Cyngor Tref Pontyclun Town Council

Council Working Groups terms of reference.
Last review May 2025

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Mission Statement

The Council will work with residents and their organisations to ensure an active, lively and successful future for the communities of Pontyclun.

Key Strategies of the Council

1. We will foster and support community engagement and ensure that the actions of the Council are transparent and accountable.

2. We will administer the Council and its activities to ensure that residents get good value from the Council.

3. We will act with other agencies to improve the economic well-being of the residents, community, services and businesses.

4. We will act to work with other organisations to improve the physical environment of the community.

5. We will promote the well-being of the residents and develop initiatives that will foster community cohesion and social inclusion through social and cultural activities.

The Council has 3 working groups responsible for delivering on these objectives.

All the working groups are ‘advisory committees’. They work to prepare reports and recommendations for consideration by the council.

The council may delegate responsibility for decision taking by a working group only on the basis of a specific resolution for a specified matter.

Working group terms of reference

Governance Working Group

The Governance working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the governance and management of the council, development of its services and its liaison with other bodies.

It will consider (but is not limited to) :

- Setting the overall strategic development of the Council and Pontyclun including
    - Overall improvement plan for Pontyclun
    - The preparation of a Place Plan (should the Council decide to prepare one)
    - Community Engagement including the Involvement of Young People in the work of the Council by using their School Councils, co-opting onto the Council and the development of a Youth Forums
- The governance of the Council
    - Oversight of the administration, human resource management and financial management of the Council.
    - the preparation of draft budgets for consideration by the Council
    - Quality Assurance and Wellbeing of the future generations
    - Agreeing minor changes to Council policies (delegated power)
    - Oversight of the day-to-day management of the Council's assets
- The relationship with other bodies including.
    - RCT Council,
    - One Voice Wales
    - Welsh Government,
    - the Local Health Board,
    - Local schools
    - neighbouring community councils and
    - all other agencies which impact on Pontyclun
- The Councils responses to consultations by third parties to include.
    - RCT CBC Revised local development plans.
    - Boundary and Community reviews
    - Welsh Government consultations
- The potential for a Town Council role in the management and ownership of Cefn y Hendy and Coed y Hendy
- any other matter it considers relevant to the strategic objective.

Developing Pontyclun working group

The Economic working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding the development of Pontyclun.

This will consider matters to improve, the infrastructure, physical environment and well-being of the residents, community, services and businesses of the Town of Pontyclun and development of the Council's services to support this.

It will consider (but not limited to):

- The means of making Pontyclun more attractive and conducive to successful business. This includes
    - Supporting business networks
    - Signposting to business grants
- Traffic management in Pontyclun Council area including consideration of
    - Speeding
    - Traffic volumes
    - Parking
    - Pollution
- Maximising benefits of SEW Metro system to our area and improving Public Transport, the Station and rail links.
- Crime prevention initiatives
- The development and improvement of Pontyclun Council area including.
    - The four main green spaces we manage.
        - Pontyclun Park including its community gardens.
        - Ivor Woods
        - The Hollies
        - Riverside walk
    - Other public green spaces in the area including.
        - Around Community Centre and Car park
        - Land to rear of St David's Church, Miskin
        - Groesfaen green
        - War Memorial gardens
    - Floral arrangements including Flower tubs, hanging baskets and planters.
    - Provision of seating in the Council area
- Work to control litter and make other improvements to cleanliness including.
    - Litter picking.
    - River cleanliness
    - Dog fouling
- Any other matter it considers relevant to the strategic objective.

Promoting Pontyclun working group

The Promoting Pontyclun working group provides councillors with the opportunity to discuss, investigate options and provide recommendations based on information and evidence regarding initiatives that will help support the Promotion of Pontyclun.
This will include marketing initiatives, engagement and fostering community cohesion and social inclusion through social and cultural activities and development of the Council's services to support this.

It will consider :

- Promotion and marketing of Pontyclun including via social media and websites.
- Development of a co-ordinated Community events calendar through the year.
    - This will include the following large Council run events.
        - Picnic in the Park
        - Food and Drink festival
        - Christmas fayre
    - In partnership with other local groups deliver a broad and varied schedule of events including
        - Easter Fayre

        - Remembrance activities
        - Bonfire night celebrations
        - St David's day
    - To consider options to develop a range of festivals such as
        - Arts festival
        - Christmas festival
        - Film festival.
        - Walking festival
    - To arrange commemorations in 2025 to celebrate
        - 175th anniversary of the founding of Pontyclun
        - 75th anniversary of the unveiling of Pontyclun War Memorial
        - 40th anniversary of the creation of the Council
- The provision of the Christmas decorations across the Council area
- The celebration promotion and support of social and cultural activities including
    - community groups
    - Local talent e.g. sporting and artistic.
    - Promotion of cycle routes, footpaths, sites of interest and history trails
- The management and promotion of Community buildings run by the Council.
- Any other matter it considers relevant to the strategic objectives.

Membership of working groups

All Members of the Council are invited to attend all meetings. The public are also invited and can participate and contribute to the discussions. A quorum is at least 3 Councillors present at the meeting.

The Convener of each Working Group is responsible for ensuring public notices of all formal meetings are displayed (in similar timescales as full Council meetings)–

- On Council notice boards
- And on the Community Website

The notice must include the time place of the intended meeting and specify the business to be transacted. Due consideration must be given when convening a meeting to ensure a balance between day and evening is achieved.

The Convener of the group is responsible for the agenda and content of the Group meeting. This can come from a variety of sources including, the public, passed or delegated from the main Council meeting, individual (or groups of) Councillors and third parties.

Following a working group meeting a report, with any recommendations, will be presented to the full Council and published on the Council's website.

In addition, the members of the working groups may meet at other times to progress individual projects possibly in conjunction with third parties.

In the event that a matter would have been presented for a working group to discuss but the working group meeting is not able to be convened in a suitable timeframe the matter can be presented to the Council directly for consideration

Delegated Powers

Unless stated, the Working groups normally have no delegated powers, however, the Council can and may decide to delegate specific powers for specified matters to working groups.