withdrawing from running Cafe50 and Council taking over running of building.
3. RCT requesting funding towards road closures at Remembrance Day parades.

**The report does not include the impact of matters which are separately included in the January Council meeting and may impact budget. The most significant of these are: -**

- 1. Possible improvements to Community events (up to £2k)**
- 2. Support requested for Safe Roads campaign re Forest Wood quarry application**
- 3. Support for catering at Café 50 should a suitable caterer be found.**

In addition to continuing our normal service levels at 2024-25 levels, agreement of this budget includes plans for the Council to deliver the following new items between now and end of March 2026: -

- Installation of at least 3 new benches across the Community
- Improvements in floral displays at Cefn y Hendy
- Up to 2 new dog poo/waste bins installed across the Community.
- Defibrillator installed at Brynsadler
- Commemorative events for VE80 and Pontyclun's 175<sup>th</sup> anniversary



- Improved access and opening hours to public toilets in Heol yr Orsaf
- Bus shelters in Brynsadler and Cefn y Hendy (in conjunction with RCT)
- Community book swap in Miskin
- Launch of a history trail across Pontyclun/Miskin/Brynsadler
- Taking over the running of Café 50 building

#### Rationale relating to content.

The budget report below provides details regarding the proposed spending for next year together with the reserves position.

This report should be read in conjunction with the budget spreadsheet which outlines the following information.

- 2023-24 actuals
- 2024-25 budget and projected outturn
- 2025-26 initial indicative figures

We also provide the details of the Community/Town Council precepts for 2024-25 at the end of this report for comparison.

#### Decisions required.

The Council should now review the report and consider its plans for next year and beyond.

The papers include some specific new decisions which are summarised below: -

##### Ivor Woods improvement plan

- **£5k to be allocated from Community Infrastructure Levy (CIL) funding towards works to improve Ivor Woods using contractors (e.g. remove branches/household rubbish or improve benches/bins)**
- **£1k to be allocated from CIL to improve fencing using Cardiff Conservation volunteers**

##### Potential flex options

The budget numbers are set on a conservative basis so there are some potential options to flex the numbers by taking a less conservative position.

The following may be considered: -

1. Reduce contribution for RCT's road closure costs for Remembrance Day to £500 (from initial £1000)
2. Increase expected income from group hire at Café 50 to £3000 (from initial proposed £2500)
3. Increase expected interest earned by delaying CIL spend – say £200
4. Our general reserve policy says that we aim to be within the Welsh Government recommended levels by the end of this Council term. This means that the additional Cafe50 running cost increase needs to be covered in 2 years. As we are quite late in the Council cycle the Council could agree to cover this in say 4 years rather than 2, reducing budget need to £1250 from £2500.
5. We could aim to be more active in fundraising and aim to clear £1k plus the cost of staging at Picnic in the Park
6. Implementing all the above 5 changes would reduce precept by £3450

7. If the Council was to commit CIL funding towards future infrastructure spending on street furniture and park assets, then we could potentially reduce some of the transfer to Earmarked reserves making an additional saving of up to £5k

### Setting budget and Precept

The Council should consider the overall Reserves position, budget proposed, and consequential precept required. The following decisions are required.

1. **To accept proposed changes in Earmarked reserve policy for 2025-26**
2. **To agreed budget for 2025-26**
3. **To agree precept for 2025-26**

## Comments on budget areas

### Run the Council budget.

The Council prepares a base budget to run its services on the following assumptions.

- Services continue as present with all previously agreed additional services are brought to fruition.
- Existing regular grants/payments continue – RCT for footpaths, TFW for flowers and Pontyclun Primary School for grass cutting in park.
- Inflation at an average of 3% over the year with RCT prices rising 5%
- Staff pay rises at £1300k per FTE plus any increments with an increase in minimum wage to £12.21ph
  - In previous years RCT have given us a grant of £10k towards our staffing costs to help provide services at Café 50. This will not be provided in future years, and we will need to fund this going forward.
  - Council agreed to recruit an additional staff member for outside work (330 hours a year) and increase Clerk's hours to match workloads seen (extra 4 hours a week)
- We plan on basis that VAT out equals VAT reclaimed. Whilst timings make this unlikely in an individual year this evens out over time and is a fair assumption for planning

The following notes outline where changes to budget from 2024-25 to 2025-26 are material and not covered by the above assumptions.

### Notes income

1. We increase cost of pitches by £5 from 2024, with additional chargeable stalls at Picnic in the Park and Our VE80 event.
2. Other regular income streams are assumed to continue.
3. We assume that we will earn slightly less interest next year than this due to CIL spending reducing balances and interest rates falling in November 2024.

### Notes - expenditure

1. **Office rent** is based on Inflation in September which was around 1.7% as specified in our rental agreement.
2. **Audit budget.** We have had our two audits ending March 24 audits but not yet received the bills. Assuming these will come this year so reducing to a more normal audit year in 2024-25.
3. **Grants budget** – see note.

4. **Community Events** – see note.
5. **Tree works** – see note.
6. **Vehicle** – budgeting same as this year – leaves a small reserve for urgent repairs
7. **Maintenance** – Assuming overall same as in 2024-25, but splitting out some into Environmental projects to make more obvious
8. **Software** – Number of changes needed this year. As 2024-25 plus
  - a. Legally required to move from Receipts and payments to Income and expenditure reporting. £110 annually plus £600 set up and training
  - b. Move to online cloud-based platform - £660 pa
  - c. £90 domain name paid every other year for gov. wales
  - d. Move to Norton business for additional cyber security (Extra £100)
9. Budget for Admin, Website, Utilities, H&S equipment; Tools and Training remain unchanged

## Unknowns

There are a number of significant unknowns at time of writing this report.

### RCT CBC Budgeting

We are aware that RCT has a significant budget shortfall, and this might translate into additional charges, reduced grants to us or larger than expected charges.

The Council may wish to plan for these in addition to the 5% general increase planned for. These include: -

- Grant for footpaths – currently £480
- Free emptying of some of our Dog poo bins.
- Provision of confidential waste collection
- Payment of £300 from school towards mowing of grass at Pontyclun Park
- Playground inspections
- Managing Japanese knotweed on Riverside Walk, at the Hollies and in Ivor woods

### Martyn's Law

This is a draft law which is going through the various stages of parliamentary approval at this time. The aim is to protect the public attending larger premises and events.

All venues will be required to consider “terrorist” risks as part of their planning, though how much will be needed to be done will depend on size of venue and access.

In any event it would be sensible to undertake the additional risk assessment anyway and consider how we can mitigate the risks of terrorism.

This may result in additional costs. For example,

- Staff training
- New signage
- Additional marshalling and extra equipment for marshals.

As this law has not yet been enacted, nor are the full implications clear it is difficult to plan. If it is enacted during this financial year any impacts will need to be funded from general reserves.

### 2024-25 budget update

It is appropriate at this time to review where we are this year.

The budget lines where we are materially different from plan for us are commented on here (Some lines were being reimbursed by RCT and ignored for this)

1. Utilities – Budget had been assumed might be used for any final bills from prior Cafe50 running (RCT typically billed 1-2 years in arrears) For 2025-26 this will only relate to Christmas lighting electricity cost so included there.
2. Telephony – change in system to full fibre had a one off set up fee and is slightly more than prior system (which was failing due to poor internet connection)
3. Councillor Allowances – Less Councillors declined their independently approved allowances
4. Street Lighting – further increase in electricity costs beyond expectations when budget set.
5. Other income – we received a grant from Southeast Wales Rivers trust towards cost of works at Riverside Walk which was not expected at budgeting time.

## 2025-26 budget comments

### Grants budget.

We recommend that the budget for 2025-26 is set at the same level as the last 2 years.

This is £5k towards grants generally and £3k towards a community firework display.

No Changes are recommended to grants policy in particular the following will remain in place.

- Grant requests by “National” charities/organisations will be considered in March after local requests have all been decided.
- Where a grant of over £200 is given the beneficiary will need to undertake some activity for benefit of the wider community (unless the group already does so)
- Up to 20% of the grants budget can be used proactively by the Council towards furthering its aims by offering grants to groups to undertake activities we wish to complete.

Members should note that in addition to this cash support the Council also supports Community groups/sports clubs and charities by way of donations in kind.

In particular, we offer the following.

- Free space in our noticeboards to promote groups/events.
  - We typically have 4-5 notices up at all times.
  - Approx. 30 groups take up this opportunity each year.
  - One noticeboard will have a 3-month trail to be used to promote volunteering opportunities in local groups.
- We allow banners to be placed on the railings of the park free of charge.
  - Approx. 4-5 groups take up this offer each year.
- We provide free space at our Picnic in the Park to Community groups, Charities and sports clubs.
  - Approx. 20-25 groups attend each year to raise funds and membership.
- We allow a local charity to hold a bucket collection at our Food and Drink festival and Christmas fayre.
- We allow a several Groups/Clubs to have free space at the Christmas fayre to use for fund raising activities.
- We offer charities/groups the use of the large marquee at Christmas for fund raising events.

- We allow groups to use our Photocopier facilities. This is free when small volumes asked for.
- We will help groups promote activities via our Facebook and website pages.
- Subject to criteria we will apply for grants on behalf of groups, where purpose meets our objectives and group is ineligible to apply for a technical reason.
- Community groups/charities receive special discounted rates for community space hire.

### Tree works.

We know that due to Ash dieback in our woods we will have significant tree work to undertake over the next few years.

In the last 2 years we have spent just under £40k on tree works and considerably more expenditure will be utilised over next 2-3 years

A tree inspection in October 2024 was used to identify

- Dangerous trees along Hollies and Riverside Walk
- Dangerous trees at boundary of Millfield woods (which might affect road/river/neighbours)
- Dangerous trees at boundary of Ivor Woods which might affect neighbouring properties
- Dangerous trees in Ivor woods which will impact the open areas of the woods
- Dangerous trees in Ivor woods which if removed would allow us to open the path from metal footbridge by Football club to the Hollies entrance

There are also significant issues now with build-up of cut branches/trunks etc which will need addressing

The tree inspection has identified that there are around 70 dangerous trees that we need to deal with to maintain safety for the boundaries of our land and the parts of the wood which are open to the public. Removal of these will also allow us to open the path down from the Hollies entrance to the metal bridge by the Football club.

There are about 20 more Ash trees in these areas showing minor signs of Ash Dieback which will need removing in future years

There is now a significant build-up of cut trees/branches etc and this is impacting access. This will all need to be cleared to make the area safe and accessible.

We propose the following

1. Continue offering timber collecting licences to locals to help remove timber.
2. We allow the contractor who is cutting trees to take timber out at their cost should they wish to.
3. We commit up to £5k from CIL towards woodland repair activities (i.e. remove cut down trees)
4. We set aside sufficient budget to clear dangerous trees
5. We remove dangerous trees so the path from Hollies entrance to metal bridge can be opened.

Whilst there will be an expected cost of about £15k towards the dangerous trees we will set aside a budget of £19k to give us headroom in case any further trees are damaged by storms; to pay for a further tree inspection next year and to pay to move the fencing to allow the path from Hollies to Metal bridge at Football club to be opened up safely

**Action - £19k of budget to be allocated for Tree works and £5k towards clearance of woods (from CIL)**

[Community Events budget 2024-25](#)

In 2024-25 we had a £10k budget for all events with £2k planned from pitch fees

2025-26 budget coincides with Pontyclun's 175 anniversary activities and also VE80 anniversary.

There will be additional events and activities to commemorate these.

We plan to deliver the following: -

- Flags on shops at St David's day (put up by Councillors)
- Easter Fair (Urban markets in our Car park)
- VE80 commemorations on 5<sup>th</sup> and 8<sup>th</sup> May
- Picnic in the Park
- Summer of fun sports activities with RCT
- Summer fun day (Urban markets)
- Food and Drink festival
- Remembrance Day parades – Groesfaen, Misken and Pontyclun
- Christmas events – lighting, tree ceremony, Christmas fayre and marquee events

Breakdown of costs/income for each activity is provided in spreadsheet and a total gross budget of £20.2k is required. This will be partly offset by planned income of £2800 and we have £1600 in reserve towards these events, leaving £18.6k to be funded in budget. (Income is quoted separately)

There is potentially some support from RCT for Twinning activities, but this budget has been cut so not sure what form this could take

[Comments on the events budget are below](#)

The following reflect major changes from prior year

**Staging hire**

Planning to hire staging at Picnic in the Park. Planning to fund this from raffle ticket sales/sponsorship of the event.

**Planned income**

We are planning to increase pitch fees by £5 a pitch and overall expect to see an increase of £600 in income from events

**Freedom of the Town**

Included cost of certificates and an estimate for a memorial board.

**Remembrance Day**

RCT CBC have advised they are looking for a contribution towards the cost of road closures and managing them

We have assumed £1k towards this.

**Twining activities**

We are assuming a £3k cost towards the planned twinning activities plus £1k towards cost of accommodation for our visitors

We may be able to obtain a grant towards some/all of these costs from RCT but as, yet nothing has been confirmed by them

### **Santa Grotto at Christmas**

We assume that we will be running a grotto again in 2025 and that the gifts will be funded by grants

### **Improvements**

Potential improvements are detailed separately in January Meeting for consideration. These will be in addition to the costs quoted here

[Special requests, one-offs etc.](#)

### **Caretaker storage**

The Council has agreed to acquire some Caretaker storage.

We are still investigating options and will set aside up to £4k from CIL budget for this

### **Fencing repairs at Ivor Woods**

There is some fencing and other work to do in Ivor Woods which we have agreed for the Cardiff Conservation volunteers to work on. This will cost about £1k in total which can be funded from CIL.

### **Muga panels**

The end panels at the MUGA (both sides) are beginning to come apart. The caretakers are repairing using cable ties, and metal bandings. There is also a post beginning to come loose from its fixings.

These will need replacing within next couple of years, however the temporary repairs are holding for now.

It will cost about £30k to repair.

The Clerk recommends setting aside a further £10k from CIL towards the cost of this, with the balance coming from earmarked reserves which we now have. This will be the final transfer into reserves for this purpose

### **Ward Budgets**

This budget is mainly to be used for infrastructure improvements in the wards so for 2025-26 recommend that this is set to zero with works being funded by CIL

### **Phone box in Miskin**

The phone box in Miskin needs its door replacing/repairing. It is a listed structure so RCT permission will be required to do so, and the costs will be higher than perhaps we might expect due to planning restrictions

Cost to replace the door in full will be up to £1500 plus vat which can be funded from CIL.

[Town improvements](#)

The Council has already committed to do the following improvements. Funding has been set aside for these from Community Infrastructure levy.

Some of these may be installed before the 2024-5-year ends

#### **Floral arrangements**

- New planters by YGGG school

#### **Benches**

- New benches at Rugby Club; Ynysddu and Miskin

#### **Bus stop works**

- Improvements at Brynsadler
- Bus shelter at Cefn y Hendy

#### **Other**

- A defibrillator for Brynsadler
- Fund the creation of history trails over next few years.
- Deliver information to commemorate the 175<sup>th</sup> anniversary of Pontyclun
- Flag poles at Pontyclun War Memorial and Groesfaen
- Railings at steps by War memorial – awaiting contractor to install.
- Phone box door in Miskin – awaiting RCT permission (listed building)
- Memorial plaques – awaiting property owner permission.
- Dog bin at Llwynfen Rd and new bin at Station Terrace
- Toilet doors at Heol y Orsaf
- Community book swap in Miskin Phone box

As we have CIL funds which can be used to fund these types of improvement and insufficient staffing to do any other activities (due to other commitments around Pontyclun 175) it is not proposed to have any other planned works budgeted for.

#### **Café 50**

With RCT learning curve changing their operating model they will no longer be running Café 50 and providing Catering.

When we gave back our previous lease the Council committed that should RCT stop the service we would step in and run the building for groups again and make best endeavours to retain a catering service.

This budget is prepared on the basis that we honour this pledge and take over the building again and this is built into the figures.

Discussion on Catering is additional to this and included separately in the meeting papers for January. Any amounts agreed towards this will be in addition to the numbers here.



## Community Infrastructure levy (CIL)

The Council has approximately £180k of available CIL funding with expectation of receiving another £100k + in 2025-26

The Council will meet separately in January to discuss how best to allocate this funding.

There are some items which have already been agreed/committed to but not yet delivered. (Some of these may be funded before this year ends) These include: -

- |  |       |
|--|-------|
| • Phone box repair (Miskin)              | £1.5k |
| • Storage                                | £4k   |
| • Benches (Ynysddu/Rugby Club/Miskin)    | £5k   |
| • Bus stop works in Brynsadler           | £2.5k |
| • Additional bus shelter in Cefn y Hendy | £2.5k |
| • Floral planters by YGGG school         | £2k   |
| • Painting 3 x stone bus shelters        | £1.5k |
| • Replacement toilet door at Café 50     | £5k   |

In addition, the Clerk recommends a £10k commitment towards the MUGA repairs which will complete the fund raising for this and £5k towards improvement works at Ivor Woods

### Earmarked Reserves

The Council holds earmarked reserves for future planned expenditure to replace fixed assets and known commitments e.g., Election costs.

We have an agreed methodology for these funds which is broadly:

- Set aside purchase cost of assets over the expected lifespan plus inflation at 3%
- For known regular commitments the last payment plus inflation at 3% over timescale to next purchase
- Adjustments made where there is a known special case.

Each year the Council reviews its earmarked reserves and agrees any special cases for change.

The Clerk (RFO) recommends that for 2025-26 we follow our standard methodology with the following special cases.

1. As funds are being set aside for MUGA from CIL funding Clerk recommends a transfer of £10k to the Pontyclun Park fund. This is £7.5k less than last year as we had to recover £5k which had been used for tree works the year before.
2. No transfer to Tree works reserve, due to increased budget.
3. Last year we set aside an additional £5k towards van replacement should we decide to go electric. It is not proposed to do this again in 2025-26 reducing earmarked reserve transfers by £5k
4. An additional £1k transferred to Elections fund towards cost of the recent causal vacancy election
5. As we will be purchasing significant assets with CIL monies over the next few years Clerk recommends, we continue with policy to transfer any unused maintenance budget and Ward budgets at year end into the earmarked reserves to replace assets purchased in that year.

Overall, this is a £11k reduction on earmarked transfers when compared to the current year.

The table below outlines the recommended transfers for 2025-26

Reserve	Estimated fund at year end	Policy recommends to trf	Transfer in 2024-25	RFO recommendation for 2025-26
Street furniture	8080	3500	3500	3500
Pontyclun park	39654	7500	17500	10000
Trees	0	2000	0	200
Hardware/ Software	500	300	0	300
Vehicle	23000	2000	7000	2000
Machinery/tools	2750	300	300	300
Elections	6000	1350	1350	2350
Office	700	100	100	100
Christmas	3000	2000	2000	2000
Floral planters' replacement	3821	700	700	700

Members should note that there are also the following Earmarked reserves

Training fund - £450. Our policy is to transfer any unused training budget at year end into this to build a fund for future training costs for new staff – e.g. when Clerk and Admin assistant retire in about 4-5 years; Assistant caretaker retires in about 3 years.

Mural fund - £1k – grant for 2 murals in community – we will use this to fund the bus shelter painting in 2025

Sheds grants – total £1050 for helping set up digital inclusion training and support the Walking rugby team (split approx. 60/40)

The Cil reserve will have about £180k at the year end

The Council has also agreed that unused Maintenance and Ward budgets can be transferred to earmarked reserves for asset replacement to help fund assets purchased that year.

## Notes on General reserve

Total cash reserves on 1<sup>st</sup> April 2024 were £159.7k of which £118.8k were earmarked. This meant that our general reserve started the year at £41.1k (v budget of £40k)

Our reserves policy says that provided we have adequate insurance, and earmarked reserves are fully funded our general reserve should be between 3- and 6-months normal spending over the term of the Council. This compares with Government guidelines of 3-12 months spending in general reserves.

The Council notes that we are currently below this level and agreed to plan for underspending of at least £5k a year to increase the general reserve over time to required levels. Last year we planned for an underspend of £8k in 2024-25

Based on bills received to date and known plans we are currently forecasting that the general reserve will end the year around £60k. This is more than planned due to some projects being delayed; grant funding received to pay for some projects and CIL monies being used to fund some planned works.

Based on planned expenditure in 2025-26 adding inflation for the 2026-27 our general reserve requirement at the end of this Council term is expected to be about £65-70k. To reach this the planned surplus will need to be £2k per annum for the rest of this term.

The Clerk recommends setting the budget accordingly and budgeting for an underspend of £4.5 in 2025-26. This is a decrease on last year of £3.5k

### General reserve methodology

We aim to have between 3- and 6-month's normal expenditure in our reserves. This excludes any genuine one offs, large grant funded items or items funded from Community Infrastructure levy.

To note the effect of an increase in regular spending on annual budget Members should note the following-

- If inflation is running at say 3% additional regular spending of £10k will incur the following additional budget needs –

Year 1            £10000 – spend

Total budget = £10000

Year 2            £10300 – spend

£2500 – increase in general reserve

Total budget = £12800

Year 3            £10609 – spend

£75 – increase in general reserve

Total budget = £10684

## Income opportunities

The Council agreed to implement the following and £500 a year is budgeted towards fundraising.

This will over time help diversify our income streams and allow reduced precept increases going forward.

Funds raised in these ways will be used to install the new items already agreed or held towards the following years budget to be used for new or improved facilities/services the following year.

### Fundraising activities

This would involve the Council undertaking fundraising activities at our events e.g. selling lights, hot drinks etc, Raffles

We already include £500 in the budget each year towards this sort of activity. This is in addition to using raffle proceeds at Picnic in the Park towards the full cost of staging hire at the event.

### Grant funding

Staff already look at Grant funding opportunities which are normally used to deliver additional services over and above what has been budgeted for.

### Memorials

Often relatives wish to remember a loved one, sometimes a community group might recognise a past member.

This is often done through a memorial bench or flower planter.

The Council is happy to accept such memorial furniture on the following basis.

- New furniture –
  - the cost of the item including delivery is covered by donor.
  - the Council will fund the installation and ongoing maintenance.
  - the Council and donor will agree a mutually agreeable location.
  - Installation at Council timescales unless donor wishes to cover that too.
  - Memorial will remain on item for its whole lifespan.
- Adding memorial to existing furniture
  - The cost of the memorial plaque is covered plus.
    - £100 for small items e.g. add to a stile.
    - £150 on larger items e.g. bench or small/medium planter
    - £200 on largest items e.g. large planter
  - the Council will agree a mutually agreeable location.
  - Installation at Council timescales
  - Memorial will remain in place for at least 5 years.

## Sponsorship

The Council is happy to accept sponsorship of street furniture by local firms on the same basis as the memorials above.

We are happy to discuss options with firms for any sponsorship. The most common items are: -

- Bins
- Seating
- Floral planters
- Christmas lights
- Bus shelters

Sponsorship of existing furniture will last for 3 years.

## Community / Town Council Precepts - 2024/25

Community Area	2024/25 Precept	Band D Precept	Variance to Previous Year
Gilfach Goch	£87,511.00	£85.35	-48.7%
Hirwaun	£92,109.57	£54.63	5.0%
Llanharan	£271,893.53	£79.17	3.8%
Llanharry	£128,322.81	£79.18	14.0%
Llantrisant	£311,199.00	£57.50	5.4%
Llantwit Fardre	£349,904.00	£52.78	6.8%
Pontyclun	£235,970.00	£67.57	15.0%
Pontypridd	£837,969.68	£77.81	6.0%
Rhigos	£17,000.00	£59.58	0.0%
Taffs Well	£41,153.00	£28.42	8.2%
Tonyrefail	£317,000.00	£75.74	29.6%
Ynysybwl & Coed-y-Cwm	£80,000.00	£55.67	40.4%

Expenditure - excluding items from Earmarked reserves or where agreed to pay from General reserve or one offs paid for by grants

Item	2023-24	2024-25		2025-26
	Actual	Budget	Projected	Recommended budget
<b>Governance of the Council</b>				
Staffing costs	123735	134110	134105	159500
Utilities	1143	500	160	0
Refuse	595	600	600	640
Vehicle running costs	2319	2400	2200	2400
Tools & Equipment	564	600	900	600
H&S / Protective equip	951	900	900	900
Cleaning costs	188	1700	1780	250
Telephony/Broadband	850	920	1200	1100
Insurance	1405	1500	1450	1500
Software/Hardware	678	1200	1420	2750
Training	353	500	500	500
Travel expenses	62	50	80	50
Subscriptions	1506	1600	1624	1700
Office rent	4550	4830	4682	4830
Printing	562	940	850	900
Audit cost	890	1600	1600	1000
Admin & stationery	304	500	500	500
Councillor allowances and	1047	1000	1248	1250
<b>Developing Pontyclun</b>				
Street lighting	454	650	884	940
Tree costs	19032	20000	20000	19000
Grass cutting	2231	2370	2340	2640
Maintenance & minor projects	1952	4250	4000	3500
Non domestic rates	2005	2130	2106	2250
Eco actions				750
<b>Promoting Pontyclun</b>				
Community Events	7949	9600	9600	18600
Website	390	300	300	300
Planting	1913	2200	2102	2200
Remembrance Sunday	110	160	110	1150
Community Grants	5385	8000	8000	8000
<b>Total costs</b>	<b>183123</b>	<b>205110</b>	<b>205241</b>	<b>239700</b>

INCOME

Item	2023-24	2024-25		2025-26
	Actual	Budget	Projected	Recommended budget
Grass cutting	300	300	300	300
Other income	47	1000	2200	1800
Donations	1180	250	0	250
Grants	0	0	0	0
Event pitch hires	2002	2000	2200	2800
Fundraising activity	0	500	500	500
<b>Total income</b>	<b>3529</b>	<b>4050</b>	<b>5200</b>	<b>5650</b>

Total Net ordinary expend 179594 201060 200041 234050

reserves in annual budget 23300 32450 32450 21250

Funding general reserve (minus means planned reduction of general reserve) 5000 7000 2000  
 One off items planned for in budget 7400  
 Café 50 net position -10000 19860  
 Precept 205225 235000 235000 277160  
 17.94%

Ear Marked Reserves position (Excluding sinking reserves for specific items)

Reserve	Estimated fund at year end	Policy recommends to	Transfer in 2024-25	RFO recommendation for 2025-26
Street furniture	8080	3500	3500	3500
Pontyclun park	39654	7500	17500	10000
Trees	0	2000	0	0
Hardware/ Software	500	300	0	300
Vehicle	23000	2000	7000	2000
Machinery/tools	2750	300	300	300
Elections	6000	1350	1350	2350
Office	700	100	100	100
Christmas	3000	2000	2000	2000
Floral planters replacement	3821	700	700	700
CIL	180000	infrastructure fund	0	0
Training	450	balance of budget not spent	0	0
<b>TOTALS</b>	<b>267955</b>	<b>19750</b>	<b>32450</b>	<b>21250</b>

One off items requested for consideration at budget

Item	Estimated cost	Comments
Ward budgets	0	use CIL instead
<b>Total</b>	<b>0</b>	

Community Infrastructure Levy spending committed

Item	Estimated cost	Comments
Miskin Phone box repair	1500	
Caretaker storage	4000	
3 x benches	5000	ymysddu; Miskin and Pontyclun RFC
MUGA	10000	
Ivor Woods	6000	Cardiff conservation trust + contractors
Floral planters YGGG	2000	
Painting bus shelters	1500	
Bus shelter (CYH)	2500	
<b>Total</b>	<b>32500</b>	

Café 50

Cost Item	Budget	Comments
<b>Groups area &amp; Public Toilets</b>		
Utilities	3000	
Licences	2000	
Maintenance	1500	
Cleaning	9500	2 hours a day
Replacement reserve	500	
Water dispenser	110	
rates	3500	
Increase in Gen Res	2500	1/4 of annual spend split across 2 years
waste	250	our bin - non recyclables & recycling bags
<b>Total</b>	<b>22860</b>	

Income	Budget	Comments
<b>Groups area</b>		
Hire fees	2500	
Sponsorship		
Fund raising	500	
<b>Total</b>	<b>3000</b>	

Café 50 for groups net 19860

Cost Item	Budget	Comments
<b>Catering</b>		
Utilities	5000	
Maintenance	2000	
Sundries	1000	
Replacement reserve	1000	
Waste	1500	
Caterer subsidy	20000	Placeholder only TBD by Council at meeting
General reserve inc	4000	1/4 of annual spend over 2 years
<b>Total</b>	<b>34500</b>	<b>§137 Local Gov. Act 1972 limit 60k</b>

Income	Budget	Comments
<b>Catering</b>		
Sponsorship		
Fund raising		
<b>Total</b>	<b>0</b>	

Café 50 Net position 54360

<u>Event Title</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Potential income</u>	
<b>St Davids Day</b>	Flags / Bunting	£100		
<b>Easter Market (Urban markets)</b>			£50	Donation for use of car park
<b>VE80 commemorations</b> £1,882	TEN Toilets First aid Music licence Entertainment banners War memorial covering VE80 flag x 2 Crier Food/Drink for military re-enactors Assault Course	£22 £200 £150 £210 £500 £200 £100 £100 0 £200 £400	£200	Stall fees
<b>Picnic in the Park</b> £1,582  Assumes hire cost of staging covered by Raffle sales	Toilets Banners First Aid TEN Music Licence Commemorative programme Entertainment	£200 £250 £150 £22 £210 £400 £500	£150	Stall fees
<b>Urban markets fun day</b>			£50	Donation for use of Park
<b>Food Festival</b> £637	Banners Music Licence Entertainment TEN First Aid Cleaning Barriers Printing /Advertising	£0 £210 £500 £22 £150 £50 £105 £200	£600	Stall fees
<b>Fireworks Night</b>	£3k Donation to Rugby Club from grants budget			
<b>Remembrance Day</b> £1,150	Wreaths/Bugler Road closure costs to RCT	£150 £1,000		
<b>Christmas Decorations</b> £4,350	Tree x 2 Lights Installation/management Miscellaneous improvements Electricity for lights Community Xmas tree competition	£600 £2,700 £500 £250 £300		
<b>Christmas lights event</b> £422	TEN Music licence Banners Contingency	22 0 250 200	50	Profit on Council stall
<b>Christmas Fayre</b> £2,212	Marquee Banners TEN First Aid Music Licence Cleaning Barriers Contingency/Other Flyers - 12 dates of Christmas Grotto gifts	£2,400 £0 £22 £150 £210 £100 £130 £500 £200 £200	£1,500        £200	Stall fees        Donation for gifts
<b>Freedom of the Town</b>	Award certificates Plaque	£120 £200		
<b>Twining activities</b>	various Accommodation	£3,000 £1,000		
<b>Arts festival</b>	Publicity Photo exhibition	£200 £200		
<b>Contingency/Other</b>		£445		
<b>Other 175 actions</b> History trail - CIL Signs - CIL				
	Total	£20,200	2800	
Reserves set aside		£1,600		
	Budget	£18,600	2800	

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## *Cyngor Tref Pontyclun Town Council*

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### Pre planning consultation for Data Centre at Mwyndy

The Council has received the following Pre-planning consultation

“On behalf of our client, Vantage Data Centers, Savills is instructed to undertake pre-application consultation in relation to Land East of A4119, Mwyndy Cross, Pontyclun. Full planning permission will be sought for:

“Erection of a data centre building (Use Class B8) with associated electrical and mechanical plant equipment and substation, new vehicular access and associated landscaping and sustainable urban drainage proposals.”

You are able to view the application online at:

<https://sites.savills.com/LandEastofA4119MwyndyCrossPontyclun/>

Any subsequent planning application will be subject to statutory consultation by the Council and any comments provided in response to this notice will not prejudice your ability to make further representations to the Council on any related planning application.”

The application is to use land along the A4119 between Arthur Llewellyn Jenkins and Cefn Park cemetery for a data centre. The land is designated for Office use in the current LDP, though with working from home (WFH) being more prevalent there may be few potential office builders, and of course the WFH is supported by data centres

**Action – members to consider pre-planning and if any comments wish to be made at this stage?**



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## *Cyngor Tref Pontyclun Town Council*

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### Review of Senedd Constituencies

Members may recall that The Democracy and Boundary Commission for Wales is conducting a review of Senedd constituencies. We looked at this in September 2024

#### In summary

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

The act says that the Commission may consider the following:

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

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

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

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

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

And when considering the 3 criteria for selection, realistically it means that the 4 Cardiff Parliamentary seats should be merged into 2 and the initial proposals were that Cardiff West merged with Cardiff South & Penarth.

Following its initial consultation this has now been changed and the proposal is for Cardiff West to merge with Cardiff North. Cardiff South & Penarth is now merging with Cardiff East.

The names of all constituencies are proposed to be in Welsh only.

Full details of the review can be found here - <https://senedd2026.reviewsales.wales/>

This page also has the response options which should be received by 13<sup>th</sup> January 2025

**Action – members to consider proposals and if a reply is required**