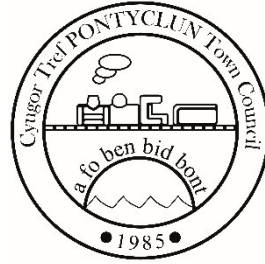


Cyngor Tref Pontyclun Town Council

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi gormodol. Rhowch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

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



Council Office
Pontyclun Community Centre
Heol yr Orsaf
Pontyclun
CF72 9EE
Telephone: 01443 238500
E mail: clerk@pontyclun-cc.gov.wales
Website: www.pontyclun.net

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

Draft minutes extraordinary Council meeting 23rd Jan 2025

Draft minutes of Pontyclun Town Council's extraordinary meeting of 23rd January 2025 held at Café 50 Pontyclun from 7pm

PTC Member attendance at public Council meetings											
	2025										
Member name	Mar	Apr	May	May E	Jun	Jul	Sep	Oct	Nov	Jan	23-Jan
Wayne Owen											
Jordan Thorne											
Rhys Williams											
Susan Owen											
Jamie Daniel											
Amanda Sparks											
Paul Binning											
Carole Willis											
Sian Assiratti											
Gareth Summers											
James Williams											
Present											
Gave Apologies											
Absent											

1. To receive apologies for absence.
 - a. **Councillors Carole Willis and Jordan Thorne gave their apologies.**
2. Disclosure of personal and pecuniary interest in items of business listed below in accordance with the Code of Conduct.
 - a. **Councillors Wayne Owen and Paul Binning advised they were RCT CBC Councillors, and both involved with local catering businesses (items 7 & 8) Councillor Binning will withdraw from discussion regarding point 8 due to his connection.**
3. Public presentations to Council
 - a. **None**
4. To confirm minutes of the Council's meeting of 9th January 2025 are a true record and discuss minor matters arising from them.
 - a. **Minutes confirmed.**
5. To consider report on Council Payments and finances
 - a. **The Council confirmed a net budget up to £500 towards St David's day fair.**
6. To consider potential projects for Community Infrastructure Levy funding.
 - a. **The Council considered the various options for use of CIL funding.**
 - b. **Councillor Sparks contacted the owner of the land at Maesyfelin woods who confirmed that they had accepted an offer for sale of the woodlands.**
 - c. **The Council confirmed that they would look favourably on requests to support large infrastructure projects from local Sports organisations.**

- d. The Council agreed to support Misikin Cricket Club with £20k towards cost of new wicket and building new clubhouse to include a room for hire to the community. Clerk will review if this can be given to the club to disburse or if the Council must make the payments directly.
 - e. The Council agreed to contact RCT CBC to confirm financial support to add lighting to the path from YGGG school to Bryn Amlwg and along cycle path from Pontyclun to Ynysddu. It is estimated that the cost of these will be around £80k and would use current funds and the next tranche to deliver.
 - f. The Council agreed to install cycle racks in Pontyclun. Clerk to report back with options.
 - g. The Council agreed to support RCT CBC in endeavours to create new parking options with up to £100k of CIL funds from future CIL funds due.
 - h. The Council agreed to replace the remaining benches which are in poor condition being.
 - i. 2 benches in Talygarn
 - ii. The bench near to Ynysddu bridge (opposite fire station)
 - iii. The 2 benches at top of Clun Avenue with 1 new bench
 - i. The Council also committed to use CIL funding for its foreseeable needs for new street furniture.
7. To consider the Council budget for 2025-26
- a. The Council considered the 2025-26 budget report in detail including the –
 - i. Proposed budget
 - ii. Current and expected reserves position.
 - iii. Likely requirements to support Café 50 going forward.
 - b. A budget was agreed for 2025-26. Details and ancillary decisions provided in appendix 1 and 2 of these minutes.
 - c. A precept of £291520 was set being an increase of £55500 (23.54 %) on 2024-25. This is likely to result in a band D precept of £83.47 per year depending on number of new properties in Cefn y Hendy attracting rates.
 - d. It was noted that this increase was due to
 - i. Changes in NI from UK Government budget (£4k)
 - ii. Request by RCT CBC to support cost of delivering Remembrance Day parades in Pontyclun (£1k)
 - iii. The stopping of an annual £10k grant from RCT CBC towards the cost of supporting our work with older people from Café 50. (this grant having been received annually for 7 years previously)
 - iv. The expected cost of running the Café 50 building and supporting caterer going forward (£43860 including additional funding of reserves). Members noted that this had increased significantly from past due to additional costs RCT were now proposing to pass down (e.g. rates, statutory testing) and inflationary pressures (e.g. utilities)
 - v. Excluding these, our precept would have fallen by £3270 (a 1.4% reduction) on prior year.

This is a true copy of the minutes of the extraordinary meeting of Pontyclun Town Council held on 23rd January 2025. A signed original can be seen at the Council offices.

Appendix 1 – Budget discussions and decisions

The Council considered the 2025-26 budget report including current and anticipated reserves position.

A budget was set for the year

A precept of £291520 was agreed.

The Council noted that had RCT not requested funding for Remembrance Day; the UK Government not change NI rates and RCT Learning curve not withdrawn from Café 50 our agreed precept would have fallen by £3270 from prior year.

The budget was informed by the following decisions

1. The Council believes that the provision of Café 50 is a vital service to the elderly of the area and committed to support this by agreeing to take over the running of the facility. Group services will continue and catering on best endeavours basis subject finding a caterer
2. The Council confirmed that the catering service is of benefit to the community and the budget proposed for providing catering services was in commensurate with the benefit to the community and the legal powers under S137 of the Local Government Act 1972 would be used to provide this service. The budgeted amount was within the legal limit allowed for this purpose
3. The Council agreed to pay the budgeted costs for running the kitchen at Café 50 and also up to £12k in support of the caterer.
 - a. The amount to be paid will be decided during the Caterer selection process and will be based on their business plan
 - b. This amount will be reviewed annually going forward.
4. The Council agreed the following changes to the proposals in the budget report
 - a. The Council decided actively seek sponsorship from local communities towards events and activities and agreed to budget £2500 for this.
 - b. The Council agreed to set anticipated budget for room hire at Café 50 at £3000 (an increase in £500 on initial report)
 - c. The Council agreed to recover the additional general reserve due to increased spending at Café 50 over a longer period than the end of this Council term. Recovery to be over 4 years and not 2. The overall effect of this (and changes in budget agreed) is that the planned budget underspend is reducing from £8.5k to £4750 v initial proposed budget
 - d. The Council agreed to scale down proposed twinning activities and budget by £2k
 - i. RCT CBC to be asked to host guests for a day
 - ii. Council to seek residents willing to house the guests on the trip.
 - e. As the Council had committed to use CIL funds to fund all street furniture replacements for foreseeable future the transfer to earmarked reserve by £5k from Councils standard methodology.
 - f. The combined affect of these changes is a reduction in precept of £11250 from that initially proposed
5. For Clarity the approval of the budget means that we aim to
 - a. Provide grant funding under our grants scheme of £8k including £3k towards a community fireworks display by Pontyclun RFC subject to their request
 - b. To carry out tree works in Ivor woods sufficient to allow the path from Hollies down to the metal bridge to be reopened
 - c. Implement an increase in pitch hire at events of £5 during the year.
 - d. Up to £1k to be given to RCT CBC towards road closures at Remembrance Day parades.
 - e. £1k to be used from CIL towards fencing work in Ivor Woods by Cardiff Conservation volunteers
 - f. Use a further £10k from CIL towards fencing at MUGA

- g. Deliver the community events outlined in Events budget. In particular 4 large community events – VE80; Big Birthday Bash (Picnic in the park) Food festival and Christmas fayre.
- h. Providing various activities to commemorate Pontyclun's 175th anniversary
- i. Deliver the agreed staffing changes previously agreed including additional assistant caretaker role.
- j. Deliver infrastructure improvements using CIL funding as a consequence of which the ward budgets would be set at zero.

Pontyclun Town Council 2025-26 budget

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	
Governance of the Council					
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	
Developing Pontyclun					
Street lighting	454	650	884	940	
Tree costs	19032	20000	20000	19000	
Grass cutting	2231	2370	2340	2500	
Maintenance & minor projects	1952	4250	4000	3500	
Non domestic rates	2005	2130	2106	2250	
Eco actions				750	
Promoting Pontyclun					
Community Events	7949	9600	9600	£16,600	
Website	390	300	300	300	
Planting	1913	2200	2102	2200	
Remembrance Sunday	110	160	110	1150	
Community Grants	5385	8000	8000	8000	
Total costs	183123	205110	205241	237560	

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	2750	
Grants	0	0	0	0	
Event pitch hires	2002	2000	2200	2800	
Fundraising activity	0	500	500	500	
Total income	3529	4050	5200	8150	

Total Net ordinary expend 179594 201060 200041 229410

reserves in annual budget 23300 32450 32450 16250

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 -10000 43860
 Precept 205225 235970 235970 291520 23.54%

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

Reserve	Estimated fund at year end	Pony recommends to trf	Transfer in 2024-25	RFO recommendation for 2025-26
Street furniture	8080	3500	3500	0
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	1000
Floral planters replacement	3821	700	700	200
CIL	180000	infrastructure fund	0	0
Training	450	balance of budget not spent	0	0
TOTALS	267955	19750	32450	16250

One off items requested for consideration at budget

Item	Estimated cost	Comments
Ward budgets	0	use CIL instead
Total	0	

Community Infrastructure Levy spending committed (not a full list)

Item	Estimated cost	Comments
Miskin Phone box repair	1500	
Caretaker storage	4000	
3 x benches	5000	ynysddu; 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	
Total	32500	

Café 50

Cost Item	Budget	Comments
Groups area & Public Toilets		
Utilities	5000	
Licenses	2000	estimate
Maintenance	1500	
Cleaning	9500	2 hours a day
Replacement reserve	500	
Water dispenser	110	
rates	3500	
Increase in Gen Res	1250	1/4 of annual spend split across 4 years
waste	250	our bin - non recyclables & recycling bags
Statutory testing	500	
reserve adjustment	-1250	
Total	22860	

Income	Budget	Comments
Groups area		
Hire fees	3000	
Sponsorship		
Fund raising	500	
Total	3500	

Café 50 for groups net 19360

Cost Item	Budget	Comments
Catering		
Utilities	5000	
Maintenance	2000	
Sundries	1500	
Replacement reserve	1000	
Waste	1500	
Caterer subsidy	12000	Agreed max support if needed
General reserve inc	1500	1/4 of annual spend over 4 years
Total	24500	£137 Local Gov. Act 1972 limit 60k

Income	Budget	Comments
Catering		
Sponsorship		
Fund raising		
Total	0	

Café 50 Net position 43860

Cyngor Tref PONTYCLUN Town Council

Payments for confirmation

The schedule of payments made in November and December are provided for confirmation (appendix 2a & b)

Action – members to confirm payments

Bank account reconciliation

The Council's bank account reconciliations are provided for December (appendix 2c). This covers each of the 4 bank accounts that we hold – Lloyds bank Current; Instant access savings; 32 day notice and the Charity bank notice account

Action – member to confirm bank account reconciliations

Payments for authorisation

Darren has requested to purchase a band saw for the workshop. Cost is within budget but needs approval from Council as over delegated limits

Yandel Band saw BS300E – cost is £699.99 plus delivery

Action – members to confirm purchase

Bus shelter repair

The bus shelter next to YGGG school has recently suffered some damage and one of the glass panes has had to be replaced

We do not believe that this is not one of our shelters, however RCT believe it is, it having been installed by them (in Mwyndy originally) after a request from us.

Three issues arise

1. Payment for the £150 cost of current repair
2. Ongoing maintenance of the shelter
3. If there are any other bus shelters which have been installed in our area which RCT believe are owned by us but are not on our maintenance list.

RCT officers believe that any shelter put up in the area where we have asked for it, or our residents etc should be ours. This includes the new shelters which will be built at the new estate in Mwyndy.

Clerk has agreed with RCT officer to do a review of shelters to see if any others are in a similar position so we can agree –

- Who is looking after them and
- What will be arrangements for any other shelters installed going forwards

Meanwhile we need to deal with this shelter

Action – Council to agree to fund £150 repair cost and decide if we wish to take into our ownership going forwards

Pre internal audit preparations

The final 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 2d and 2e)

This completes our pre-audit work, leaving just the audit point to review our Data Protection processes to fully ensure compliance with new audit regime.

These cover

- Staff Holidays
- Who does what in Rialtas (our finance system)

Action – Council to confirm processes

Bank Reconciliation up to 30/11/2024 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/11/2024	DD	114.85		114.85		R	Screwfix Direct Ltd
01/11/2024	VISA	17.99		17.99		R	Amazon Marketplace
01/11/2024	VISA	6.99		6.99		R	Amazon Marketplace
01/11/2024	VISA	4.99		4.99		R	Amazon Marketplace
01/11/2024	VISA	3.90		3.90		R	Amazon Marketplace
01/11/2024	VISA	18.99		18.99		R	Amazon Marketplace
01/11/2024	VISA	31.49		31.49		R	Amazon Marketplace
01/11/2024	LYNNEELLER		30.00	30.00		R	Receipt(s) Banked
04/11/2024	BCARD	97.97		97.97		R	Tesco
04/11/2024	BCARD	64.87		64.87		R	Street Solutions UK Ltd
04/11/2024	BCARD	101.94		101.94		R	123 Reg Ltd
04/11/2024	BCARD	135.92		135.92		R	JNP Legal
04/11/2024	BCARD	19.40		19.40		R	Amazon Marketplace
04/11/2024	JR	80,000.00		80,000.00		R	Savings account
04/11/2024	BCARD	23.85		23.85		R	Mend A Shu
04/11/2024	RSMITH		15.00	15.00		R	Receipt(s) Banked
04/11/2024	RCTCBC		83,095.71	83,095.71		R	Receipt(s) Banked
06/11/2024	DD	74.34		74.34		R	British Telecom
07/11/2024	FPIMIKHNO		20.00	20.00		R	Receipt(s) Banked
11/11/2024	ATWIGG		35.00	35.00		R	Receipt(s) Banked
11/11/2024	RCTCBC		9,328.00	9,328.00		R	Receipt(s) Banked
14/11/2024	DD	14.15		14.15		R	British Telecom
14/11/2024	VISA	30.00		30.00		R	Help For Heroes
14/11/2024	JNEWHAM		20.00	20.00		R	Receipt(s) Banked
14/11/2024	RUTHLAWRE		25.00	25.00		R	Receipt(s) Banked
18/11/2024	FPO	139.83		139.83		R	sse Ltd
18/11/2024	FPO	23.97		23.97		R	Leekes Ltd
18/11/2024	FPO	41.30		41.30		R	Helen Oakley
18/11/2024	FPO	1,523.34		1,523.34		R	Wybone Ltd
18/11/2024	STEVEBOSC		20.00	20.00		R	Receipt(s) Banked
19/11/2024	RPARR		20.00	20.00		R	Receipt(s) Banked
20/11/2024	ANNAWYSZ		30.00	30.00		R	Receipt(s) Banked
21/11/2024	SO	1,207.81		1,207.81		R	K James
21/11/2024	SO	2,469.44		2,469.44		R	D Norfolk
21/11/2024	SO	1,776.17		1,776.17		R	R Blank
21/11/2024	SO	1,825.31		1,825.31		R	T Davies
21/11/2024	SO	1,480.76		1,480.76		R	J Roszkowski
21/11/2024	BP	2,696.96		2,696.96		R	HMRC
22/11/2024	DD	81.86		81.86		R	sse Ltd
22/11/2024	VISA	299.00		299.00		R	Amazon Marketplace
22/11/2024	MTEE		20.00	20.00		R	Receipt(s) Banked
22/11/2024	WillowWave		56.00	56.00		R	Receipt(s) Banked
25/11/2024	VISA	12.99		12.99		R	Amazon Marketplace
25/11/2024	BLUESKIES		40.00	40.00		R	Receipt(s) Banked
25/11/2024	LloydsBank		60.00	60.00		R	Receipt(s) Banked
26/11/2024	DD	15.60		15.60		R	EE Ltd
26/11/2024	VISA	12.50		12.50		R	Amazon Marketplace
27/11/2024	SUSANOWEN		40.00	40.00		R	Receipt(s) Banked

Bank Reconciliation up to 30/11/2024 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>
28/11/2024	VISA	459.00		459.00		R <input checked="" type="checkbox"/>	Amazon Marketplace
29/11/2024	VISA	13.27		13.27		R <input checked="" type="checkbox"/>	Bluesky Digital Services Ltd
29/11/2024	PAY	10.20		10.20		R <input checked="" type="checkbox"/>	Lloyds Bank plc
		<u>94,850.95</u>	<u>92,854.71</u>				

Julius Roskowski - Clerk & RFO:

Name Julius Roskowski Signed [Signature] Date 11/12/24

Council Member:

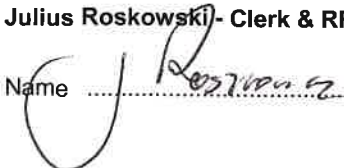
Name Signed Date

Bank Reconciliation up to 31/12/2024 for Cashbook No 1 - Current Bank A/c General

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/12/2024	DD	6.99		6.99		R	Screwfix Direct Ltd
02/12/2024	DD	46.46		46.46		R	Screwfix Direct Ltd
02/12/2024	DD	43.98		43.98		R	Screwfix Direct Ltd
04/12/2024	CJLETT		30.00	30.00		R	Receipt(s) Banked
04/12/2024	CJ+KJLETT		30.00	30.00		R	Receipt(s) Banked
04/12/2024	CJLETT		-30.00	-30.00		R	Receipt(s) Banked
05/12/2024	BCARD	240.00		240.00		R	SLCC Enterprises Ltd
05/12/2024	BCARD	88.47		88.47		R	Sainsbury's
05/12/2024	BCARD	268.66		268.66		R	HelloPrint
05/12/2024	BCARD	21.00		21.00		R	Rhondda Cynon Taf C.B.C.
05/12/2024	BCARD	21.00		21.00		R	Rhondda Cynon Taf C.B.C.
05/12/2024	BCARD	21.00		21.00		R	Rhondda Cynon Taf C.B.C.
05/12/2024	VISA	144.00		144.00		R	The Boars Head
09/12/2024	DD	74.34		74.34		R	British Telecom
09/12/2024	VISA	13.99		13.99		R	Amazon Marketplace
09/12/2024	ATWIGG		28.00	28.00		R	Receipt(s) Banked
09/12/2024	ATWIGG		28.00	28.00		R	Receipt(s) Banked
09/12/2024	ATWIGG		-28.00	-28.00		R	Receipt(s) Banked
11/12/2024	FPO	172.00		172.00		R	Juliana Willis
11/12/2024	FPO	9.45		9.45		R	Leekes Ltd
11/12/2024	FPO	345.00		345.00		R	Claire Lingard
11/12/2024	FPO	2,679.51		2,679.51		R	Rhondda Cynon Taf C.B.C.
11/12/2024	FPO	540.00		540.00		R	Rhondda Cynon Taf C.B.C.
11/12/2024	FPO	30.00		30.00		R	CJ+KJ Lett
16/12/2024	DD	14.15		14.15		R	British Telecom
19/12/2024	JR		10,000.00	10,000.00		R	Receipt(s) Banked
23/12/2024	SO	957.00		957.00		R	K James
23/12/2024	SO	1,966.81		1,966.81		R	D Norfolk
23/12/2024	SO	1,428.64		1,428.64		R	R Blank
23/12/2024	SO	1,455.75		1,455.75		R	T Davies
23/12/2024	SO	1,497.84		1,497.84		R	J Roszkowski
23/12/2024	BP	1,904.45		1,904.45		R	HMRC
23/12/2024	DD	79.21		79.21		R	SSE Ltd
23/12/2024	RCT		1,300.00	1,300.00		R	Receipt(s) Banked
24/12/2024	BP	3,048.00		3,048.00		R	Floodlighting&Electr Serv Ltd
27/12/2024	DD	15.60		15.60		R	EE Ltd
27/12/2024	PAY	8.50		8.50		R	Lloyds Bank plc
30/12/2024	DD	23.13		23.13		R	Blue Sky Digital Services Ltd
31/12/2024	RCTCBC		78,656.66	78,656.66		R	Receipt(s) Banked
		<u>17,164.93</u>	<u>90,014.66</u>				

Julius Roszkowski - Clerk & RFO:

Name



Signed

Date



Bank Reconciliation up to 31/12/2024 for Cashbook No 1 - Current Bank A/c General

Council Member:

NameSignedDate

Date:13/01/2025

Pontyclun Town Council 2024-25

Page 1

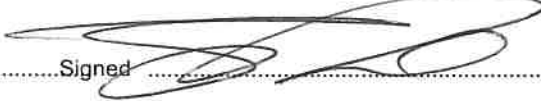
Time: 10:33

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 6 - Charity Savings Account**

User: KJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Charity Bank Ltd	31/12/2024	1224	80,952.66
			80,952.66
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			80,952.66
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			80,952.66
		Balance per Cash Book is :-	80,952.66
		Difference is :-	0.00

Julius Roskowski - Clerk & RFO:

Name Julius Roskowski Signed  Date 31/1/25

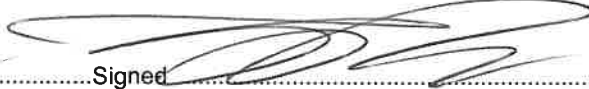
Council Member:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 1 - Current Bank A/c General**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Acc General 8173	31/12/2024	1224	103,130.81
			<u>103,130.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,130.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,130.81
		Balance per Cash Book is :-	103,130.81
		Difference is :-	0.00

Julius Roskowski - Clerk & RFO:

Name Julius Roskowski Signed  Date 15/1/25

Council Member:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 7 - Notice Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Plc Notice Account	31/12/2024	1224	150,000.00
			<u>150,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			150,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			150,000.00
		Balance per Cash Book is :-	150,000.00
		Difference is :-	0.00

Julius Roskowski - Clerk & RFO:

Name Julius Roskowski Signed [Signature] Date 13/1/25

Council Member:

NameSignedDate

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 5 - Savings account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Comm Instant Access A/c 162	31/12/2024	1224	84,608.59
			<u>84,608.59</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			84,608.59
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			84,608.59
		Balance per Cash Book is :-	84,608.59
		Difference is :-	0.00

Julius Roszkowski - Clerk & RFO:

Name

Julius Roszkowski

Signed

[Signature]

Date

15/1/25

Council Member:

Name

Signed

Date

Cyngor Tref Pontyclun Town Council

Holiday arrangements

All staff have paid holidays.

- We offer 25 days holiday (FTE) for new staff plus bank holidays
- After 5 years-service the holiday entitlement rises to 30 days (FTE) plus bank holiday
- Part time staff receive pro rata holidays and bank holidays
- Holidays are to be booked in advance in line with the needs of the Council and the Council reserves the right to decline holidays which may cause operational issues
- There will be some periods when the Offices are closed. Staff will be expected to take the majority of their holidays at this time. If this is not required, the staff will be advised accordingly.
 - These periods fall typically as follows:
 - 2 weeks at Christmas
 - Up to 1 week at Easter
 - Up to 3 weeks in the Summer
 - Exact dates will be advised well in advance and will fit in with Staff requests as best as possible. The summer break normally falls in last 2 weeks of July/first 3 weeks of August.

How to calculate Pro rata amounts

Using the example of a member of staff working 20 hours a week with the standard working week being 37 hours. Assume this person has 30 days FTE holidays.

Where staff have seasonal hours, we average over the year to make any calculations.

Normal holidays

30 days holiday x 20/37 (proportion of week worked) x 37/5 (number of hours in a working day) = 120 hours holiday a year

Bank holidays.

Each bank holiday is equivalent to 20/37 (proportion of week worked) x 37/5 (number of hours in a working day) = 4 hours

In practice this means that –

- if this person did not work equal hours M-F and the bank holiday fell on a non-working day they would reduce their other hours that week accordingly
- If the bank holiday fell on a working day, they only accrue 4 hours for that bank holiday. If for example they normally worked 5 hours that day, one hour would be taken from their normal holiday allowance or they would need to work an additional hour in lieu to make up shortfall.
- Where a person has seasonal hours e.g. full time in summer and reduced hours in winter, we calculate the full bank holiday entitlement at the start of the holiday year and

deduct the hours not worked from the entitlement. The entitlement will run out some time in the year and any additional time taken is then either worked in lieu or taken from normal entitlement.

Sickness while on holidays

If a member of staff is signed off sick whilst on holidays then normal holiday entitlement is not used, however bank holidays will not accrue whilst absent.

Time off in Lieu

The Council does not normally pay overtime, though it does reserve the right to do so in exceptional cases.

Staff are expected to manage their work to ensure tasks are done with flexibility in mind and there will be occasions where additional hours are done to be recovered over the current salary period, e.g. in next few days

This might include medical appointments, School visits etc and Staff manage this themselves advising the Clerk accordingly.

In the event of a staff member working additional hours which cannot be managed in this way, we normally cover this by way of Time Off In lieu (TOIL)

This is most likely to arise with additional work done for Community events and during financial deadlines where the Clerk will agree this in advance, and how the accrued time will be given back to the staff member going forward. How quickly this is recovered will vary with time of year and number of hours, though expectation is that this will be over a period of no more than 12 months.

For the Clerk this is agreed by Chair of the Council

Carry-over of Holidays

Normally we would expect staff to complete their holidays each year, however the Council is willing to consider requests by staff to hold over up to 5 days holiday into the following year.

This must fit into the Council's operational needs

Cyngor Tref Pontyclun Town Council

Who does what in Rialtas?

The Council uses Rialtas financial software for recording and processing its financial transactions

This is a software package which is created for Councils (and similar bodies)

We use –

- The Alpha platform
- With Income/Expenditure reporting
- From April 2025 we will be using via cloud for additional flexibility

There are other relevant options which we do not currently use including

- Making tax digital (we would use if our VAT inputs increased)
- Asset Register recording

These all carry an additional cost. The firm regularly adds additional options some of which are included in the standard price others at a cost.

Responsibilities

We have 2 full users, the Clerk and Admin Assistant.

A few Councillors could be given view only access at a small cost if needed.

The various tasks in Rialtas are divided as follows –

Admin Assistant

1. Transaction recording and input
2. Bank reconciliation
3. VAT reporting
4. Regular monthly back up of data

Clerk

1. Budget input and monitoring
2. Journal entries
3. Monitoring of progress
4. Earmarked reserves; monitoring and transfer into funds
5. Year-end completion
6. Oversight of Admin Assistant tasks.

Cyngor Tref Pontyclun Town Council

St David's day fair

Arrangements are progressing well.

We have a good number of stalls attending, though looking as not quite as many as we would have for Christmas. Expecting about 70 in total

- Still short of marshals/stewards

Action – are members able to help arrange more stewards

VE 80 – 5th May

Service

1. We know that at least 3 family members will be attending
2. Air cadets are booked
3. A Choir is booked – who will also perform at the fair afterwards
4. Vicar is booked
5. Merchant Navy and RAMC association will be attending to lay a wreath (RAF, RCT Mayor/Leader and Lord Lieutenant are also invited but not confirmed yet)

Event in Park

1. Starting to book caterers and a selection of more appropriate stalls (inc a fish and Chip van as appropriate for VE day)
 - a. Fire service will be there
 - b. Air cadets will be there
 - c. Sally's angels choir will sing WW2 themed songs in costume at the start of the event

VE80 – 8th May

Work with local businesses to encourage commemoration including

- Encourage local food caterers to serve Fish and Chips on the 8th
- Flags on flag poles /Bunting on shop fronts

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

- Clerk has written to all three CoE churches in our area.

Proclamation & Flag raising 11am

- 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.
- Proclamation (Welsh and English)
- Possibility of a brass band being explored
- Air cadets can do a “guard of honour”

Other events

Spaces will start being booked for Big Birthday Bash (Picnic in park); Food festival and Christmas shortly

Cyngor Tref Pontyclun Town Council

Town Improvements

The following are an update on planned Town improvements.

Recent vandalism

It is worth Council noting that we have seen a significant increase in damage to community infrastructure in the last few weeks.

This includes

- Waste bin on fire by War Memorial in Pontyclun
- Dog poo bin damaged in Cefn y Hendy
- Bus shelter glass smashed in at Cefn y Hendy
- Downpipes at our bus shelter at Heol Miskin have been ripped off and taken

Whilst some of this may be accidental if the trend continues it would be worrying and costly.

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.

Council also agreed to place new benches to replace the remaining ones in poor condition. Quotes awaited for confirmation by Council. To be funded by CIL monies.

- Talygarn x 2
- Clun Avenue – one to replace the 2 there.
- Opposite side to Fire Station

Lighting of paths

Council has agreed to fund lighting on path from YGGG school to Bryn Amlwg and the cycle path from Pontyclun to Ynysddu.

RCT being contacted regarding next steps.

Other improvements made.

- Flagpole installed at War memorial in Pontyclun.
- New bin at Station approach

Woodlands

Ivor Woods

The path from the Metal bridge up to the entrance at Hollies in Ivor Woods will be re-opened very shortly (if it has not opened already) and will then be able to be used by the public.

Riverside Walk

The recent storms have caused several trees at the far end of the Riverside walk to collapse. They are blocking the path, have damaged the new fencing and fallen onto our neighbour's land.

We will need to remove them, however due to the location there is no vehicular access. In the summer there could be with permission from the landowner of the Millfield as the ground will be firm.

We have obtained a quote from our tree surgeons to cut the trees into manageable pieces and move onto our land. This is £1150 plus VAT.

Once cut we will publicise that there is timber which people can collect for free (and they will do so)

Action – Council to confirm tree removal actions

[Speeding on Hensol Road](#)

This continues to be an issue and Councillor Sparks has asked if the Council would consider funding a speed indication sign in the area.

There is a huge number of options from smiley faces to number indication and they can be solar powered, lamppost powered or battery powered.

Permission will be required from RCT traffic/highways and potentially Street lighting

If Council wishes to go ahead Clerk can do some investigations on costs and permissions

Action – Council to consider funding signage

[Other actions in progress](#)

- Railings at steps by War memorial – awaiting contractor to install.
- Defib at Ivor Pub – awaiting install.
- Phone box door in Miskin – awaiting RCT permission (listed building)
- Memorial plaques – awaiting property owner permission.
- Dog bin at Llwynfen Rd – awaiting delivery and permission for post.
- 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.
- Flagpole in Groesfaen

Cyngor Tref Pontyclun Town Council

Updates on Pontyclun 175 commemorations

There is no formal written report from the organising committee (other than comments provided below). They will give a verbal update as well on items in yellow.

Council logo

The group has discussed the Council's logo and with to seek Council views regarding

- Creating a Council crest (with input from local schools)
- Updating the existing Council logo
- Creating a new logo to commemorate the 175th anniversary of Pontyclun to be used with our activities this year.

Action – Council to consider and agree proposals

Arts Festival – February 2025

- Due to the date it is now too late to arrange for Feb 2025
- If wanted this could be deferred till 2026 – there might be time to fit in during Oct 2026
- Collation of historic photos continues so an exhibition can be held in 2025. Date to be confirmed for later in year.

VE80 Commemorations – May 2025

5th May event

- 5th 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
 - RAMC and Merchant Navy associations will be attending
 - At least 3 family members are due to attend
 - Awaiting RAF, RBL, Lord Lieutenant and RCT Mayor/Leader
 - Short service will be bi-lingual

Picnic in the Park Weekend – Big Birthday bash June 14th

- More food/drink options have been booked
- Need a central stage for bands/choirs & announcements
- Suggested a school-based talent show Pontyclun's Got Talent – individuals, groups, dancers, bands, comedy – open category
- Recruit a Compere/Host for the day
 - Phil Howe to be asked to compare (Councillors have this in hand)
- Shops and town to be encouraged to 'dress' the town and put on events again around that week/weekend
- Fundraising raffle required for the day – needs prizes, card reader/Wi-Fi, tickets etc – try and cover costs of stage and paid-for bands
- Community Tug of War – Cllr Amanda Sparks organising
- Council wanted to consider giving away a programme. Cost 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
- As our sponsors have all been promised a one-page advert this will need to progress

Action – Councillors to confirm format so work can progress

- Councillor Binning was going to investigate possibility of Town memorabilia piece – i.e., medal from Royal Mint.

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
- Clerk has written to RCT to ask them to host for one whole day

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 which is now virtually complete
 - Just awaiting Pontyclun 175 logo and then can start creation
 - Expect to go live with these during the year
- Regular Facebook “historical facts” posts have started with aim to do one every fortnight through the year.

Cyngor Tref Pontyclun Town Council

Resident requests for road safety measures in Pontyclun

Members may recall that back in September we were asked by a group of residents to look at supporting a number of potential road safety measures

These included

1. Speed camera(s) on Cowbridge Rd
2. Making some road junctions safer by having double yellow lines on them
3. Additional safer crossing points
4. Signage by David's Court saying "Old people crossing"

The Council noted the request and agreed the following actions:

- a. To ask a representative from RCT Highways team to attend and review the position to identify.
 - i. What measures could be introduced to reduce traffic speeds along Cowbridge Rd?
 - ii. If an "elderly people crossing" sign could be deployed on Heol Miskin
 - iii. How to improve safety of people wishing to cross the road at Heol Miskin and Llantrisant Rd.
 - iv. How to reduce inconsiderate parking along Heol Miskin
- b. The RCT ward councillors to be invited to attend this visit too as would 1 representative from the residents.
- c. Following receipt of the possible options the Council agreed to consider again which they would wish to support.
- d. Before implementation there would need to be a proper public consultation, in particular with residents who may lose parking options from changes to restrictions and installation of crossing points, and after that any projects being taken forward would need funding.

We have now received a reply from RCT Traffic services which is provided in the appendix.

Members can see that RCT are not able to progress with any of the suggestions and are referring us to South Wales Police regarding enforcing speed limits.

Action – what do members wish to do as a result of this reply?

RCT proposals for additional Double yellow lines in Pontyclun

Placeholder – to allow Council to discuss on this topic which is being addressed by members so position may change ahead of meeting

Members will recall we discussed proposals to create a significant number of double yellow line areas in Pontyclun. We objected to the proposals (as may others did too)

RCT Traffic services team have decided that they are still progressing with the measures but on an experimental basis with residents having 6 months to raise objections/issues

Details of the proposals are provided in appendix 6b and c to allow Council to discuss and see what actions are possible

Julius Roszkowski
clerk@pontyclun-cc.gov.wales

Gofynnwch Am/ Please Ask For

Fy Nghyf/ My Ref:
0806-6666-0653-7321

Eich Cyf/ Your Ref:

Dyddiad/ Date:
27/11/2024

Dear Mr Roszkowski,

Pontyclun Community Council - Cowbridge Road, A4222, Pontyclun

I refer to your recent correspondence on behalf of Pontyclun Community Council outlining various concerns surrounding road safety in and around Pontyclun. I have separated the concerns raised and provided responses to each issue below.

1. With Respect to the concerns raised in regard to vehicles travelling at excessive speeds along Cowbridge Road and Hensol Road, the Council holds no powers to enforce moving type traffic offences (such as speeding), nor to penalise those individuals for committing such offences. Therefore, instances of speeding/ dangerous driving should be reported to South Wales Police (SWP) as and when they occur so that these reports may be investigated and, where necessary, enforcement action undertaken by officers.

I have, however, reviewed the data available on file for vehicle speeds along Cowbridge Road and Hensol Road. The data conveys the average vehicle speeds along this section of highway to be approximately 24mph on Cowbridge Road and 31mph on Hensol Road (speeds recorded between 01/11/2023 – 12/11/2024).

Notwithstanding the above, the Council engages with SWP on a monthly basis and your concerns will be submitted as part of the next report so that SWP may review the concerns raised and, where appropriate, undertake enforcement action.

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

Ffôn/Tel: 01443 425001

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

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

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



2. Concerning the introduction of pedestrian crossings, the provision for such is subject to statutory procedures, including consultations with the police, and they can only be established, or changed, after a period of Public Notice. When installing, removing or changing a crossing, the Council is mindful of advice and guidance issued by the DfT. Said advice states that, "It should not be assumed that the provision of a crossing alone will necessarily lead to a reduction in road accidents".

Generally, the provision of a crossing and the type used should be targeted at the needs of those people who experience most difficulty and danger. The decision whether or not to provide a crossing, and the type to be used, therefore needs to be a balanced judgement based on the volumes of vehicular and pedestrian traffic and the types of user. The essential point is to consider all the existing conditions in the road and devise a suitable scheme in consultation with the local members and the community. Where requests for new crossings or changes to existing facilities are made, each is assessed in accordance with DfT advice and will be provided, according to need, in a future programme of works. Any ensuing assessment and subsequent schemes will be dependent on resource availability.

3. Regarding your concerns surrounding the enforcement of vehicles parking in an obstructive/ dangerous manner, the Council employs a number of Civil Parking Enforcement officers who enforce existing restrictions and/ or dropped kerbs and penalise drivers of vehicles parked across such. However, whilst the Council's Civil Enforcement Officers do their best to respond to requests for parking enforcement as quickly as possible, due to the large area they must cover, and multiple competing enforcement priorities, it is not always possible for the Officers to patrol a given location as often as either they, or local residents, would like. Therefore, in instances of vehicles parking on existing waiting restrictions, this can be reported via the Council's contact centre by calling **01443 425001** or via the online eform. Alternatively, in instances of vehicles parking in locations where there are no existing restrictions, the Police have the sole power to issue tickets for obstructive/ dangerous parking, and these instances would need to be reported to SWP as and when they occur so that they may investigate and, if necessary, undertake enforcement action.
4. The placement of signs within the extremities of the Public Highway is to be determined based on the legislative requirement or the guidance notes as stipulated by the Department for Transportation (DfT). All signs erected within the confines of the Public Highway must also conform to 'The Traffic Signs (Amendment) (Wales) Regulations and General Directions 2023'.

Furthermore, in general, warning signs are used to alert drivers of potential danger(s) ahead. They indicate a need for special caution by road users and may require a reduction in speed or some other manoeuvre – it is acknowledged that appropriate warning signs can greatly assist road safety. To be most effective, however, they should be used sparingly. Their frequent use to warn of conditions, which are readily apparent, tends to bring them into disrepute and detracts from their effectiveness.

The Highway Authority has a duty to review all requests of signs from the Public, in terms of their likely effectiveness on improving road safety at a given location, and an obligation to implement signage that is seen to be beneficial and financially viable only (when considered against similar requests of a similar nature).

Therefore, considering the above, the use of road signs should be reserved for cases where it is necessary to highlight a specific condition or issue, which a driver is likely to incur, and it would not be appropriate to utilise warning signs where there may be other more effective strategies of combating the issues present at a given location (such as the effective enforcement of the posted speed limit).

I have reviewed the location outlined within your incoming correspondence and note that the stretch of Miskin Road between Bethel and Heol-Y-Coed is subject to a 20mph speed limit and is residential in nature with housing/buildings on both sides of the carriageway. Additionally, the carriageway itself, housing, kerb lines, street furniture and presence of parked cars all give a clear indication of the line of the road and clear indication that it is subject to a posted speed limit of 20mph, and the road is street lit at night. Whilst the request for signs has been made in conjunction with concerns about traffic speeds through the area, it is probable that the presence of a warning sign will have no effect on the behaviour of drivers who are already prepared to ignore the posted speed limit and who have a general disregard for the safety of other road users. The majority of drivers using the road are local and know it well, and for them, a sign would have no significance whilst strangers to the area are likely to drive with a greater degree of caution.

Ultimately, the use of warning signs on Miskin Road would lead to requests for signs at other similar locations which would lead to a proliferation of signing, which would have little effect on driver behaviour and would lead to a lack of effectiveness, of said signs. Even at locations where their presence is necessary, the overuse of signs in such urban settings will inadvertently add to street clutter – a disbenefit that need not be imposed on the area.

Furthermore, whilst several of your Councillors/ Constituents may agree that a sign, warning of elderly individuals crossing, is a beneficial addition to the highway, the Council must remain mindful and objective of the appropriate locating of such signs on the Public Highway. Typically, such signs have been used in areas in which a high number of elderly individuals cross the highway at regular intervals. However, the Council must also be mindful that age is a protected characteristic under the Equality Act 2010. There has been recent concern surrounding the unintentional discrimination that such signs may have on a protected class within the communities they are implemented; especially if there is no evidence to suggest that those of a particular age are at greater risk than any other member of the public.

It is therefore concluded that a warning sign would not be considered appropriate at this location.

5. Further to your request for the implementation of speed cameras; whilst the implementation of static/ average type safety cameras is the responsibility of Rhondda Cynon Taff Council, requests for their implementation can only be considered should the site meet the requirements set by the Wales Casualty Reduction Partnership, in accordance with criteria issued by the Welsh Government with the prime objective of reducing deaths and injuries on roads.

The means of determining whether a site meets these criteria is via the utilisation of a system which allocates points to highways corresponding to the number of collisions and the severity of injuries sustained in each separate collision. New camera sites are selected using an assessment that includes the level of fatal, serious and slight injuries sustained in each separate collision. The combined level of collisions is expressed as a numerical scale and assessed relative to whether it is in a 'built up' or 'non-built up' area.

Based on the accident history for this location, over the most recent 5-year period for which records are available, this location would not meet the criteria for the implementation of speed cameras.

Instances of dangerous driving should be reported to the police (SWP) at the time that they occur on the non-emergency police number 101. Additionally, you may also report these offences via the operation snap website <https://gosafesnap.wales/>, which allows dash cam footage/ photographs to be sent directly to South Wales Police for review and, if necessary, enforcement action.

6. Regarding the suggestion of instating double yellow lines – the provision or removal of waiting restrictions requires that a Traffic Regulation Order (TRO) is made. This is both time consuming and relatively expensive, as the process requires consultations and a period of Public Notice which includes two press advertisements. We receive numerous requests for these measures every year and, with a limited budget, we are only able to implement a few each annum. This year's programme has already been approved and it is not feasible to include additional schemes at this time.

Please note, as advised in detail above, the council has no powers to deal with obstructive or dangerous parking unless the vehicles are parked where waiting restrictions are in force. Any concerns of dangerous parking, that unenforceable by the Council, should be passed to the Police such that they may consider appropriate action on a case-by-case basis.

Unfortunately, due to an influx of safety schemes and other statutory functions, the Traffic Management department does not have the resource to commit a staff member, of the required seniority, to attend site as to assess all requests for road safety measures on the highway and therefore, we rely on other sources of information and site reports from junior staff to assist the investigation process. Furthermore, accommodating such requests would place an unprecedented level of strain on the service area and inevitably render any such commitments undeliverable whilst also serving to adversely impact outstanding statutory/ obligatory commitments.

I trust the above is of assistance and affirms the Council's stance on your outlined concerns.

Yours sincerely,



Mason L. Powell, MEng (Hons)

Uwch Swyddog | Senior Officer
Uned Rheoli Traffig | Traffic Management

Perchennog / Meddiannydd

Gofynnwch Am: Mason L. Powell **Ffôn:** 01443 425001

Fy Nghyf:
IF900-044.PN / MP

Eich Cyf:

Dyddiad:
10 Chwefror 2025

Annwyl Berchennog / Meddiannydd,

IF900-044 – Datblygiad Ysgol Newydd – Gwella Llwybrau Cerdded yn ardal Pont-y-clun – Gorchymyn Rheoleiddio Traffig Arbrofol

Efallai y byddwch chi'n cofio i'r Cyngor ymgynghori ar gynlluniau i gyflwyno amrywiaeth o gyfyngiadau a gwelliannau ledled Pont-y-clun, yng nghyffiniau'r datblygiad ysgol newydd.

Mae'r broses ymgynghori wedi tynnu sylw at nifer o faterion a phryderon lleol, yn enwedig yn ymwneud â cholli llefydd parcio mewn strydoedd preswyl.

Felly, mae'r Cyngor wedi penderfynu mynd rhagddo â'r cynigion yma am gyfnod prawf. Mae cyflwyno gorchymyn traffig arbrofol yn cynnig nifer o fanteision, megis; cynnig cyfnod ymgynghori estynedig a rhoi cyfle i Swyddogion arsylwi ar batrymau addasedig gyrwyr a'r cyhoedd, ar ôl cyflwyno'r cyfyngiadau arbrofol yma ac agor yr ysgol newydd wedi hynny.

Bydd y Gorchymyn Rheoleiddio Traffig Arbrofol ('ETRO') yn sicrhau bod modd i'r cyhoedd gyflwyno'u harsylwadau a gwrthwynebiadau i'r Cyngor yn ystod 6 mis cyntaf y Gorchymyn. Yna, bydd yr wybodaeth yn cael ei defnyddio i fireinio'r cynigion cyn cyflwyno Gorchymyn Rheoleiddio parhaus.

Bydd y gorchymyn arbrofol arfaethedig yn cynnwys cyfyngiadau dim aros ar unrhyw adeg (llynellau melyn dwbl) ac ymestyn marciau 'Ysgol Cadwch yn Glir' i sicrhau bod neb yn parcio o flaen yr ysgol ar bob adeg. Mae'r cynigion yma wedi'u cynllunio i wella diogelwch a hwylustod cerddwyr a defnyddwyr ffyrdd, ac i hwyluso a hyrwyddo teithio llesol ymhellach i'r ysgol newydd a'r ardal gyfagos.

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

Ffôn/Tel: 01443 425001

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

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

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



Mae manylion y cynlluniau i'w gweld yn y lluniau **P350-00-75-01; P350-00-75-02; P350-00-75-03; P350-00-75-04; and P350-00-75-05** sydd wedi'u cynnwys. Yn ogystal â hynny, mae modd eu gweld nhw ar ein gwefan: www.rctcbc.gov.uk/traffig

Mae'r Cyngor yn awyddus i gyflwyno Gorchymyn Rheoleiddio Traffig Arbrofol ar nifer o strydoedd amrywiol ym Mhont-y-clun ar 10 Chwefror 2025. Bydd y cyfyngiadau arfaethedig yn cael eu gweithredu ar 17 Chwefror 2025. Pe hoffech chi wneud sylwadau neu wrthwynebu'r cynigion, rhaid ysgrifennu at y Cyngor erbyn 16 Awst 2025. Rhaid anfon eich sylwadau at Reolwr y Gwasanaethau Traffig, Cynllun Rheoli Traffig, Swyddfeydd yr ail lawr, 2 Llys Cadwyn, Pontypridd, CF37 4TH. Neu mae modd e-bostio'ch sylwadau: gwasanaethautraffig@rctcbc.gov.uk

Cofiwch gynnwys y cyfeirnod ('Fy Nghyf') sydd ar frig y llythyr yma wrth gysylltu â'r Cyngor.

Hyderaf fod yr uchod o gymorth i chi.

Yn gywir,



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

Mae croeso i chi gyfathrebu â ni yn y Gymraeg | You are welcome to communicate with us in Welsh.

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

Ffôn/Tel: 01443 425001

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

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

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

The Owner/ Occupier

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

Fy Nghyf/ My Ref:
IF900-044.PN / MP

Eich Cyf/ Your Ref:

Dyddiad/ Date:
10th February 2025

Dear Owner/ Occupier,

IF900-044 - New School Development – Improved Walking Routes in and around Pontyclun – Experimental Traffic Regulation Order

As you may be aware, the Council has previously consulted on proposals to introduce various restrictions and improvements throughout Pontyclun, within the vicinity of the new school development.

The consultation process has highlighted several local issues and concerns, especially surrounding the loss of parking on residential streets.

Therefore, the Council has opted to proceed with these proposals on an experimental basis. There are a number of benefits attained from the use of an experimental traffic order, namely; the affording of an extended consultation window and the ability for Officers to observe the adapted patterns of motorists and the public, following introduction of these experimental restrictions and the subsequent opening of the new school.

The Experimental Traffic Regulation Order (ETRO) will allow the public to submit their observations and objections to the Council for the first 6 months of operation. This information will then be used to further refine the proposals before a permanent Traffic Regulation Order is made.

The proposed experimental order will include the introduction of prohibition of waiting at any time restrictions (double yellow lines) and the extension of 'School Keep Clear' markings to accommodate the full frontage of the school grounds. These proposals have been designed to improve the safety and convenience of pedestrians and road users, and to further facilitate and promote active travel to the newly constructed school and the surrounding area.

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

Ffôn/Tel: 01443 425001

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

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

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



Details of the proposals are shown on the attached drawing **P350-00-75-01; P350-00-75-02; P350-00-75-03; P350-00-75-04; and P350-00-75-05**, which may also be viewed at www.rctcbc.gov.uk/traffic

The Council is seeking to create an Experimental Traffic Regulation Order on various streets in Pontyclun on the 10th February 2025 and the proposed restrictions will be implemented on 17th February 2025. Should you wish to comment on or make objections to the proposals, you should do so in writing by 16th August 2025, to the Traffic Services Manager, Traffic Management, Second Floor Offices, 2 Llys Cadwyn, Pontypridd, CF37 4TH or alternatively by email to trafficservices@rctcbc.gov.uk

Please quote the reference ('My Ref') at the head of this letter in any correspondence made to the Council.

I trust the above is of assistance.

Yours faithfully,



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

Mae croeso i chi gyfathrebu â ni yn y Gymraeg | You are welcome to communicate with us in Welsh.

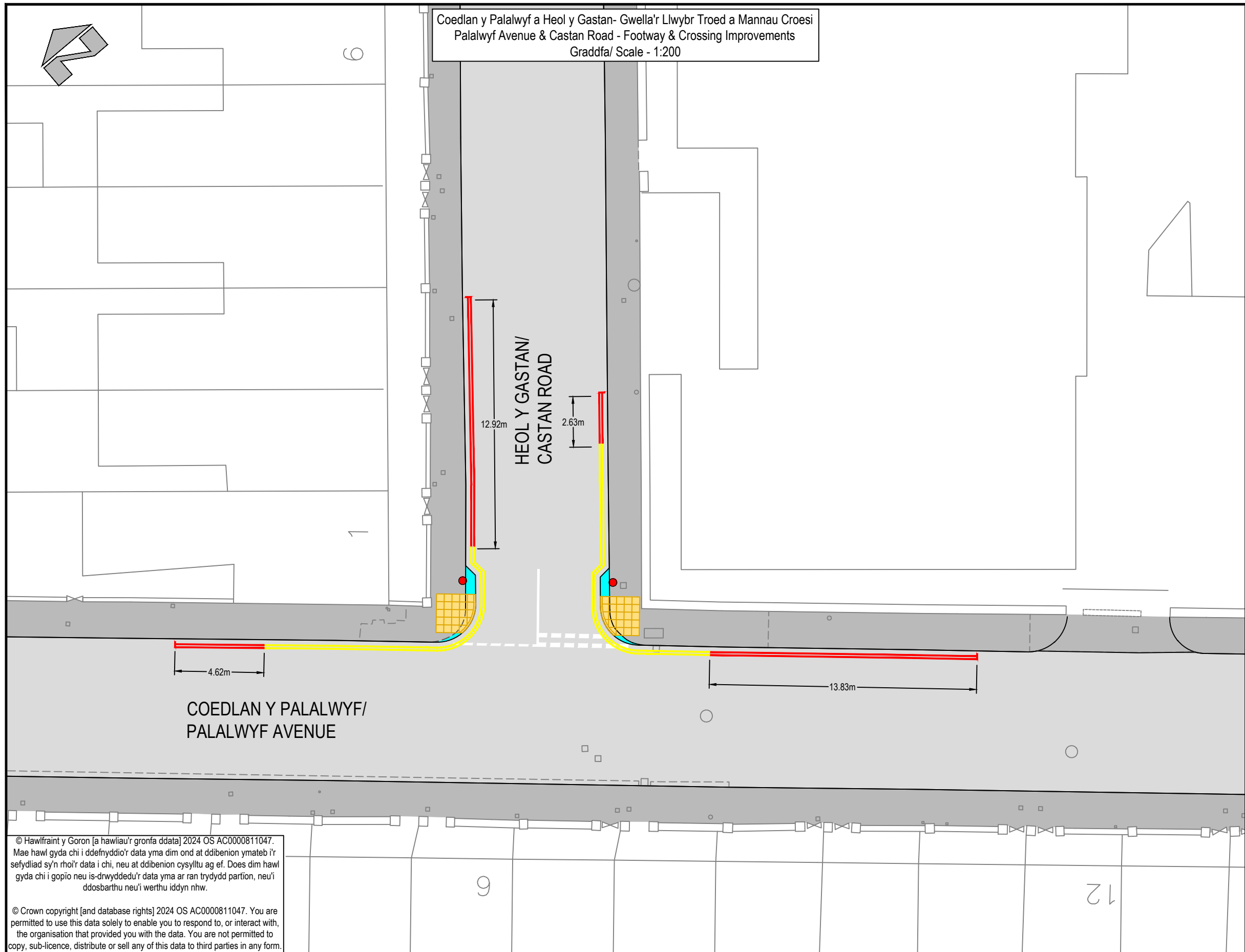
Prifffyrdd, Gofal y Strydoedd a Thrafnidiaeth
Highways, Streetcare and Transportation
Llawr 2, 2 Llys Cadwyn, Pontypridd, CF37 4TH
Floor 2, 2 Llys Cadwyn, Pontypridd, CF37 4TH

Ffôn/Tel: 01443 425001

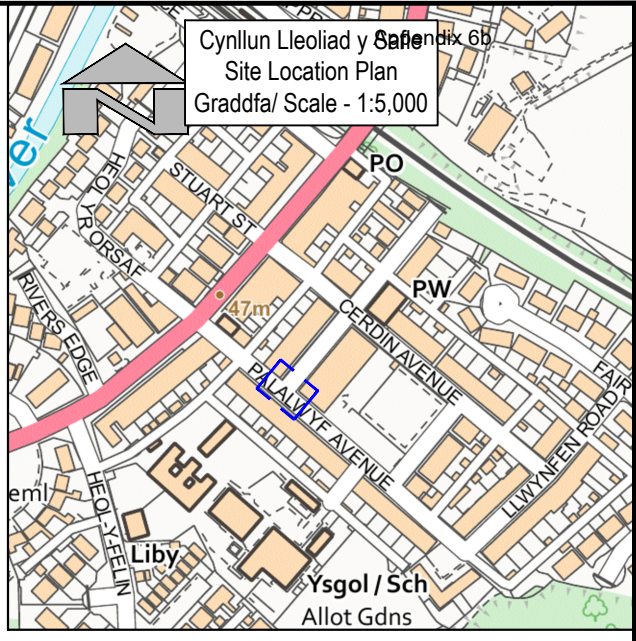
Stephen Williams BSc(hons)MBA, GDipLaw, PGDipLegalPractice, MCIQB
Cyfarwyddwr Gwasanaethau Prifffyrdd, Gofal y Strydoedd a Thrafnidiaeth | Director for Highways, Streetcare and Transportation Services

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

Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhowch wybod inni beth yw'ch dewis iaith e.e Cymraeg neu'n ddwyieithog.
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Coedlan y Palalwyf a Heol y Gastan- Gwella'r Llwybr Troed a Mannau Croesi
 Palalwyf Avenue & Castan Road - Footway & Crossing Improvements
 Graddfa/ Scale - 1:200



Cynllun Lleoliad y Safon 68
 Site Location Plan
 Graddfa/ Scale - 1:5,000

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

Allwedd/ Key:

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

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 A THRAFNDIAETH

RHONDDA CYNON TAF
 HIGHWAYS, STREETCARE AND
 TRANSPORTATION

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

Prosiect/ Project

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

37

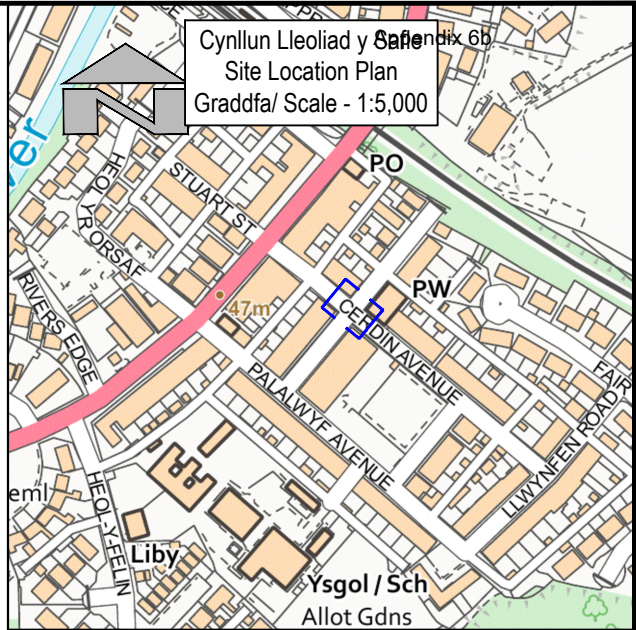
Teitl y Llund/ Dwg Title

Ymgynghoriad Anffurfiol Informal Consultation

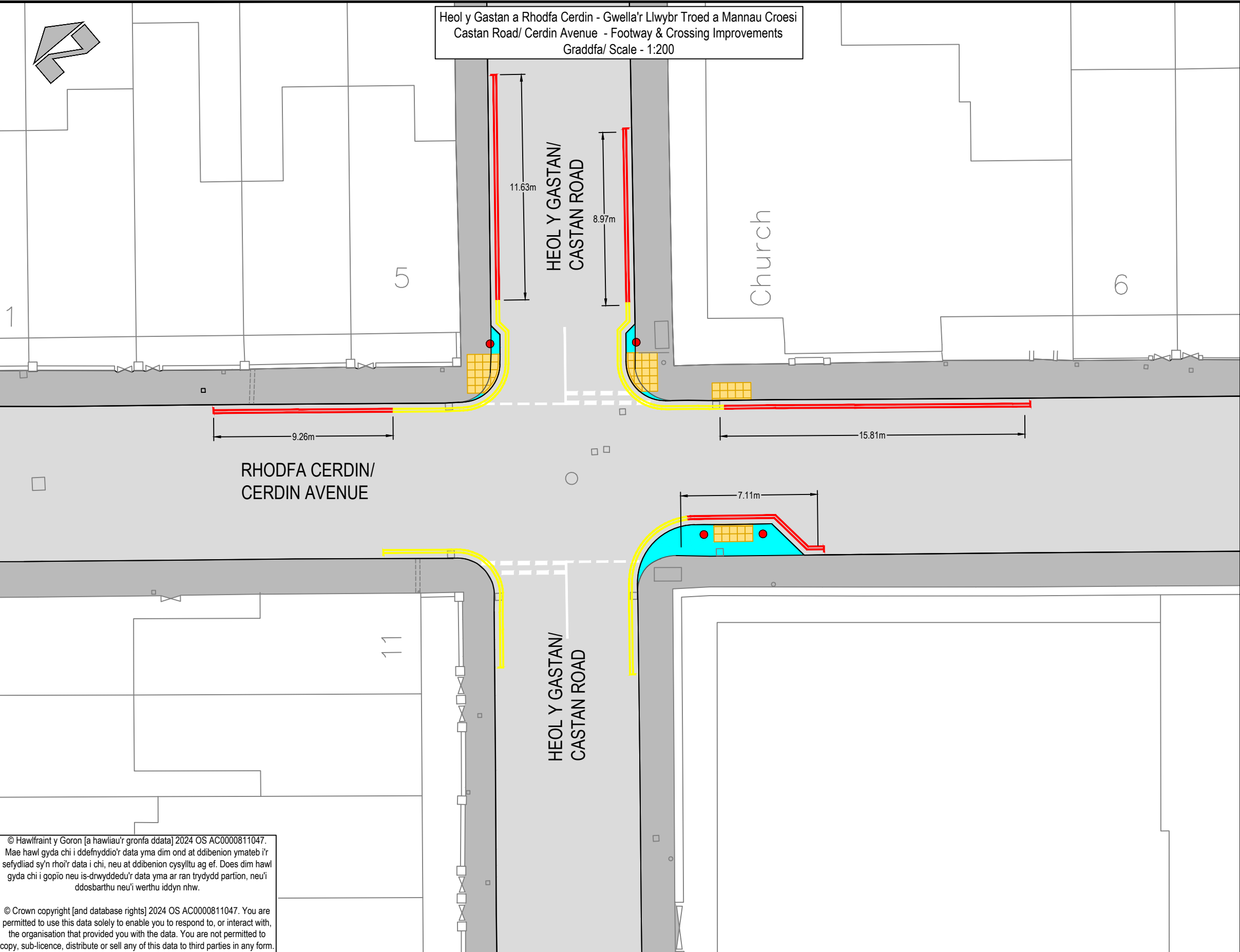
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Rhif y Prosiect/ Project No.	Graddfa/ Scale @ A3		Dyddiad/ Date	
P350	-		10/2024	
Rhif y Llund/ Dwg No.			Adolygiad/ Revision	
P350-00-75-01			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:		Cymeradwywyd gan/ Approved by:	
RJ	JS		AG	







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

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



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



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

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 A THRAFNDIAETH

RHONDDA CYNON TAF
 HIGHWAYS, STREETCARE AND
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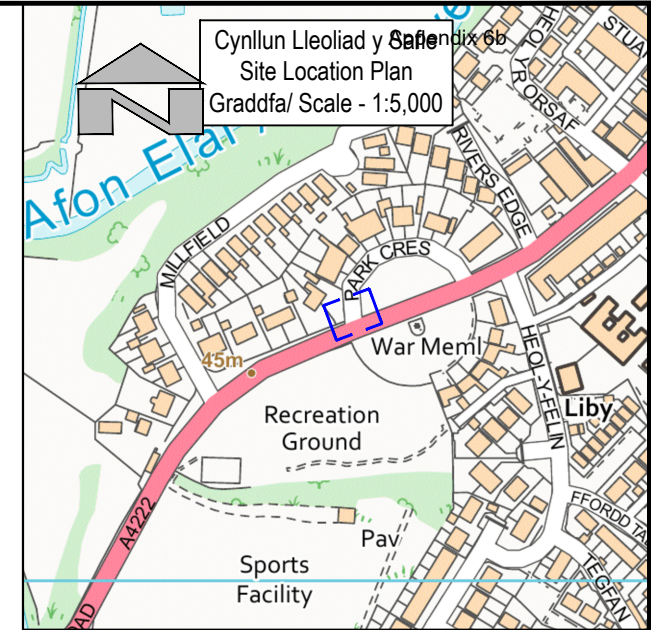
PROSIECTAU STRATEGOL/STRATEGIC PROJECTS
 Llawr 2/Floor 2, 2 Llys Cadwyn, Pontypridd, CF37 4TH
 Ffôn/Tel: 01443 425001 Ffacs/Fax: 01443 490414

Prosiect/ Project
Datblygiad Ysgol Newydd - Pont-y-clun
New School Development - Pont-y-clun

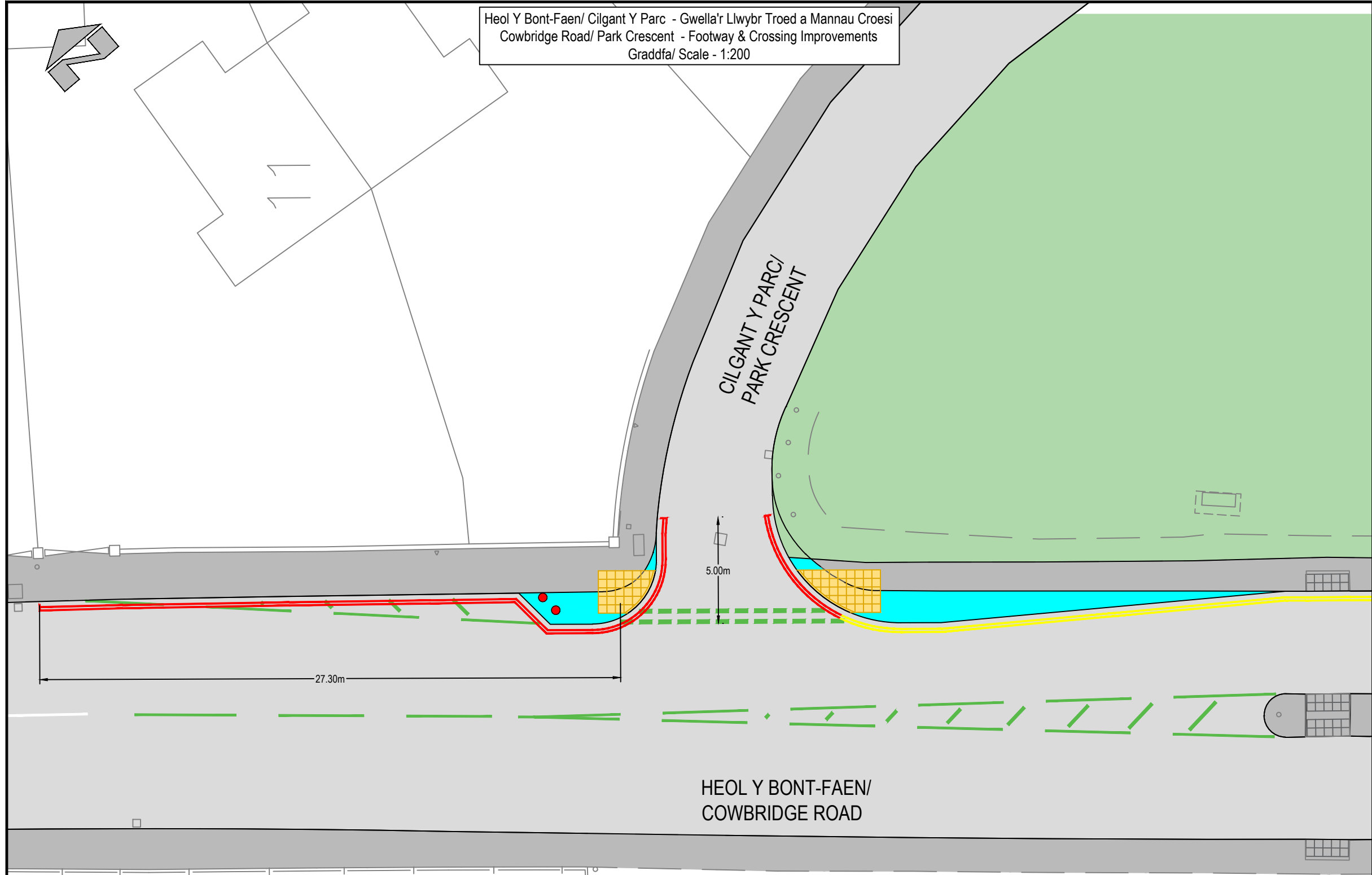
Teitl y Llund/ Dwg Title
Ymgynghoriad Anffurfiol
Informal Consultation

Manylion Adolygiad/Revision Details		Gan/By	Dyddiad/Date	Adolygiad/Revision
Rhif y Prosiect/ Project No.	Graddfa/ Scale @ A3		Dyddiad/ Date	
P350	-		10/2024	
Rhif y Llund/ Dwg No.			Adolygiad/ Revision	
P350-00-75-03			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:	Cymeradwywyd gan/ Approved by:		
RJ	JS	AG		

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



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



Allwedd/ Key:

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

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 TRANSPORTATION

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

Prosiect/ Project

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

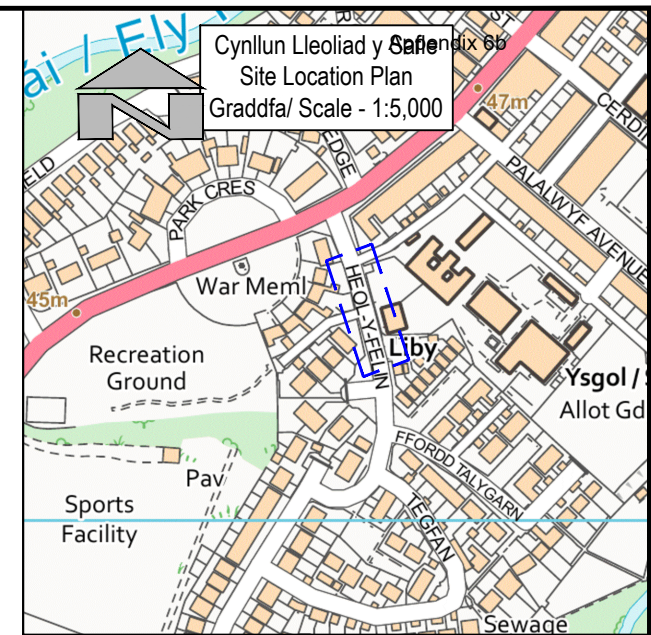
Teitl y Llund/ Dwg Title

Ymgynghoriad Anffurfiol Informal Consultation

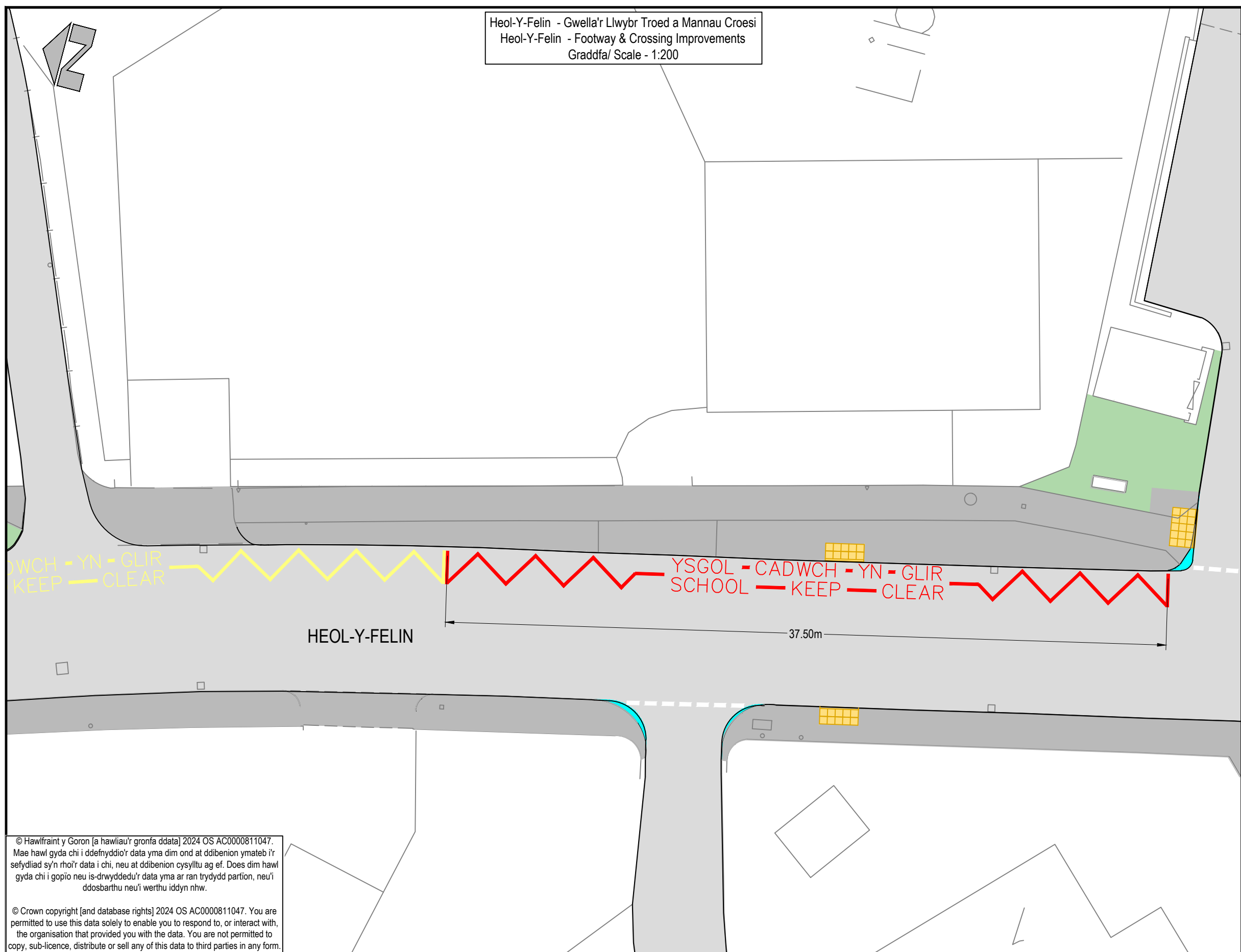
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Rhif y Prosiect/ Project No.	Graddfa/ Scale @ A3		Dyddiad/ Date	
P350	-		10/2024	
Rhif y Llund/ Dwg No.			Adolygiad/ Revision	
P350-00-75-04			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:		Cymeradwywyd gan/ Approved by:	
RJ	JS		AG	

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

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



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



Allwedd/ Key:

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

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 A THRAFNDIAETH

RHONDDA CYNON TAF
 HIGHWAYS, STREETCARE AND
 TRANSPORTATION

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

Prosiect/ Project

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

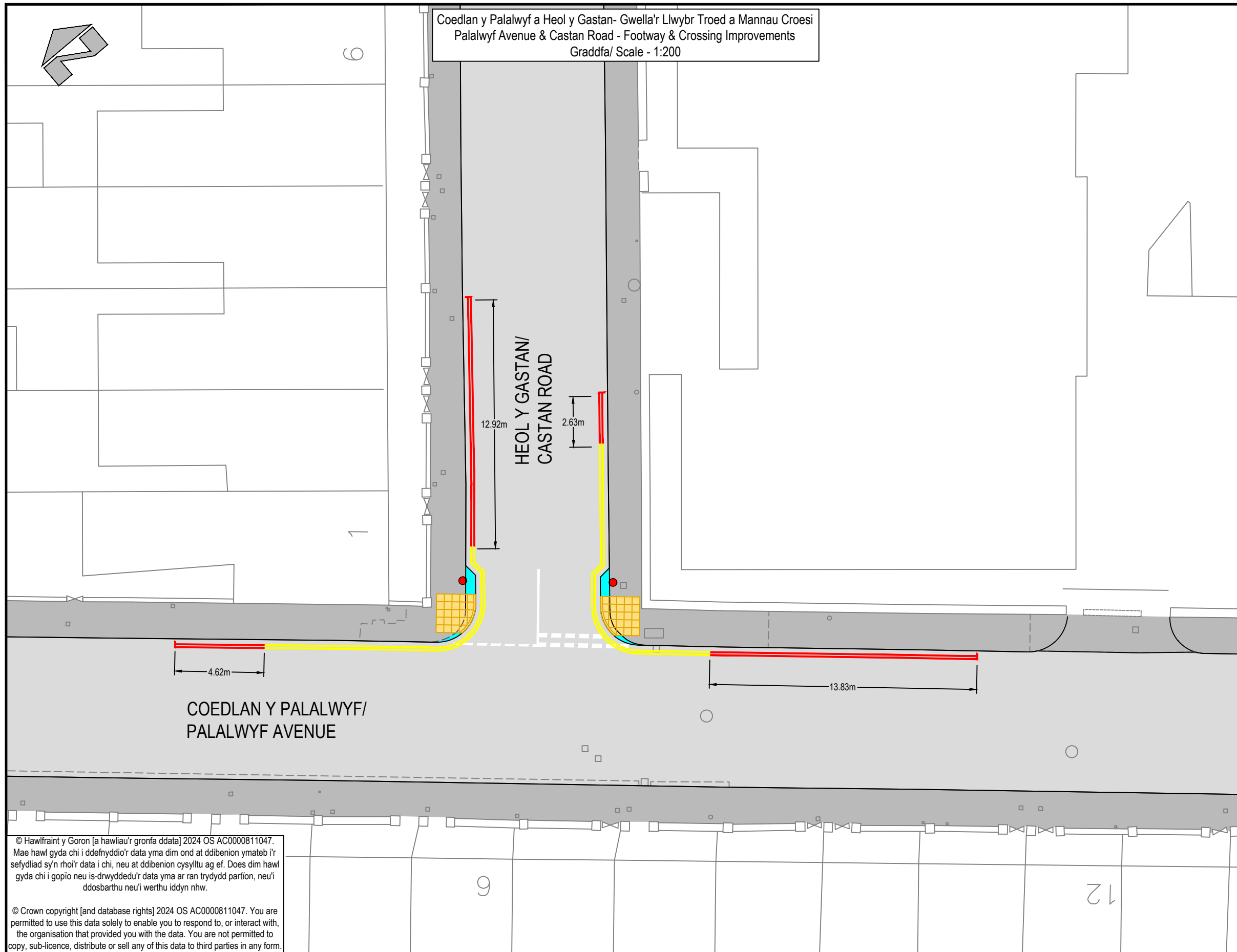
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Teitl y Llund/ Dwg Title

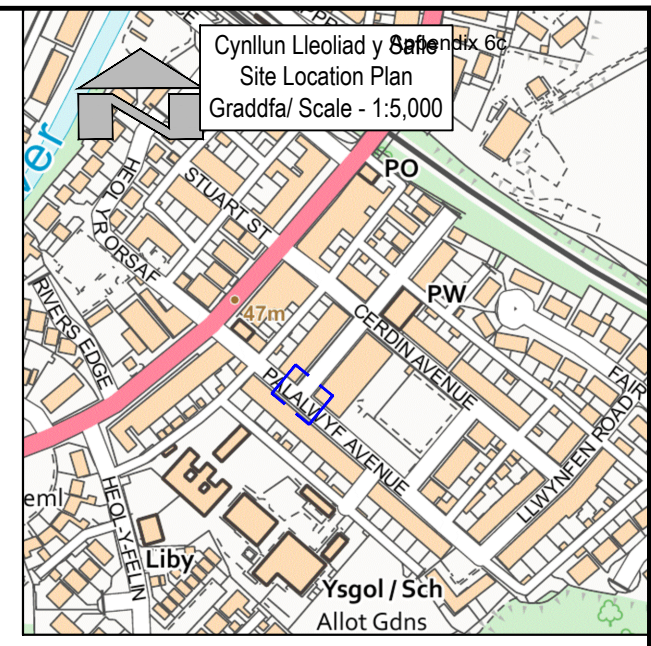
Ymgynghoriad Anffurfiol Informal Consultation

Manylion Adolygiad/Revision Details		Gan/By	Dyddiad/Date	Adolygiad/Revision
Rhif y Prosiect/ Project No.	Graddfa/ Scale @ A3		Dyddiad/ Date	
P350	-		10/2024	
Rhif y Llund/ Dwg No.			Adolygiad/ Revision	
P350-00-75-05			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:		Cymeradwywyd gan/ Approved by:	
RJ	JS		AG	

Print Date: 23/10/2024 09:09:11



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



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

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

Allwedd/ Key:

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

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 PRIFFYRDD, GOFAL Y STRYDOEDD
 A THRAFNDIAETH

RHONDDA CYNON TAF
 HIGHWAYS, STREETCARE AND
 TRANSPORTATION

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

Prosiect/ Project

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

Teitl y Llund/ Dwg Title

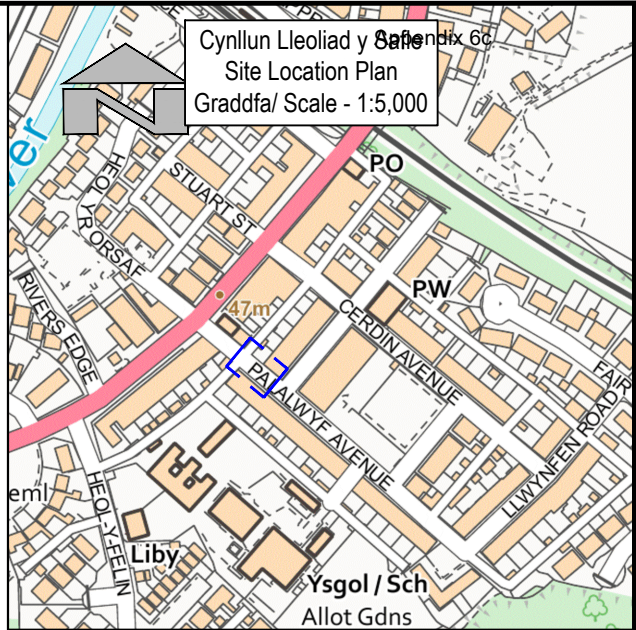
Ymgynghoriad Anffurfiol
Informal Consultation

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Manylion Adolygiad/Revision Details		Gan/By	Dyddiad/Date	Adolygiad/Revision
Rhif y Prosiect/ Project No.	Graddfa/ Scale @ A3		Dyddiad/ Date	
P350	-		10/2024	
Rhif y Llund/ Dwg No.			Adolygiad/ Revision	
P350-00-75-01			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:		Cymeradwywyd gan/ Approved by:	
RJ	JS		AG	

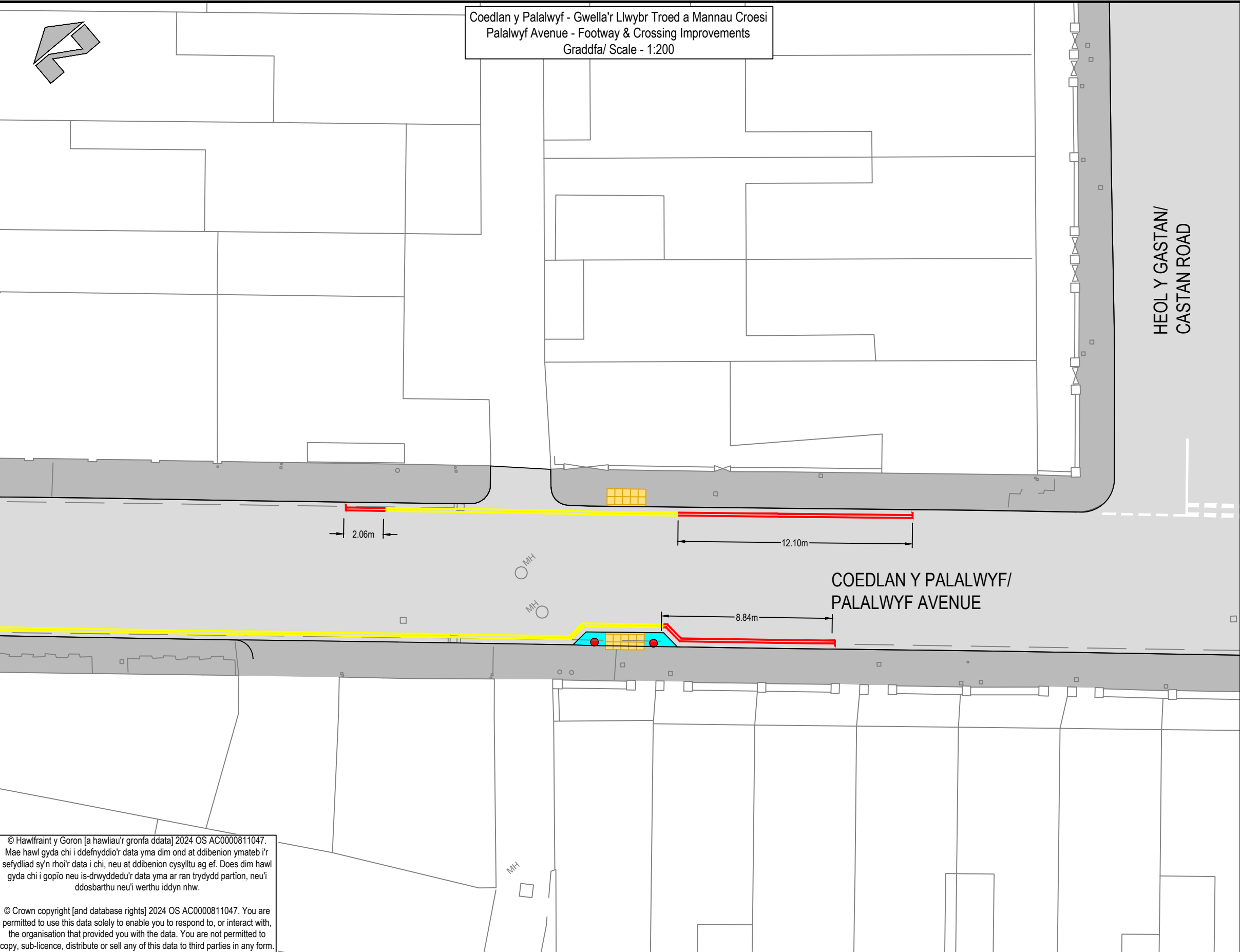
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Coedlan y Palalwyf - Gwella'r Llwybr Troed a Mannau Croesi
 Palalwyf Avenue - Footway & Crossing Improvements
 Graddfa/ Scale - 1:200



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

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



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

Prosiect/ Project

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

Teitl y Llun/ Dwg Title

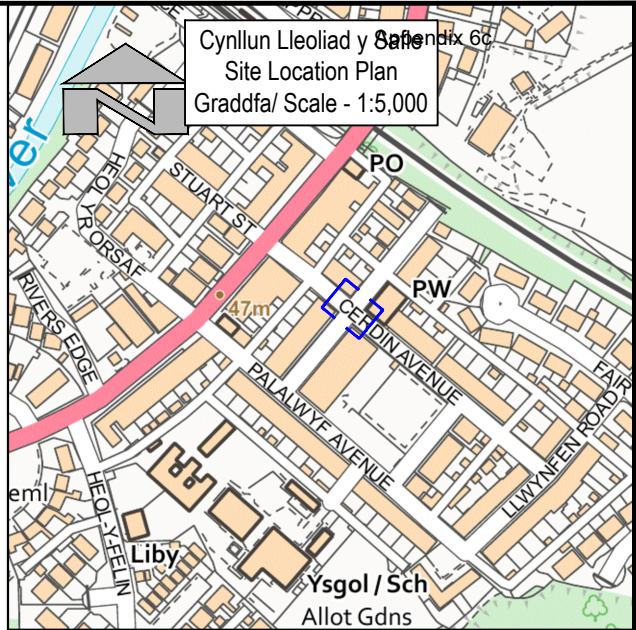
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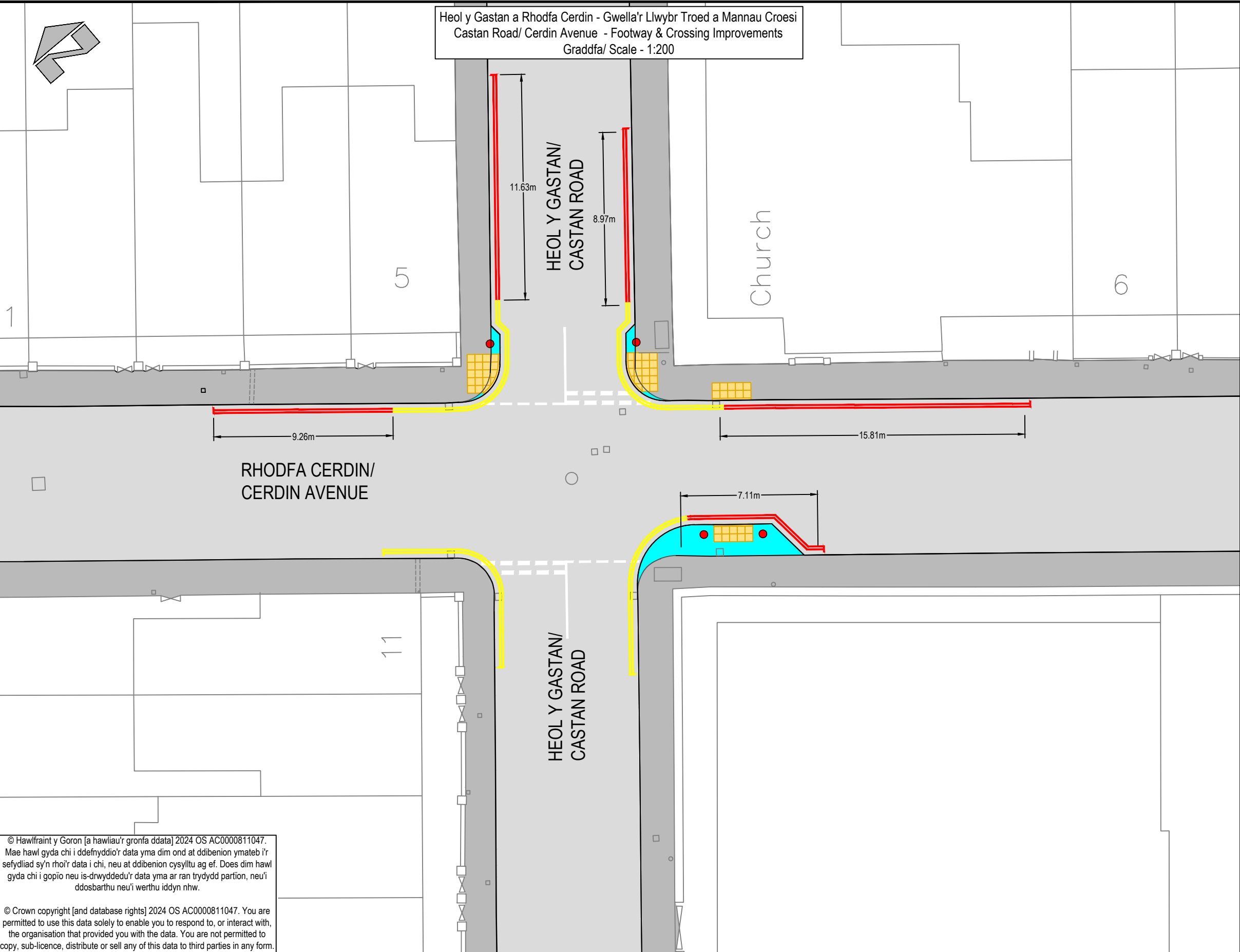
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P350	-		10/2024	
Rhif y Llun/ Dwg No.			Adolygiad/ Revision	
P350-00-75-02			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:	Cymeradwywyd gan/ Approved by:		
RJ	JS	AG		







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

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



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



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

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

Prosiect/ Project

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

Teitl y Llund/ Dwg Title

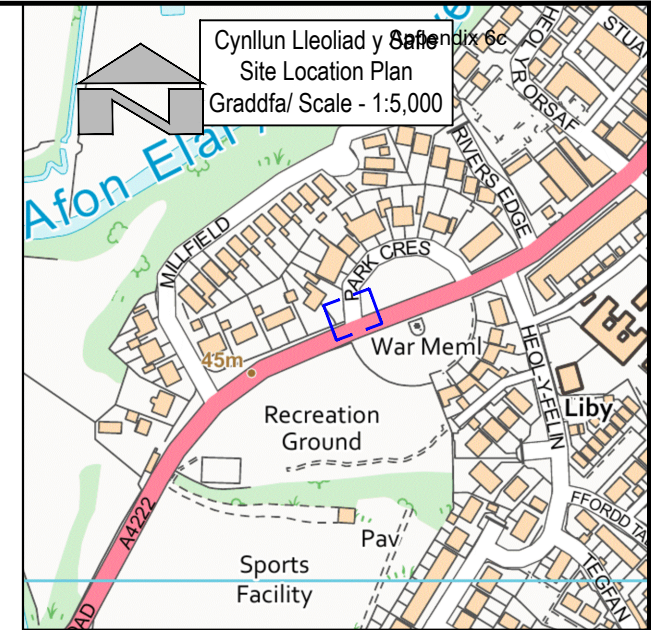
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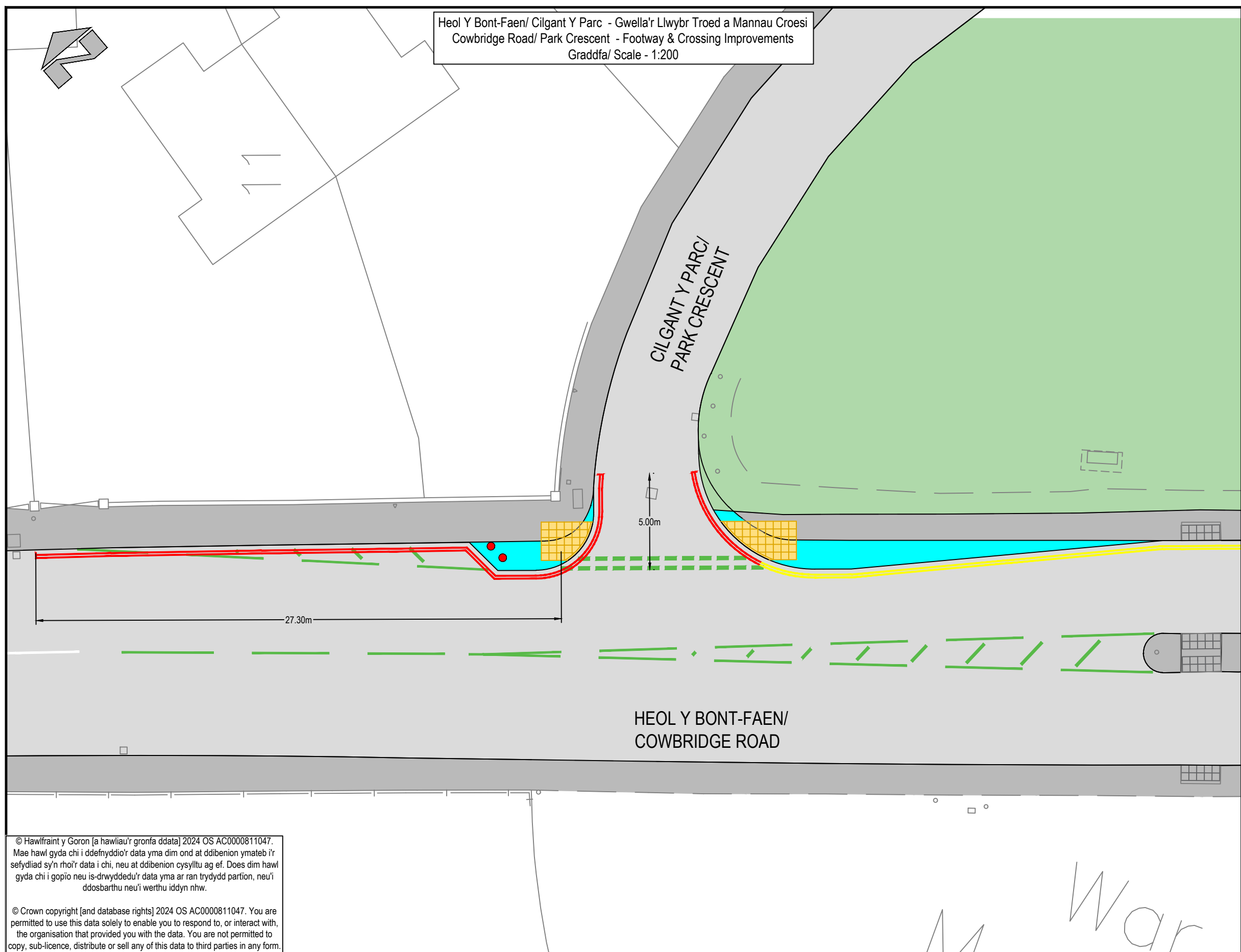
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Rhif y Llund/ Dwg No.			Adolygiad/ Revision	
P350-00-75-03			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:	Cymeradwywyd gan/ Approved by:		
RJ	JS	AG		

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

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



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



Allwedd/ Key:

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

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

Prosiect/ Project

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

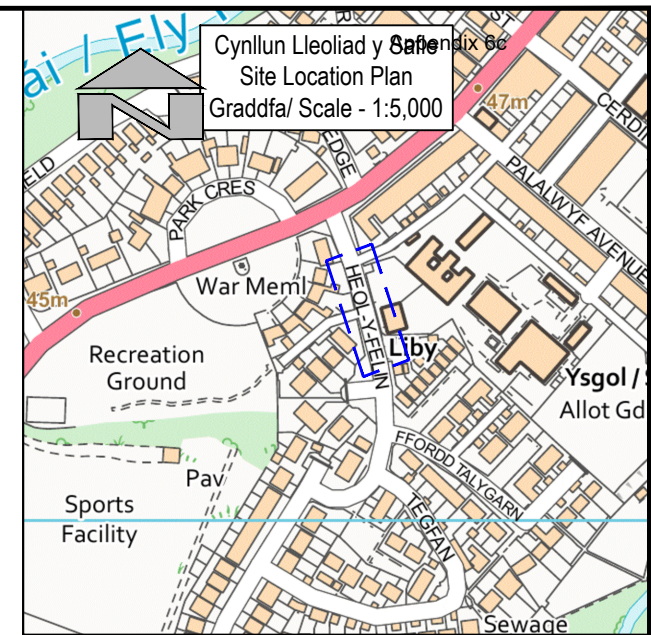
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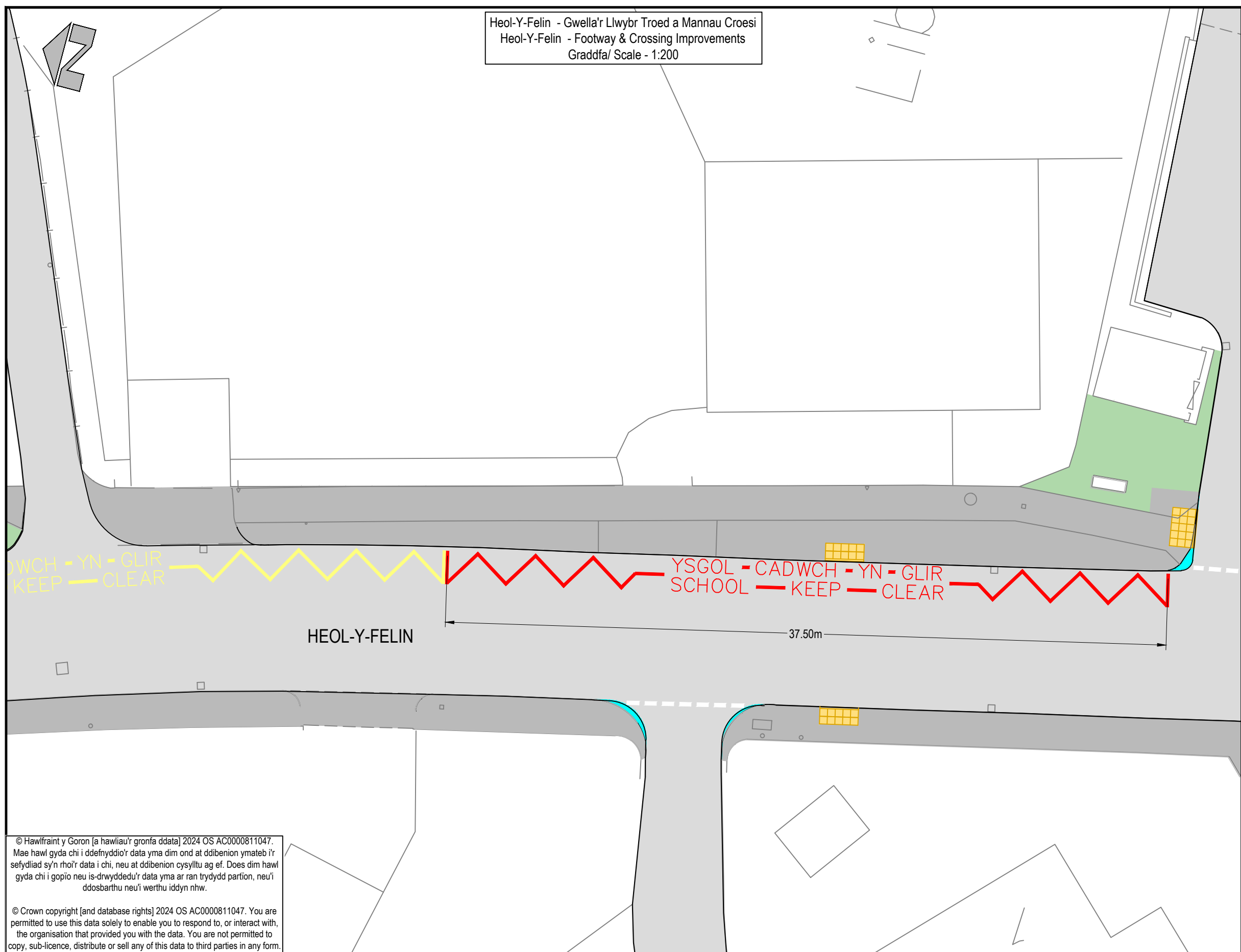
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P350-00-75-04			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:	Cymeradwywyd gan/ Approved by:		
RJ	JS	AG		

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

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



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



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

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

Prosiect/ Project

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

Teitl y Llun/ Dwg Title

Ymgynghoriad Anffurfiol
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Manylion Adolygiad/Revision Details		Gan/By	Dyddiad/Date	Adolygiad/Revision
Rhif y Prosiect/ Project No.	Graddfa/ Scale @ A3		Dyddiad/ Date	
P350	-		10/2024	
Rhif y Llun/ Dwg No.			Adolygiad/ Revision	
P350-00-75-05			P01	
Paratowyd gan/ Prepared by:	Gwiriwyd gan/ Checked by:		Cymeradwywyd gan/ Approved by:	
RJ	JS		AG	

Print Date: 23/10/2024 09:09:11

Cyngor Tref Pontyclun Town Council

Café 50 arrangements for 2025 and beyond

Members will recall that 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 has 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. A budget has been agreed for this.
 - b. We have done some advertising looking for a caterer and had discussions with a number of parties
 - c. There remain 2 firms interested in arranging the catering going forward
 - d. We have issued a document asking for their proposals and interviews are scheduled for ahead of this meeting.
 - e. The Council anticipates selecting their preferred caterer at this meeting (Confidential agenda item) after which terms to be agreed so they can start in line with RCT Closure.

Cyngor Tref PONTYCLUN Town Council

Annual Council risk review

We undertake a formal annual review of our key risks. This aims to ensure that we have procedures and plans in place to mitigate these, and Members are aware of our key risks and mitigations. These plans have been significantly enhanced by real world actions during the pandemic.

This is normally undertaken in February in readiness for our insurance renewal in April.

The Council has a number of insurances in place ([follow this link to see copies of our General Insurances, Van Insurance and Van Breakdown cover](#)) and we also mitigate the issues that might arise from risks by holding suitable earmarked and general reserves.

We also provide a copy of our Risk policy and up to date schedule detailing risk category and mitigants (shaded mitigants are either in process of implementation or planned to be shortly)

Further information about the six most significant general risks we currently have is detailed below.

1. Long term staff absence
2. Injuries caused by trees.
3. Cyber security risks
4. Weather related issues
5. Financial impact of Running of Café 50
6. RCT's budgeting process not being in sync with ours so services /charges may change, and we do not have time to plan accordingly.

Long term staff absence

- The Council would be significantly affected by long term absence of staff and/or a member of staff leaving at short notice.
- We have a number of mitigants in place and being developed. This is in addition to any additional temporary staffing that might be arranged e.g., other staff working longer hours.
 - a) Caretakers – Their tasks have been reviewed sorted into critical/non time critical and what can be done with varying resources.
 - For example. If both our caretakers were to be off at the same time, there are a few tasks which will still need doing in a timely manner. In particular
 - Summer flower watering runs (3 times a week)
 - We have a cleaning company who provide holiday cover who would be able to do this, but we will need to provide a schedule and location map – working on this in 2025-26.
 - Emptying dog bins and bins in Ivor Woods (most could be deferred for max 1 week, except in Summer when they would be full within a week)
 - We have contact details of the person who does work for Llanharry CC, and he could help (depending on other works)
 - An additional member of staff is being recruited from April who may be able to provide some cover for these tasks.
 - b) Office staff – sickness/absence/departure
 - Covid period used to streamline tasks and set up home working options.

- This means that staff members can still undertake tasks from home (depending on reason for absence). In particular
 - From April 2025 we will be able to undertake virtually all office-based tasks from home (with exception of large printing)
- Building online library/diary of tasks with instructions on how to do them so that others could do the task if required.
 - Currently this has nearly 270 tasks listed and covers everything except what is required for events.
 - Working on extending this and improving the instructions on what to do. Aim to complete this list in 2025-26.
 - Once all tasks are identified a prioritisation exercise will be undertaken to allow better time management should issues arise.
- We are also working on a library of training guides to help new staff come on board faster after recruitment and to help existing staff covering for others.

Tree damage/injury

- The Council is responsible for many trees across various pieces of land. As you would expect any ownership of trees has risks in that trees can cause damage in storms and as a result of disease.
- We have a considerable number of Ash trees affected by Ash die back. In both Ivor Woods and the Riverside Walk.
- With significant works having been done in last 2 years we anticipate that by May 2025 there will be no dangerous trees on our boundaries which are a risk to neighbours, or the public and sufficient trees will have been removed to allow: -
 - a) Public footpath in Ivor Woods to remain open.
 - b) The Bulk of the Riverside Walk to remain open
 - c) The path in Ivor woods from Hollies entrance down to the metal bridge by Football club to be opened.
- Mitigants include.
 - a) Trees are inspected regularly. Any recommendations are undertaken in a timely manner.
 - b) The caretaking staff undertake a simple visual inspection the trees at Ivor Woods each week to identify any damage that might need immediate action.
 - c) We have signs at the three entrances to Ivor Woods and the entrance to the Riverside Walk, which warn visitors to be careful of falling trees.
 - d) Parts of Ivor Woods and The Riverside Walk are currently closed to reduce risks to users.
 - e) The Environment working group has been tasked with discussing and agreeing a recommendation for managing our woods going forward. This report is awaited and may include recommendations on safety.

Cyber security risks

These risks are growing and getting potentially more impactful as we use technology more and more for our work.

The Clerk is currently working through our agreed confidential cyber security action plan to help improve the position here.

Work has progressed well and updated Policies on Information security (appendix 8c) and Internet and email use (appendix 8d) have now been prepared for approval. These use the relevant RCT policies adjusted to fit our needs.

Action – members to confirm new policies.

Weather Related risks

Whilst this risk is implicit within our operations it is clear that with changing weather patterns, we need to consider this in a far more structured way as this will impact our operations and safety of our assets.

In the last few years, we have seen:

1. Closure of a well-used footpath due to river erosion
2. Rescheduling of a Picnic in the Park due to a Summer Storm
3. Rescheduling of a Christmas tree lighting ceremony and Christmas fayre due to winter storms
4. Prolonged hot/dry spell in summer increasing watering workload.
5. Warm/Wet summer increasing workload keeping footpaths clear.
6. Christmas lighting displays impacted by wind damage.

It is likely that these impacts will increase over time, and we should also note that large parts of Pontyclun are in potential flood risk areas.

Our assets at risk are at risk, in particular: -

- Riverside walk – erosion and flooding
- Ivor Woods – flooding in the lower section
- Pontyclun Park – storm damage to equipment.
- Storm damage to trees across our land.

And our operations/events may be affected: -

- Floral arrangements will need more watering in hot/dry periods.
- Warmer/Wetter summers mean more weeds to clear along footpaths.
- Cancellation/Rescheduling of events due to bad weather
- More queries from Residents regarding dealing with weather related issues such as flooding, trees blocking roads etc.

Unfortunately, there is little we can do to mitigate weather issues happening, all we can do is have better plans in place to deal with the issues caused.

These impacts will be looked at over the next few years, with the following in place now.

- We do try to use drought tolerant plants.
- We regularly inspect Ivor Woods/Riverside Walk to spot damaged trees.

- Our events have some sort of weather contingency built in to planning.
- We can look into providing more information on our website for residents with storm issues.
- Working with RCT CBC to prepare a local emergency plan and resource pack

Financial impact of running Cafe50

RCT Learning curve have decided not to carry on their operations at Café 50 and the Council decided that they would take this back on and run the building.

Unfortunately, RCT have not provided us with complete financial data on the whole current running costs, and we only have an approximate estimate.

As we have not formally agreed a lease and schedule of costs our budget for 2025-26 is at best an estimate.

Within 2 years as we understand the cost profile better this risk will reduce to our standard budgeting risk, however till then remains a significant potential risk for which the mitigant is that we have appropriate general reserves. Obviously should these be called upon then this will impact future precepts as the reserve will need to be replenished.

Changes to RCT services and charges after our budget is set.

This risk has been included for the last few years as RCT has been publicly stating that the Council will need to make significant savings over the next few years and that all non-statutory services are being reviewed.

This could result in some RCT services stopping, reducing or increasing in price. In some cases, things that were provided free of charge may be charged for in future.

The budgetary process for RCT and ourselves is not in sync, in that we will have had to set our precept before RCT will have decided all its actions relating to next year's budget.

We would hope that as RCT is aware of our budget cycles they would approach us in a timely manner, as they did regarding stopping a £10k payment towards supporting Café 50 and with the service changes announced for Café 50. This may not always be the case as they had planned to approach all Town and Community Councils in June to ask for support with Remembrance Day costs.

There is therefore a potential that after our budget is set -

- Some of our regular RCT funding may be reduced.
- New or increased charges may be set for services.
- RCT CBC may close/significantly reduce services in the area leading to residents pressing for us to step in and support delivery instead.

RCT provides us with the following services/payments.

- 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

There is very little we can do to mitigate this. If our budgeting cycles ran in parallel, we might be able to do more and if anything arises, we may need to rely on General reserves pending being able to budget the following year.

Despite the Welsh Government increasing local government budgets RCTs budget position is likely to remain tight for a few years this will be an ongoing risk for some time.

Key risk reduction/mitigation actions planned for next 12m.

The following is a summary of the 5 key risk reduction/mitigation actions being taken in next 12m.

1. Our financial software will move from PC based to Online wef 1st April 2025
2. Preparing a detailed list of floral planter locations and watering instructions for emergency cover.
3. Prepare a further staff training guides (taking total to 8 full guides and about 10 detailed notes)
4. Upgrade antivirus security on next renewal
5. Complete the list of office tasks within “to do app”. What is left to do is all in relation to Events.

Other significant risks

Key equipment

The Council has several pieces of equipment which are used regularly, often many times a week for work.

Some pieces are quite expensive and beyond the normal approval authority of the Clerk (or Clerk/Chair) without Council approval.

A significant delay to replacing this equipment could lead to issues with our services or create need to be hired at a cost pending approval of replacement. E.g. if the Water pump or Bowser were to break in the summer then we would not be able to water our summer bedding. Approval to replace this could not wait till next meeting.

To help reduce issues that might arise the Council has pre-approval replacing these items immediately should they break down beyond economic repair by way of using the appropriate earmarked reserves.

Currently the relevant equipment is -

Tools and Machinery

Cost £200-500

- Water Bowser
- Water Pump
- Pressure Washer

Cost £500-750

- Lawn mower
- Brush Cutter x 2
- Leaf blower
- Cordless drill

- Impact Drivers
- Chainsaw

Cost £750-£1000.

- Lawnmower

Action – Council to confirm this pre-approval for a further 12m.

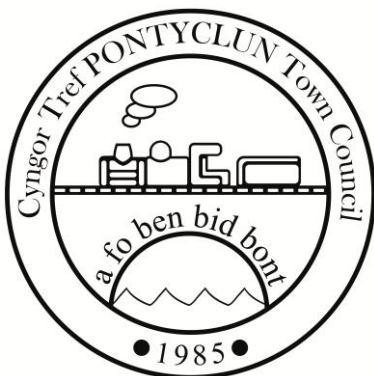
Unknown risks

One other key risk which cannot be quantified is the risk from “unknowns”. To minimise this the Clerk and Caretakers monitor trends and changes to legislation from notifications from Professional bodies: ACAS; Health and Safety executive etc.

Cyngor Tref Pontyclun Town Council

Risk Management Policy

last review Feb 2025



Risk Management Policy

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Introduction

1. Pontyclun Town Council recognises that it has a responsibility to manage risks, both internal and external, and is therefore committed to the implementation of a risk management strategy to protect the Council from avoidable losses.

Responsibilities

2. This Policy places a responsibility on all Members and Officers to have regard for risk in carrying out their duties. Its purpose is to enable the Council to manage its risks through anticipation and control.

Definition

3. The Audit Commission (2001) defined “risk” as an event or action which will adversely affect an organisation’s ability to achieve its objectives, project plans and processes and to successfully execute its strategies. Therefore “risk management” is the process by which risks are **identified, evaluated** and **controlled**.
4. It is good business practice that risk management processes should be supportive rather than restrictive, and should be embedded in the culture of the Council and embraced by all staff and Members.

Aims

5. The Council's aims with respect to risk management are as follows:
 - a. To integrate risk management into the culture of the Council.
 - b. To raise awareness of the scope of risk management including business risk, the identification of opportunities as well as threats and that the process supports innovation.
 - c. To manage risk in accordance with best practice.
 - d. To minimise losses, injury and damage and reduce the cost of risk.
 - e. To ensure appropriate actions are taken to address identified risks.
 - f. To ensure that risks are monitored and that an appropriate reporting mechanism exists to support the annual assurance statement on the effectiveness of the Councils' system of internal control.
 - g. To ensure appropriate actions are taken to identify and pursue opportunities.
6. These aims will be achieved through the Council's risk management strategy which details the roles, responsibilities and actions necessary for successful implementation.
7. The co-operation of all Members and officers is essential to ensure the Council's resources and service provision are not adversely affected by uncontrolled risk, to ensure the Council does not fail to seize opportunities which benefit the community.

Relevant Legislation

8. Pontyclun Town Council will implement its Risk Management Policy in accordance with the current legislation governing local authorities and the associated codes of practice.

Risk Management Strategy

This strategy sets out the framework on which risk management processes at Pontyclun Town Council are based. This framework ensures a consistent approach is taken across the Council and provides for an element of independent oversight by Council Officers.

Objectives

The objectives of this strategy are:

- a. To clearly identify roles and responsibilities for managing risk,
- b. To follow a structured framework for the identification, assessment and evaluation of risks,
- c. To ensure an approach is adopted across the Council which facilitates the prioritisation of risks and avoids duplication of mitigating action,
- d. To ensure risk management principles are embedded in all systems and processes to help demonstrate openness, integrity and accountability in all the Council's activities,
- e. To ensure the risk management process contributes to the development of a more robust internal control framework, providing assurance to senior officers and Members that appropriate levels of control exist, and
- f. To provide a framework for ensuring actions are proportionating to identified risks thereby efficiently and effectively using resources and maintaining a balance between risks and controls.

Definitions

Key definitions within this strategy are:

- a. **Risk:** an event or action which will adversely affect an organisations ability to achieve its objectives, projects, plans or processes and thus to successfully execute its strategies.
- b. **Risk Management:** the process by which risks are identified, evaluated and controlled, which includes the following approaches:
 - i. **Treat the Risk** - Improve the controls to reduce the probability or impact to acceptable limits
 - ii. **Transfer the Risk** - Insure against risk / outsource / design & build option for contracts
 - iii. **Tolerate the Risk** - Live with it, the risk is acceptable and additional controls would not be cost-effective
 - iv. **Terminate the Risk** - Do not pursue the course of action, the risk is unacceptable and cannot be economically mitigated to an acceptable level

Categories of Risk

The risks facing the organisation can be split into two main categories:

- a. **Strategic** - Risks which may threaten the achievement of the Council's objectives, and,
- b. **Operational** - Risks which members and staff may encounter in the daily course of their work.

These categories can also be further analysed to identify the types of risk that would be included under each as follows:

Strategic

- Political – failure to deliver key objectives or policies of other levels of Government
- Economic – The Council's ability to meet its financial commitments
- Social – the effect in changes in demographic, residential or socio-economic trends on the council's ability to deliver its objectives
- Technological - the Council's capacity to deal with technological change or its ability to use technology to meet changing demands
- Environmental - The environmental consequences of service delivery (e.g. energy efficiency, pollution, recycling, landfill needs, emissions)
- Competitive – the ability to deliver best value
- Customer – the failure to recognise the changing needs and expectations of the community

Operational

- Professional – competence of staff and members
- Financial – financial planning and control and the adequacy of insurance
- Legal – The council breaching statutes & regulations
- Physical – fire, safety, accident prevention and Health & Safety
- Contractual – contractors failing to deliver services or goods to agreed costs and specifications
- Technological – reliance on operational equipment (IT systems or equipment and machinery)
- Environmental – pollution, noise or energy efficiency of on-going service operation

Processes

The Council has adopted a four-step process to support the implementation of risk management and help maintain impetus.

	Steps	Actions
1	Identifying risk	Risks will be identified during the service delivery planning process and cross-referenced, where possible, to key tasks and to the achievement of corporate objectives.
2	Analysing risk	Risks will be assessed against likelihood and impact of the identified risks using the Council's approved evaluation criteria to give a risk score from which significant risks can be established. Risks will be entered in the risk register detailing the inherent risk score, existing controls and residual risk
3	Determining and Prioritising action	Further actions required to reduce the threat of the risk occurring or minimise its impact will be stated in the risk register. Target dates and assignment of responsibility will also be stated. Actions will be carried out.
4	Monitoring	The Clerk will keep the risk register under review and progress against actions identified will be regularly monitored. The register will be updated as actions are achieved and risk scores amended as appropriate. The identification of risks is a continual process and risks emerging throughout the year will be evaluated and, where necessary, added to the register.

Risk Management Matrix

The risk management matrix set out below categorises risks using colour ratings to focus the Council's attention in the right place. A red risk indicates an area where the Council should focus its attention, with that level of attention descending through amber, and through to green, where it is likely that no action could be justified.

Each risk is allocated a risk score based on the likelihood of the identified situation occurring and the impact that its occurrence would have on the Council.

This assessment is undertaken to assess the net risk, which is the residual level of risk after taking the existing controls into account. This score will change as new controls are implemented.

The Council will need to determine whether it wishes to treat, transfer, tolerate or terminate the risk, and the actions required, if any, to achieve that outcome.

Pontyclun Town Council - Risk Matrix

Impact	Major	4	8	12	16
	Significant	3	6	9	12
	Serious	2	4	6	8
	Minor	1	2	3	4
		Unlikely	Possible	Likely	Almost Certain
		Likelihood			

Area	Risk Item	Risk Identified	Consequence	Likelihood	Score	Classification	Mitigants in place to reduce, minimise or control risk						Appendix 6b	Comments
Staffing risks	Availability of Staff	Long term absence of any staff member would result in serious workload issues for other staff and increased costs to Council	3	4	12	High	Council members have offered to help provide some cover for outdoor tasks on a non -	Access to SLCC's locum service or contact neighbouring Councils to see if cover can be	Other staff to extend working hours to cover	Cross train Office staff to each others role and use outside contractors for caretaker role	Remote access to systems to allow staff to work from home if incapacity allows	Tasks prioritised to ensure most important are done	List of potential volunteers to be held who could help	Building To do list of tasks with instructions on what to do and when.
Operational Risks	Condition of Trees (eg Ivor Woods)	Damage caused by Falling trees and Roots causing damage to neighbouring properties and or users of Ivor Woods or Riverside walk	3	4	12	High	Public liability insurance in place.	Annual tree inspection by Tree Surgeon and recommendations carried out in accordance with the report.	Signage up in Ivor Woods warning users of danger from falling trees/branches	Weekly visual inspection of trees at Ivor Woods focussing on obvious damage	Large sections of Ivor Woods and Riverside walk closed due to Ash Dieback			Woodland management plan tio be prepared
Finance/Operational Risk	RCT CBC charges and services	Due to budget cuts RCT CBC reduces services which impact us or introduce new/increased charges after our budget is set	3	4	12	High	General reserves are held with target being 3-6 months normal spending	Matters can be budgeted for in following year so any issues are for 12m max						
Operational Risks	Cyber attack	Council has a successful cyber attack on it	3	3	9	High	Confidential							
Finance/Operational Risk	Weather damage or disruption to services/events	Increasingly adverse weather patterns could damage our assets and affect our events	2	4	8	High	Regular inspections by Caretaker, Clerk and members and corrective action taken as appropriate where we can	Weather contingency in place for events						This is a new rising risk and additional actions will need considering
Finance Risks	Financial cost of Café 50	Council has not been advised of running costs of Café 50 by RCT so may not have budgetted correctly	2	4	8	High	Budget prepared based on prior numbers	Council has a general reserve	This risk will reduce over next 2 years to normal levels of business					
Operational Risks	Training of Councillors	Councillors do not have the necessary skills and knowledge to perform their roles.	3	2	6	Medium	Council to have an annual training budget and all Councillors be required to commit themselves to appropriate training.	Ongoing training register to be maintained	OVW/RCT/NALC have online modules	Training plan for Councillors in place	OVW has a full suite of training courses			
Finance/Operational Risk	Hiring Café 50	Hirers do not secure building properly after their activity leading to damage at the premises or a user being locked in.	3	2	6	Medium	Limited Key access allowed	Register of those with access kept by Clerk. Accessholders complete an agreement form	Process for late night/ evening closure drafted	Checklist for closing off provided to groups				This is technically an RCT risk as they run the premises however we are likely to have the complaints and be left to deal with issues
Operational Risks	Accidents (Public, Staff and elected members and staff)	Public Staff and Members may be injured due to accidents or negligence. Costs of staff time, replacement, possible compensation claims etc.	3	2	6	Medium	Ensure public liability cover is in place and that the level of cover is adequate	Ensure that duty of care is uppermost when planning and/or providing a serve or activity (Risk assessments)	Annual asset inspections as part of maintenance regime and Trees by RCT tree specialist	Playgrounds have specific regime of checks - weekly visual by our staff and periodic checks by trained RCT and independent inspectors	Monthly checks of fencing /bridges at Ivor Woods	6 monthly inspection regime to identify risks - eg fence boundary & café 50		
Asset Risks	Staffing inadequacies/ inefficiencies	Staffing inadequacies leading to additional costs, services not being provided or Reputational loss and cost	4	1	4	Medium	Staff development and training with regular programme of refresher activity	Ongoing staff training log to be maintained	Encourage membership of appropriate supporting organisations (OVW and SLCC)	Provide appropriate insurance cover for negligence etc.	Budget Provision for "unforseens"	Access arranged to RCT CBC online training modules		
Staffing risks	Resilience	Staff will not be able to work in the event of disruption due to major unforeseen incidents eg Fire, Utility failure etc including at other locations, pandemics	3	1	3	Medium	Full Contingency plans to be put in place formally post Covid 19 experience	Remote computer access in place	Remote access to e-mails, Phone messages & banking in place. Diversion of post possible	Remote access possible to set up for all Office activities if required	Replace PCs with laptops going forward to increase contingency options	Liantwit Ffardre have agreed we can have space with them if required	Electronic document storage for all documents going forward from 1st April 2021	
Asset Risks	Legal Claims	Claims are made in Relation to Employment matters and from members Of the public about The condition of Council amenities Resulting in injury.	3	1	3	Medium	Council models it's as a good employer and follows all expected standards of good employment practice.	Public liability and legal expenses insurance is in place.	The Council has a range of employment policies in place (e.g. grievance and disciplinary procedures).	Weekly checks of playgrounds by staff and written records kept	Regular checks of playground by accredited RCT staff who also conduct risk assessment			
Operational Risks	Information Security	Important Council Information is lost due to damage by fire or water and or computer is Lost or damaged.	3	1	3	Medium	Data held on computer is continually backed up into One Drive	No suitable hard copy storage at present	Documents are all stored in Cloud using Microsoft One Drive	e-mails & website backed up to host servers	Separate periodic document storage on remote hard drive in case cloud storage fails			
Risks at Special events, Services and activities	Computing equipment	Failure of the Council's computer systems will cause undue strain on staff and lead to services not being provided and potential statutory or admin actions not being taken in a timely manner	3	1	3	Medium	Computer updates to be installed as they become available	Formal arrangements to be put in place for repair/maintenance	Rolling replacement regime in place	Set up using One Drive so staff can access remotely - docs; emails and website	By April 2025 all IT activity will be accessible remotely so staff could use personal IT kit to access if needed.			Full remote access available via One drive/Internet and remote access software. Staff getting Laptops too
Operational Risks	Special Events, Services & Activities including Seasonal events	Injury to volunteers And attendees. Possibility of fines for failure to meet obligations, court action etc., Compensation payments, damages etc.	3	1	3	Medium	Risk assessments prepared for all events to identify and mitigate issues	Ensure public liability cover is in place and that the level of cover is adequate	Ensure that duty of care is uppermost when planning and/or providing a service or activity					
Asset Risks	Reserves Earmarked	Lack of availability of funding to meet planned commitments.	3	1	3	Medium	Annual budgeting process to designate earmarked funding requirement.	Replacement of assets policy drafted	Full register of assets and liabilities to be maintained					
Risks at Special events, Services and activities	Christmas Decorations	Connection to Electricity supply Does not comply With appropriate standards	3	1	3	Medium	Qualified specialist electrician employed to connect lights to trees.	Regular 5 yearly testing of fixtures is done last in 2024						
Asset Risks	Financial Records	Financial Records Are lost or Damaged.	3	1	3	Medium	Financial records are audited annually and files are then held in a suitable facility in the Office.	All transaction data and the cash book are maintained on specialist Finance software which is backed up into cloud and separate hard drive storage						

Finance Risks	Insufficient funding to enable the Council to meet its objectives	Precept not submitted or inadequate. Unable to deliver or fully deliver the Council's planned services, activities and events	3	1	3	Medium	Prepare an annual budget and precept in accordance with policy	Undertake an annual review of charges	Monitor actual spend against budget	Budget includes earmarked reserve for future spending	Budget to include emergency contingency of 2-3% of annual spend	Bank reconciliation at monthly meetings with Qly oversight by councillors		
Legal Risks	Losses due to fraud, error, theft or inadequate systems of internal financial control	Precept not submitted or inadequate. Unable to deliver or fully deliver the Council's planned services, activities and events. Reputational costs, inconvenience and motivational costs, additional stress and strain	3	1	3	Medium	Ensure sound financial instructions and procedures are in place	Ensure sound systems of internal and audit check, controls and balances are in place	Ensure financial records are accurately maintained on a high priority basis	Prepare annual accounts in accordance within the latest regulatory framework	Ensure an annual independent internal audit takes place	Provide appropriate insurance cover to mitigate against losses caused by these "threats" eg. fidelity guarantee, money, theft, all Risks cover		
Legal Risks	Ultra Vires	Council acting Beyond its powers e.g. ultra vires. Possible surcharge on elected members, disqualification from office, reputational loss	3	1	3	Medium	Ensure the Council keeps up to date with all necessary legislation	Maintain membership of appropriate bodies such as One Voice Wales and SLCC						
Asset Risks	Reserves General	Inability to manage any unforeseen occurrences due to lack of cash flow.	3	1	3	Medium	Council policy to maintain a non-earmarked reserve of between 3 and 6 month's normal spending.							
Risks at Special events, Services and activities	Fire, Act(s) of God, damage, vandalism and theft, IT viruses	Loss of assets or loss of use of assets, inability to deliver services, inefficiencies and disruption or delay	2	1	2	Low	Provide appropriate insurance cover reviewed annually	Alarm systems are operated	Ensure that all data is regularly backed up and suitable external access available	Use fire-proof storage wherever possible	Undertake planned periodic condition checks and take any remedial action as soon as possible, prioritising work schedule	Ensure compliance with various health & safety requirements, including Risk assessments, safety (PAT and other tests/inspections)	Use appropriate anti-virus programmes and undertake periodic checks to ensure systems are still adequate	Full contingency plans being drawn up
Risks at Special events, Services and activities	Health and Safety Assessments	Activities of the Council are not Risk assessed and Arrangements Regularly monitored.	2	1	2	Low	Clerk has responsibility for ensuring that risk assessments are prepared and regularly monitored.							
Finance Risks	Council land	Inappropriate use of the councils land and damage by vandalism. Leads to increased costs and possible public accidents	2	1	2	Low	Signpost in place to warn of penalties for inappropriate use.	Regular inspections by the caretaker, Clerk and members and corrective action taken as appropriate.						
Legal Risks	Caretakers Equipment	Theft or damage to equipment	2	1	2	Low	Equipment to be locked away in Council's garage store when not in use.	Insurance is secured to cover losses from theft						
Legal Risks	Disability Discrimination	Council's facilities Are not compliant With the legislative Requirements.	2	1	2	Low	The Council has an equality and diversity policy and attention is given to the needs of those with a disability such as access to the village hall, provision of disabled toilets etc.							
Political / reputational risks	data Protection	Council breaches data protection legislation	2	1	2	Low	Policies in place	Staff trained						
Operational Risks	Grounds Contract (Field)	Failure of contractor to meet the requirements of the contract.	2	1	2	Low	A detailed specification to be drawn up and jointly signed with Contractor. Inspections of Council sites to be undertaken quarterly during the year as well as we as weekly checks to assess the adequacy of the performance of the Contractor and Clerk/RFO to take up matters with the Contractor as appropriate.							
Legal Risks	Non-compliance with statutes and regulations	Possibility of fines for failure to meet obligations, court action, tribunal etc	2	1	2	Low	Ensure the Council keeps up to date with all necessary legislation	Use or buy expertise if the necessary expertise is not available in-house	Undertake appropriate staff training	Maintain membership of appropriate bodies such as One Voice Wales, SLCC and ACAS seminars etc.	Keep abreast of 'good practice' guidelines issued by Welsh Assembly Government, Wales Audit Office etc.			
Operational Risks	Safety of Staff	Possibility of fines for failure to meet obligations, court action etc., Compensation payments, damages etc.	2	1	2	Low	Protective clothing for staff.	COSSH principles in place.	Risk assessments and Safe Methods of Work in place.	Height and reach adjustable chairs provided in office to meet display screen regulations	Monitor allows observation of external door	Key pad lock on office door		
Finance Risks	Salaries and wages	Salaries and wages are not paid at incorrect rates Income Tax and NI not deducted and/or not paid to HMRC	2	1	2	Low	All wages and salary levels to be determined annually and recorded in the minutes.	Internal Auditor requested to check that correct rates being paid. Basic PAYE Tools (RTI) used to process salary and wages	Tax/NI and HMRC paid by due dates	Council to monitor salary and wages payments in accordance with budget.				
Risks at Special events, Services and activities	Floral displays	Floral displays are not installed in a safe manner leading to public danger	2	1	2	Low	Displays put up by Council's staff and checked after installation							
Legal Risks	Code of Conduct	Members do not follow code of conduct leading to reputational issues for Council	2	1	2	Low	Members to be trained in the Code of Conduct.							

Asset Risks	Footpaths and Footbridge	Damage to Footbridge/Stiles/Gates caused by inappropriate Use. Wear and tear from normal use leads to danger	2	1	2	Low	Regular inspections by Caretaker, Clerk and members and corrective action taken as appropriate.							
Finance Risks	Security of moneys held by Council	Physical Loss and expense to the Council to obtain duplicate cheques. Non recording of payments. Loss due to fraud	2	1	2	Low	Ensure sound systems are in place for the recording, administration and banking of cheques	Undertake a monthly bank reconciliation	Ensure cheques /cash are banked promptly					
Finance Risks	Recovery of VAT	VAT not recovered from the HMRC	2	1	2	Low	Clerk ensures claims for reimbursement are made on at least an annual basis. In reality we usually claim quarterly	Council to monitor receipt of VAT and Internal Auditor to check claims have been made as appropriate.						
Finance Risks	Payment of Grants	Grant claims paid out inappropriately leading to insufficient funds for genuine requests	2	1	2	Low	Clerk to be responsible for processing grant claims for Council approval.	Internal auditor to review claims						
Legal Risks	Council reputation	Loss of reputation and goodwill through members not acting transparently or without due Council authorisation. Council not communicating adequately or promptly with residents	1	2	2	Low	Respecting electors rights by allowing attendance at meetings and other appropriate occasions	Proper recording of members interests and gifts etc.	Applying sound principles when dealing with representational matters, particularly in local planning and licensing issues	Use of Community Council noticeboards and webpage	Timely responses to all correspondence, consultations etc.	Good conduct and adherence to National Code of Conduct at all times		
Legal Risks	Welsh Language Act	The Council fails To comply with the Act.	1	1	1	Low	Council to adopt a Welsh Language Policy	Carole Willis, Anne and Gwyn Jackson all speak Welsh	A commercial translation Company based locally has offered to help with some free translation					
Finance Risks	Website accessibility	Council breaches website assessibility rules	1	1	1	Low	New wordpress website is compliant and current docs are too							
Political / reputational	Councillors propriety	Reputational risk due to register of interests, gifts and hospitality not being maintained correctly	1	1	1	Low	Register of Interest completed	Register of Gifts & Hospitality held	Formal review twice yearly					
Staffing risks	Cleaning contract	No cover for cleaner in the event of holidays or sickness	1	1	1	Low	Cover from local cleaning contractors in place							Cleanmate Ltd provide cover

Cyngor Tref Pontyclun Town Council

Information security policy

Last review March 2025



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Summary of policy intentions

- The purpose of this Information Security Policy is to create a framework to protect the Council's information assets, whether electronic or paper based from all threats, including internal or external, deliberate or accidental (the Policy).

It will aim to ensure that:

- Information will be protected against unauthorised access.
 - Confidentiality of information will be maintained.
 - Integrity of information will be maintained.
 - Regulatory and legislative requirements will be met.
 - Business Continuity plans will be produced, tested and regularly reviewed.
 - All breaches of information security, actual or suspected, will initially be reported to the Clerk who will investigate appropriately.
- Responsibility for Data Protection, within the context of the Data Protection Act 2018, is delegated to the Clerk.
 - All breaches of information security, actual or suspected, electronic or paper based, must be reported to the Clerk.
 - All Councillors and Staff are directly responsible for implementing and adhering to these requirements.

1. Definition of Information Security

- 1.1 Information is an asset that, like other important business assets, is essential to an organisation's business and consequently needs to be suitably protected. This is especially important in the increasingly interconnected business environment. As a result of this increasing interconnectivity, information is now exposed to a growing and wider variety of threats and vulnerabilities.
- 1.2 Information Security is the protection of information from a wide range of threats in order to ensure business continuity, minimise business risk and maximise business opportunities.
- 1.3 Information Security is achieved by implementing a suitable set of controls, including policies, processes and procedures, organisational structures and software and hardware functions.
- 1.4 These controls need to be established, implemented, monitored, reviewed and improved where necessary, to ensure that the specific security and business objectives of the Council are met.
- 1.5 This Policy intends to help minimise the risks, from whatever source, to the security of information and intends introducing appropriate levels of controls to offer adequate protection without unnecessary expense or intrusion.
- 1.6 The Council recognises information security as an enabler to service delivery and sharing of information with the Council's partners. The Council's aim is to implement effective, efficient and appropriate security controls to match the requirements of both good practice and those of its partners and demonstrate to the citizens that information held about them, and information they may require, is held and delivered in a secure manner.

2. Scope of Policy

- 2.1 This Policy applies to the use of any information facilities including hardware, software, buildings and networks provided by the Council and is applicable to all members of the Council including elected members, staff, contractors, consultants, visitors, authorised third party users and any other authorised users who access the Council information systems.
- 2.2 All information assets are corporate assets. This Policy covers all information assets, wherever they exist, which are either the Council's property or can reasonably be held to be the property of the Council.
- 2.3 This Policy also covers data held for the purpose of the Council's business on all media including paper documents and electronic files.

3. Control Framework

3.1 Every piece of information and the physical media upon which it is stored and the physical or wireless media through which it is transmitted, is classified as an information asset. This information is collected, classified, organised and stored in various forms including but not limited to:

- Applications
- Databases
- Data Files
- Operational and Support Procedures
- Archived Information
- Continuity Plans
- Computer Equipment
- Communications Equipment
- Telephony Devices
- Storage Media
- Specific Technical Equipment
- Paper Based Documentation and Files

3.2 Authorisation for use of ICT Computer Equipment:

- Staff are responsible for computer equipment under their control to ensure its proper use.
- Only software authorised by The Clerk may be installed and accessed on any Council computer system
- Only authorised staff may install or uninstall hardware, applications software, firmware, device drivers or applications programming interfaces to computer systems.

3.3 Computer Systems:

- Council computer systems and associated Council business software applications must be used primarily for the purpose of Council business unless authorised by the Clerk for limited personal use outside of working hours.
- No personal computer, personal media device or network system is to be connected to the Council's computer systems without the consent of the Clerk
- All laptops/Computers using the Council's systems must be protected by suitable antivirus protection and be password protected.
- Consideration should be given to encrypting all removable media such as USB storage devices and if confidential data is stored on these then they must be unless stored securely.
- All mobile phones, smart phones, tablets or PDAs must be protected with a strong password, and should any device be used to store personal or sensitive information it must be encrypted.
- No telecommunication channel to remote systems is to be established from any Council computer

3.4 Data:

- All staff and Councillors are responsible for information under their control and to ensure its proper use.
- Copyright of all Council data is vested in the Council. No intellectual property rights may be claimed by any authorised user over data and information produced by Council owned systems.
- Any record of personal information recorded on any data file within the Council's paper-based systems is the responsibility of the employee to ensure compliance with the Data Protection Act 2018.
- Deliberate attempts to gain unauthorised access to copy, destruct, destroy, alter, interfere or generally subvert any Council computer system, information asset or communications system is forbidden.
- Unauthorised disclosure of information is forbidden.
- All data accessed, stored, received and transmitted by an authorised user is the responsibility of that user.
- Upon termination of access and/or termination of contractual employment of that user, the data currently and previously accessed, stored, received and transmitted on or by Council owned computer systems becomes the sole property of the Council.
- The security of all paper-based data accessed, stored or transported is the responsibility of the information asset owner.
- Paper records and files containing personal or sensitive data should be handled in such a way as to restrict access only to those persons with authorisation and business reasons to access them.
- Personal and sensitive information held on paper or any other media must be protected from visitors or unauthorised staff to offices.
- Before any personal data is transported or removed from the normal office environment the consent of the information asset owner must be obtained, and the identity and authorisation of the recipient must be formally confirmed and documented.
- All data sharing with parties outside the Council must be documented and agreed.
- The creation and subsequent use of personal databases containing Council data is forbidden unless authorised by the Clerk

3.5 Creation of datasets

Data is an important Council asset, and the Council needs to ensure that all data is held in a secure and lawful environment.

Definition of datasets

A dataset is a collection of information that is used to aid in the business of the Council. These can be held in paper or electronic format. Examples of electronic format are Microsoft Access\ Excel and other database software.

Data required for the day-to-day management of Council business must only be stored in authorised datasets and must adhere to the following principles:

- It is held in legally licensed software (where applicable)
- It is held securely and is subject to appropriate back up controls

Data must **only** be extracted from registered databases for the purpose of analysis or reporting and the extracted data should adhere to the following principles whether in electronic or paper format:

- It is held in legally licensed software (where applicable).
- It is held securely and is subject to appropriate back up controls
- It doesn't compromise the integrity of an existing authorised system or undermine management's objectives for the use of that data
- It must be deleted\destroyed when no longer required

3.6 Storage:

- Computer input and output, whether printed or electronically stored, must be stored securely in accordance with the sensitivity of the information printed or stored.
- Waste computer output whether printed or electronically stored, must be disposed of with due regard to its sensitivity. All confidential printed output must be shredded or appropriately disposed of as 'confidential waste'.
- Paper documents must be stored securely in accordance with the sensitivity of the information.

4. Users' Responsibilities

4.1 General use of ICT must be controlled by policy to enable efficient business use of computer facilities within the Council.

- All authorised users of the Council are expected to use computing and telephone facilities within their environment in a responsible manner to the benefit of the Council without offence to other users, the public and any third party with whom they are communicating.
- The Clerk will set up users to allow them to access Council systems, information, applications and computer devices.
- Certain applications require additional userids and passwords, which will be issued when required.
- In all cases, any personal password(s) issued will be known only to the authorised user and must not be written down or physically or
- electronically stored by the user.

- The disclosure of passwords directly or indirectly is forbidden with the notable exception being where it is essential to disclose it to an authorised staff member to facilitate maintenance or resolve user password problems, in these circumstances, once maintenance is complete or problems have been resolved, users should change the password to retain privacy.
- Where authorised group access applies, the disclosure of passwords to anyone outside of the authorised group is forbidden.
- The use of any userid and/or password other than your own or, where applicable, that of the authorised group is forbidden.
- Users must utilise “lock computer” when leaving their workstation unattended.
- Computer systems, screensavers and background images must be one of the default ranges provided by the computer.
- Creation, modification or manufacture of an image that portrays a pornographic, sexual, violent, capable of inciting violence, terrorist or rebellious, or offensive image or text is forbidden.
- Any illegal or unlicensed use of software is forbidden.
- All Council owned computer systems are enabled with antivirus software. Attempted removal, modification or subversion of this software is forbidden.
- Staff who access sensitive or confidential information must be aware of their responsibilities under the Data Protection Act and actively seek training where necessary.

5. Reference to other policies

5.1 The following documents will be added to as further Information policies are developed as part of the on-going improvement process for information security. The following policies will together constitute a framework of policy and guidance that governs the operation of Information Security within the Council:

- This Information Security Policy
- Internet and Email Acceptable Use Policy
- Records Management and Retention Policy
- Freedom of Information & Data Protection Policies
- Social Media Policy
- Business recovery plans

6. Structure of Risk Management

6.1 The Council shall protect its information assets commensurate with their value and importance to the Council. Risks will be determined and assessed, and appropriate control measures will be put in place to minimise such risks.

7. Education, Training & Awareness of Information Security

- 7.1 All employees will be asked to read, familiarise themselves, and ensure they have understood this Policy and their role and responsibilities in complying with it.
- 7.2 Changes will be advised to staff as soon as possible after implementation
- 7.3 All users must be made aware and have access to appropriate information security guidance and where users are to work with information of a personal or sensitive nature they must receive appropriate information security awareness training.

8. Business Continuity & ICT Disaster Recovery

- 8.1 The Council will aim to provide business continuity for its critical information systems in the event of systems failure.
- 8.2.1 The purpose of a Business Continuity Plan is to reduce, to an acceptable level, the actual or potential disruption caused by disasters and/or failures of security. The role of the plan is to provide documented pre-agreed decisions and procedures for responding to incidents in order to continue business operations in relation to people, premises, ICT, information and services
- 8.2.2 The purpose of an ICT Disaster Recovery Plan is to reduce, to an acceptable level, the actual or potential disruption caused by disasters and/or failures of security. The role of the plan is to provide documented pre-agreed decisions and procedures for responding to incidents in order to continue business operations specifically in relation to ICT services.
- 8.3 The risk management process will provide a means of considering the risks to each information asset and the controls needed to reduce the risk of failure. A combination of preventative and recovery controls will be used.

9. Reporting Security Events (Breach of Controls)

- 9.1 Any employee or information user of the Council who considers this policy has not been or is not being followed by any user in respect of computer, email, paper documents or internet usage, the results of which could be damaging to other staff, service users, or the Council, or illegal in any way, must raise the matter with the Clerk or Chairman of the Council.

All security events must be reported to the Clerk (or Chair) as soon as they become apparent. Security events can be any instance of security breach, threat, weakness or malfunction, which may impact on the security of the Council's information assets.

- 9.2 All staff or agents of the Council will be encouraged to report any security event, actual or potential, without fear of recrimination. Every effort will be made to learn lessons from security events in order that preventative controls may be put in place for the future.
- 9.3 Where an employee or computer or information user of the Council inadvertently makes a genuine mistake or the unexpected occurs it should be reported.

10. Consequences of Breach to Policy

10.1 Any breach of this and related policies may warrant further investigation that may lead to an investigation, the Council's disciplinary procedures being invoked and in certain circumstances, may necessitate the involvement of the Information Commissioner's Office and/or the Police.

10.2 To help facilitate any such investigation, the Information Commissioner's Office and/or the Council reserves the right to monitor, access and review any individual's use of Council computer equipment, information systems and facilities covered by this policy without the additional consent required from any employee.

In some circumstances equipment including personal storage media may be seized by ICT Services for forensic analysis.

11. Compliance with Legislation

11.1 The Council, its employees and agents must comply with all legislation that is pertinent to the security of its ICT facilities. This legislation includes the following and any statutory modifications or amendments:

- Civil Contingencies Act (2004)
- Freedom of Information Act (2000)
- Regulation of Investigatory Powers Act (2000)
- Electronic Communications Act (2000)
- Data Protection Act (2018)
- General Data Protection Regulation (2016)
- Computer Misuse Act (1990)
- Malicious Communications Act (1988)
- Copyright, Designs and Patents Act (1988)
- Telecommunications Act (1984)
- Theft Act (1968)
- Obscene Publications Act (1964)
- Criminal Justice Act (1987, 1991 and 2003)
- Race Relations Act (1965)
- Contract Law (a range of UK and EU legislation)
- UK and EU Human Rights Legislation

Cyngor Tref Pontyclun Town Council

Internet and email acceptable use policy

Last review March 2025

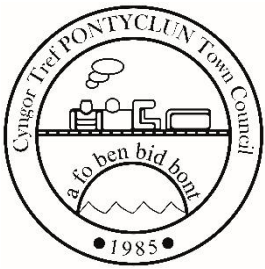


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1. Introduction

This policy applies to the use of Internet and/or Email access provided by the Council and is applicable to all Council users, staff, Councillors and any other authorised users who access the Councils systems.

2. Purpose of Internet & Email Acceptable Use Policy

- 2.1 The Council considers the Internet to be a valuable asset that, if used correctly, can help Council users do their job more effectively. Therefore, it is Council policy to promote its proper and efficient use.
- 2.2 Conditions of use (including legal and regulatory matters) are detailed later in this policy but the overall purpose of these conditions is to:
 - protect the Council and its users from legal action, either civil or criminal.
 - protect the Council and its partners from embarrassment and public allegation.
 - promote efficient and safe use of the Council's Internet and Email facilities; and
 - avoid disputes between users, the Council and members of the public.

3. Scope of Policy

- 3.1 This policy defines what the Council considers as acceptable use of its Internet and Email facilities and sets out rules and guidelines for the access and use of these facilities.
- 3.2 The policy does not include guidance on the acceptable use of social media such as blogs, message boards, social networking as this is covered under separate social media policy
- 3.3 It applies whenever users are logged on access provided by the Council and whether they are accessing the system directly via the Council's network, using a home connection, an Internet café, an external Web-based Email system, a mobile phone, or any other method used where a user logs on under their User ID.
- 3.4 All communications sent, received or created within Council systems, together with any information stored on Council systems, are the property of the Council and as such cannot be considered as private and may be checked in accordance with the law.
- 3.5 All users must agree to read, understand and comply with the terms and conditions of this policy.

4. Conditions of Internet & Email Use

- 4.1 Users should primarily use the Council's Internet and Email facilities for business, team building and career development activities.
- 4.2 Users are responsible for their individual accounts and as such they should take all reasonable precautions to prevent others from being able to use their account.
- 4.3 Personal passwords must not be written down, nor physically or electronically stored by the user. Passwords which are for "Council group use" may be recorded including using a professional

password storage service such as Google or Norton

- 4.4 Users must not use anyone else's personal password and must not directly / indirectly divulge their passwords or those of any groups that they belong to.
- 4.5 Do not send system account information by email, unless authorised by the Clerk; this includes user accounts, passwords, internal network configurations, addresses or system names.
- 4.6 Users must not manually or automatically forward Council work related emails to their own personal/home email account. Council emails can be forwarded internally (i.e. to other @pontyclun-cc.gov.wales or other authorised Council accounts)
- 4.7 Systems can be accessed at home for legitimate business needs.
- 4.8 Should any user require secure e-mail send/receive facilities for external communications, for sensitive information sharing please contact the Clerk for support.
- 4.9 Users must check their Emails frequently; any that need to be kept should be saved in a relevant folder or on a shared drive, while those that are no longer required should be deleted.
- 4.10 The following cloud storage facilities are authorised for use: -
 Microsoft 365
 Facilities provided by the Council's anti-virus provider
 Google for photographs
 Any cloud storage provided as part of an approved system (e.g. Rialtas)
- 4.11 When downloading electronic files, users must follow the computer virus protection procedures as set on your Council computer.
- 4.12 If you suspect you have been the victim of a computer virus or become aware of the presence of a computer virus - this includes any verbal communication you may have received from an external body - you should not under any circumstance send or forward any further emails or access any systems. Speak to the Clerk in such circumstances.
- 4.13 If you are informed of the presence of a virus, do not make colleagues aware by any electronic means, as by doing so you may inadvertently spread the virus. Speak to the Clerk immediately in such circumstances.
- 4.14 If users mistakenly access inappropriate information, they must immediately advise the Clerk. This will protect them against any claim that they have intentionally violated this policy. Elected members must also report the incident to the Clerk.
- 4.15 Users must promptly disclose to the Clerk any messages or images they receive that are inappropriate or make them feel uncomfortable.
- 4.16 Users may not use the Internet & Email at any time for:
- Political lobbying, i.e. the process of making a concerted effort designed to achieve a political result that is against Council policy or goals. This could then in turn be harmful or cause an issue for the Council.
 - Engaging in any illegal activity.
 - Accessing material that is profane or obscene (pornography), that incites illegal acts, violence or discrimination towards other people (hate literature).

- Accessing web sites, blogs or chat rooms that are offensive, unsuitable or inappropriate to the workplace
- Online gambling.
- Engaging in inappropriate language, designated as: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful. This applies to any public or private messages, images, audio and to any material posted on web pages.
- Posting information/material that could cause damage or a danger of disruption to Council business.
- Engaging in personal attacks, including prejudicial or discriminatory against other people.
- Attempting to gain unauthorised access to the Internet or go beyond their authorised access. This includes attempting to log in through another person's account or accessing another person's files. Sending Emails purporting to come from some other person, whether or not that person is an employee or elected Member of the Council.
- Making deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Harassing another person.
- Knowingly or recklessly posting false or defamatory information about a person or organisation.
- Posting, forwarding or replying to chain letters or engaging in "spamming". (Spamming is the word used to describe the sending of annoying or unnecessary messages to a large number of people).
- Officers will not 'speak for the Council' (disclose information, publish information, make commitments or engage in activities on behalf of the Council), unless authorised to do so.
- In order to maintain system resources, users must not download large files unless absolutely necessary. If it is necessary, they should download the file at a time when the system is not being heavily used and immediately remove the file from the email system on finishing with it.
- The downloading of business applications, operating system upgrades and other programme files must be authorised by the Clerk

4.17 Reasonable personal use is acceptable provided it:

- is undertaken in a user's own personal time
- does not interfere with the performance of your official duties.
- does not take priority over your work responsibilities.
- does not incur expenses on the Council
- does not have a negative impact on the Council in any way, nor damage its reputation.

Users should note that this is a privilege and not a right, which can be removed at any time.

4.18 Subject to this policy personal use could include but is not solely restricted to areas such as Online Banking, Shopping, Entertainment, Leisure Activities or bookings, Personal Research and Web Based Email services e.g. MSN and Hotmail. All such use is carried out at users' own risk and the Council does not accept responsibility or liability for loss caused as a result of use of the Internet.

The conditions of use set out in the Section: 4.16 apply equally to the personal use of the Council's Internet and Email facilities.

- 4.19 Users are reminded that all Internet and Email activity can be monitored and traceable at all times including for personal use.

5. Monitoring and Enforcement

- 5.1 All communications and stored information sent, received, created or contained within the Council's systems are the property of the Council and accordingly should not be considered as private and may be checked in accordance with the law. The Council reserves the right to bypass any security setting that a user may make, in order to protect the Council's interest.
- 5.2 The Council reserves the right to examine any personal files stored on the Council's systems, this includes the contents of any files, Email or other electronic communications sent to the user. Council systems are primarily for the storage of work-related material.
- 5.3 The Council may undertake Internet & Email monitoring periodically and without notice for the following purposes without the additional consent of any users:
- To help maintain compliance with regulatory or self-regulatory practices.
 - To provide usage statistics and reports to assist with day-to-day management.
 - To establish facts and protect the interests of the Council and its users.
 - To prevent unauthorised use of the Council's ICT systems.
 - To prevent inappropriate/offensive media from entering the workplace.
 - To assist with any investigation whether internal or by externally authorised investigating authorities (e.g. Police, Internal or External Audit).
 - To comply with the Council's access to information obligations under the General Data Protection Regulation 2016, Data Protection Act 2018 and the Freedom of Information Act 2000 or any statutory modification under such acts.
- 5.4 The Council reserves the right to make and keep copies of all information, including, but not limited to emails and data documenting the use of the Internet and Email systems for the purposes set out above.
- 5.5 The Council reserves the right to place restrictions on the use of the Internet and Email accounts at any time.

6. Consequences of Breach to Policy

- 7.1 Any breach of this and related policies may warrant further investigation that may lead to the Council's disciplinary procedures being invoked and in certain circumstances, may necessitate the involvement of the Police.
- 7.2 The Council will co-operate fully with any Audit or Police investigation. If the investigation demonstrates that material that is accessed is offensive, e.g. pornographic, advocate's illegal acts, violence or discrimination to other people, this will be considered gross misconduct and appropriate disciplinary procedures will be followed, possibly resulting in dismissal.

7. Reporting Security Events (Breach of Controls)

- 7.1 Any employee or computer user of the Council who considers that this policy has not been or is not being followed by any user in respect of Email or Internet usage, the results of which could be damaging to other staff, users, the Council, or illegal in any way, are encouraged to raise the matter with the Clerk or Chair.
- 7.2 If any potential breach of these rules comes to the attention of the Council it will investigate further and disciplinary action in accordance with the Council's disciplinary procedures will be taken where it is appropriate.
- 7.3 All users or agents of the Council will be encouraged to report any security event, actual or potential, without fear of recrimination. Every effort will be made to learn lessons from security events in order that preventative controls may be put in place for the future.
- 7.4 Where an employee or computer user of the Council inadvertently makes a genuine mistake or the unexpected occurs it should be reported for further guidance

8. Compliance with Legislation and Regulation

- 8.1 Users should note that an Email has the same significance and legal implications as a signed letter. Furthermore, users should never send 'off the record' Emails – nothing is 'off the record' where the law requires disclosure of information.
- 8.2 Messages sent via the Email system can give rise to legal action against the Council. Claims of defamation, breach of confidentiality or contract could arise from the misuse of the system.
- 8.3 Emails may have to be disclosed in litigation or in investigations by other councils or organisations. Users are also reminded that messages can be disclosed in any legal action commenced against the Council relevant to the issues set out in the Email.
- 8.4 It is recommended that users do not transmit / receive graphical images or scanned signatures either as an attachment or embedded as a signature to emails. These graphical files could easily be copied and applied fraudulently to other documents e.g. faxes or electronic letterheads.
- 8.5 Users will respect the rights of copyright owners. Copyright infringement occurs when items protected by copyright are inappropriately reproduced. Where items contain conditions regarding their use, these should be followed. Users should request permission from the copyright owner if they are unsure as to whether or not such items can be used.
- 8.6 Users should be aware of UK and international laws that govern the use of emails. These include any statutory modifications or amendments but are not limited to:
- Copyright
 - Libel and Defamation
 - Public Records Acts 1958 and 1967
 - Data Protection Act 2018
 - General Data Protection Regulation 2016
 - Human Rights Act 1998
 - Freedom of Information Act 2000
 - Regulation of Investigatory Powers Act 2000
 - Electronic Commerce (EC Directive) Regulations 2002

9. General Email Responsibilities

9.1 Email Housekeeping

- Good practice is that you should save the Email in the relevant folder on the email system. This brings together all documents relevant to a theme or activity and will make it easier for you or your colleagues to search for work-related Emails and related documents.
- Add to or amend the original subject line if this helps with filing. Delete all Emails that do not need to be saved as soon as possible.
- The Council has set a limit on the size of mailboxes, which include Inbox, Sent Items and Deleted Items, and once the limit is reached a user will not be able to send or receive Emails. It is the responsibility of each individual to manage his / her mailbox. Users should regularly carry out 'housekeeping' of their mailbox.
- Read and delete Emails regularly. Keep your 'Inbox', and 'Sent' folder contents to a minimum. Regularly delete 'Deleted items' and associated sub-folders.
- Create folders for email categories, people, services, sections etc.
- When sending commercially confidential information to external bodies, you must ensure that it is appropriately secured by way of Password encryption.

9.2 Email Etiquette

- When creating, writing and responding to email messages, users must be polite and use appropriate language as they would with any other form of communication such as, telephone or letter.
- If you receive an email and you are not the intended recipient, you should contact the sender to make them aware of the error. You must also:
 - permanently delete the email from your mailbox,
 - if applicable, delete any attachments and saved copies,
 - confirm completion of the above actions via email to the original sender.
- Use the "Out of Office Assistant" if you know you will not be able to access your Email system for a period of time. Good practice is to explain when you will be returning to work and whom the person can contact in your absence to deal with queries. Remember the Out of Office Assistant can be read by external organisations, so ensure your message is professional in its content.
- Do not send non-work-related Emails to large numbers of people who have not agreed to receive them, even if the contents may appear to be of interest. This is sometimes known as spam, bulk, chain or junk mail.
- The Council's email provider has central systems to block unwanted or spam Email. These automated systems provide a high level of protection; however, these systems are not 100% fail safe and it may be possible for spam mail to be received. Under this circumstance it is the responsibility of users that receive them to deal with them. Place the email into the SPAM folder and then delete.
- If you believe that someone has attempted to "pfish" you then report this to the Clerk for

further guidance. The email should also be forwarded to report@pfishing.gov.uk

10. Password guidance

- 10.1 The Council wishes to ensure that access to its systems is protected and to this end we have prepared guidance regarding the use of passwords.
- 10.2 Passwords shall be used to access all IT systems. You may have a personal password or one to be used by the Council as a group. These must not be shared with others or outside the group.
- 10.3 Group passwords can be stored within a professional password manager approved by the Council – currently Google and the Council’s anti-virus software provider.
- 10.4 Passwords should follow these guidelines.
- They must meet any minimum requirements for a “strong” password set by the IT system being accessed.
 - We recommend using 3 random words as the password with a mix of upper- and lower-case letters. E.g. BatmanyFly
 - The replacement of letters by symbols/numbers and or addition of symbols/numbers is recommended e.g. B@tmanyF!y63
 - Ideally the total length of the password should be at least 12 characters.
 - Passwords should not be reused.
 - Where the IT system requires regular changes, this must be done.
 - The Council will enforce regular password changes for its key IT systems.
- 10.5 Where a system uses some version of a 2-factor authentication then passwords may be less stringent than described above.

For example –

- Where access is by way of a password and then a random selection of letters from another word/phrase
- Where access is only allowed after confirmation by email or text

11. Computing hardware

11.1 The Council will provide users with appropriate hardware for their roles

11.2 This will include (but is not limited to)

- Computers
- Laptops
- Mobile phones

11.3 The Councils computer equipment must be protected at all times. This includes

- Access protected by password
- Equipment having Anti-virus software installed
- Whenever possible the kit should be locked away and not be left unattended in public spaces.

11.3 Users should use the Council’s provided equipment whenever possible. Use of personal equipment to access Council systems such as emails is allowed where there is a business need however any IT kit used should have the same levels of security as the Council’s i.e. it should be password protected, have anti-virus software installed and not be left unattended in public spaces.

Cyngor Tref Pontyclun Town Council

Closure of Lloyds bank, Pontyclun.

Lloyd's bank has recently announced the closure of their local branch. This will take effect in May 2025.

Lloyds has been in Pontyclun since 1914 (apart from a period during WW1) in at least three locations, No2, twenty-four and its current location all on Cowbridge Rd.

This will leave Pontyclun without a Bank, though we still have.

- 2 x ATM
- Post Office
- Credit Union

Mick Antoniow MS and our Chair have been advised by Lloyds (and it is also on their website) that there will be a Community banker based here going forwards.

We do not have any details yet and Clerk has contacted Lloyds offering to help source space for them – both the Library and Community/Centre/Cafe50 have spaces which are likely to be suitable.

There is an option to ask for a review to see if a banking HUB could be created. These are focussed in areas where cash access is limited and with our above facilities still in place this may be hard to demonstrate.

Councillors may wish to consider additional actions to try and keep the branch open.

Action – Council to consider any additional actions they may wish to take regarding trying to retain banking services.

The Council's banking services.

The Council currently banks with Lloyd's bank. We have kept the account with them to help the branch with a case for remaining open, however with the branch now closing we should review due to poor service received.

Many other local Community Councils (and other similar organisations) bank with Unity Trust bank

They advise that "as an award-winning ethical bank, our savings deposits and lending help organisations to grow and make a positive difference to their communities. We work with organisations that deliver social impact, so if you strive to create a better society, bank with us."

Unity Trust is a bank that our Auditor has experience with and has previously suggested as a suitable alternative to Lloyds.

To compare banks here are some key details.

- Rates and charges correct as at 30 Jan 2025
- We have about 50- 60 transactions a month virtually all are electronic.
- Our savings balances are £70-150k depending on where we are in our four monthly precept cycle.

Action	Unity	HSBC	Barclays	Nat West	Lloyds
Monthly charge	£6	£8	£8.50	Nil	£8.50
Electronic items	15p	Free	Free	35p	In free, out 100 free then 20p
Cheques in	30p (via freepost or Nat West Counter)	50p (via app)	60p (via app)	70p (via app)	Free via app
Cheques out	15p	£1	60p	70p	85p
Free period	No	12 months	12 months	24 months	Nil (as we are there)
ATM card	No	Yes	Yes	Yes	Yes
Instant access savings	2.52%	1.68%	1.4%	1.25%	1%
Likely charges	£13-15 pm	£8 pm	£8.50pm	£15-18	£8.50
Interest earned (assuming £100k average)	2520	1680	1400	1250	1000

On a purely financial basis Unity Trust would offer the best overall package due to interest earned.

The only issues with them are:-

1. Lack of a debit card. We could get round this issue if the Council agreed to increase our Barclaycard limits (and of course Barclays agreed)
2. Cheques in need to go via post. We currently only get around 5-6 cheques in a year and could try and insist on electronic payments

Action – Council to consider banking arrangements.

Cyngor Tref Pontyclun Town Council

PTC annual plan 2025-26

Based on the Council's budget decisions and other actions agreed at recent Council meetings the Clerk has prepared a plan for 2025-26

This is provided in appendix 9a and will be included in our annual report.

Action – Council to confirm plan for 2025-25

Cyngor Tref Pontyclun Town Council

Annual Plan

Standard Objective	This year's actions	Comments
Community Events		
The Council will run four large Community events	<ul style="list-style-type: none"> • Spring– VE80 • Spring - Picnic in the Park • Summer – Food and Drink festival • Christmas – Christmas Festival 	<p>Picnic in the park will host our Pontyclun 175 commemorations</p> <p>Christmas festival will include a Light switch on ceremony; Christmas fayre, Community group Christmas tree competition and Shop fronts competition</p>
The Council will support other local organisations who arrange community events in the area	<ul style="list-style-type: none"> • Grant for PRFC to hold Fireworks night • Support 3 Remembrance Day parades in Community • Support Urban Market Easter fair 	Also Promotion on Council Social Media, Noticeboards and Website as appropriate
The Council will deliver appropriate commemorations for Pontyclun's 175 th anniversary (for 2025 only)	<ul style="list-style-type: none"> • Picnic in the park will be themed around commemorations • Three additional names will be added to War Memorial • 5 History signs will be installed across the Community 	
Improving services		
The Council will deliver at least one larger scale new service or an improvement to existing service (£500+)	<ul style="list-style-type: none"> • 8 new benches to be installed • Defib at Ivor Arms • Tranche of diseased Ash trees to be removed in Ivor Woods to allow reopening of path from Hollies entrance to Metal bridge • The Council will take back the running of Cafe50 from RCT 	Ynysddu, Miskin and by Pontyclun RFC to receive memorial benches. Talygarn (2), Clun Avenue and Opposite Fire station new street benches
The Council will deliver at least one smaller new service each year (£50-500)	<ul style="list-style-type: none"> • One History trail to go live • Freedom of Pontyclun awards to be launched 	Online trail at History points.com

	<ul style="list-style-type: none"> • One additional dog poo bin and one additional waste bin to be installed 	
The Council will deliver at least 3 small scale new services or make 3 smaller improvements to existing Council services	<ul style="list-style-type: none"> • Large poppies onto lamp posts for Remembrance in Miskin • Improvements to Christmas festival arrangements • Book swap in Miskin • Phone box 	
The Council will implement at least one new action each year designed to improve sustainability or benefit the environment.	<ul style="list-style-type: none"> • Specific £500 budget allocated to environmental works 	
Resident engagement		
The Council will hold an annual meeting and at least 10 monthly meetings plus regular Working Group meetings		Annual meeting in May No Meeting in August/December
The Council will engage residents via Noticeboards, Website and Social media		Agreed engagement strategy in place
The Council will arrange at least one Resident survey via online methods to elicit views from them	<ul style="list-style-type: none"> • Details TBC 	
Council administration		
The Council will agree and deliver an annual budget		
The Council will meet its published service standards		
The Council will publish an annual report	<ul style="list-style-type: none"> • By end June each year 	
The Council will implement at least one new action to reduce or mitigate its risks or to improve resilience.	<ul style="list-style-type: none"> • Complete staff guides on Community events • Move finance software onto online service to allow access from anywhere • Prepare a list of floral locations and watering 	

	<p>instructions for emergency cover</p> <ul style="list-style-type: none">• Work with RCT to prepare a Community Emergency plan and resource pack	
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Cyngor Tref Pontyclun Town Council

Planning consultation for Data Centre at Mwyndy

The Council should recall we had a preplanning consultation regarding erection of a data centre in Mwyndy

The Council reserved the right to make comments at application stage and at that time only commented the road on which there would be access is proposed to be the main walking route from the new estate in Cefn y Hendy towards Talbot Green (where the children will be educated)

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.

Full details regarding this application can be found at RCTs planning portal under reference 25/0138/FUL

Action – members to consider application and if any comments wish to be made.