

**Minutes of the Monthly Meeting of Tonyrefail & District Community Council, held on THURSDAY 13<sup>TH</sup> June 2019 at the Council Office, Trane Cemetery, Tonyrefail which commenced at 6.30 pm.**

**Present:** Councillors: Messrs. Austin Davies (Chairman), S. Stevens, D. Grehan, M. Barron. And Mrs. L. Michel,

**Also in attendance:**  
Pauline Williams – Clerk  
Representatives from RCTCBC

**1. APOLOGIES FOR ABSENCE**

**1.1 APOLOGIES SUBMITTED FOR APPROVAL**

Verbal apologies for absence were received from: Councillors: Andrew Davies-Jones (Work Commitment), Gregg Powell (Ill), Dan Owen Jones (Prior Engagement) and Alexandra Mary Davies-Jones (Childcare), Cameron Wells (Holiday).

**1.2 APOLOGIES NOT SUBMITTED**

No apology for absence was received from Councillor K. Godfrey.

**2. TO RECEIVE DISCLOSURES OF PERSONAL INTEREST**

There were no disclosures of personal interest declared.

**3. CONFIRMATION OF MINUTES:**

It was **RESOLVED:** To confirm as a correct record the minutes of the Annual Minutes together with May monthly meeting both held on Thursday 9<sup>th</sup> May and also the minutes of the Wellbeing Committee meeting held on Tuesday 11<sup>th</sup> June as a correct record.

**4. PUBLIC BREAK**

There were no members of the public present.

*Standing Orders were suspended*

The Chairman welcomed the Officers from RCTCBC.

A discussion took place in respect of Thomastown Community Centre as at this time the community centre is not being used to its capacity. RCTCBC will provide the community council with further information and this will be brought back to this council for consideration.

The Chairman thanked the Officers for attending.

*Standing Orders were resumed*

Initials.....

Date: .....

**5. MATTERS ARISING FROM PREVIOUS MINUTES (If any)****5.1 TONYREFAIL SKATEBOARD PARK.**

Councillor Grehan advised that all funding applications will now be applied for by The Skate Park Group and not by the Community Council and in lesser sums and that they are in the process of setting up a Charity status.

The fun run was cancelled.

**5.2 MEMORIAL BENCH FOR THE LATE RICHARD WILLIAMS.**

The wording for the bench had been received and following a discussion the Clerk was asked to obtain a quote for the bench with The Gentleman Songsters, The Richard Williams Singers and the Richard Williams Junior Singers etched on the sitting area of the bench.

**5.3 PICNIC IN THE PARK 29<sup>TH</sup> JUNE 2019.**

An up-date was given by the Clerk.

**5.4 COUNCIL REQUEST FOR SPEED REDUCTION MEASURE IN COLLENNA ROAD.**

It was **RESOLVED:** To note with disappointment their letter dated 20<sup>th</sup> May 2019 advising that "A review of the collision history for the most recent three year period has shown there have been no reported personal injury related collisions within the residential section of Collenna Road therefore this location would not qualify for grant funding".

**6 CORRESPONDENCE:****6.1 TONYREFAIL BGC**

The contents of their email dated 23<sup>rd</sup> May 2019 were discussed and it was **RESOLVED:** That the Community Council would forward an email supporting their project.

**7 PLANNING**

There were no objections or observations made in respect of the planning applications placed on this month's agenda.

**8 FOOTPATHS****8.1 FOOTPATH REPORT - JUNE 2019**

The Clerk advised that owing to the Cemetery Supervisor being on sick leave that there was no footpath report for June.

**9. FINANCE:****9.1 ACCOUNTS PAID MAY 2019**

It was **RESOLVED:** To accept and approve the accounts as presented.

Initials.....

Date: .....

**9.2 ACCOUNTS FOR PAYMENT JUNE 2019**

It was **RESOLVED:** To accept and approve the accounts as presented.

**10. MEMBERS AND CLERKS REPORT****10.1 CLERKS REPORT.**

The Clerk enquired as to when the inspection of the council's allotment sites would take place and it was **RESOLVED:** The inspections would be carried out by the allotment committee on Wednesday 10<sup>th</sup> July and Tuesday 16<sup>th</sup> July 2019.

It was also **RESOLVED:** That the Clerk would make arrangements for the judging of the allotment sites for 2019.

**10.2 MEMBERS REPORT****COUNCILLOR SHAWN STEVENS**

- Reported that the 30 MPH speed indicator had been sited on Penrhiwfer Road.
- Reported on new events that are to be held at The Savoy theatre in Tonyrefail.

**COUNCILLOR MARTIN BARRON**

- Reported that he will be discussing whether or not the Christmas tree can be sited on the square with Jan from Hammonds in the next few weeks as she is on holidays.

**11. TRANE CEMETERY**

There was nothing to report this month.

**12. PACT****TONYREFAIL EAST**

- Councillor D. Grehan advised that the Enforcement Officer had patrolled High Street and Mill Street in view of illegally parked vehicles.
- Advised that at the moment there was very little crime to report.

**13. STAFFING.**

The Clerk advised that she currently had 2 members of staff on sick leave.

**14. EVENTS****14.1 CHRISTMAS 2019.**

- It was **RESOLVED:** To proceed with the following for Christmas 2019 – Site to be decided:
  - Ground preparation for new pin to be installed including lid for pit for safety when not in use (1 off cost) is £530.
  - 18 sets of LED string lights in cool white c/w transformers is £495.

Initials.....

Date: .....

- The cost of installing a Christmas tree including supplying and installing dressing and undressing of tree with lights would be £926.
- The additional cost for the 2 extra Light features for installation and removal of £85.00 each

The Clerk advised that it would also cost a further £270 per post for the adaption of the Column posts for the 2 extra light features and adaption of the Column post of £268.00 for the large Christmas Tree and £75 - £90 dependant on size for the additional Lamp-post features. It was **RESOLVED:** To accept this quote also.

#### **14.2 AWARDS NIGHT 2019**

- **TO DETERMINE DATE, TIME AND VENUE**

It was **RESOLVED:** That the awards night would take place on Friday 8<sup>th</sup> November at Tonyrefail Workingmen's Club (subject to confirmation from the club) from 7.00 until 11.00 pm

- **CATERING**

It was **RESOLVED:** That a buffet will be provided by the same caterer as 2018.

- **TO CONSIDER A CITIZEN'S AWARD**

It was **RESOLVED:** That nominations will be sought via Face book (Councillor Shawn Stevens to arrange), and that a POLL will take place in September again on Face book to decide the winner (Councillor Shawn Stevens to arrange).

#### **15. REPORT ONLY FROM COUNTY BOROUGH COUNCILLORS**

##### **COUNCILLOR DANNY GREHAN**

- Reported that the planning for Capel-y-Ton had been passed this evening.
- Reported that he had met with the Highways Officer in Tonyrefail in view of the need for additional parking areas in Tonyrefail. He advised that he had invited the Officer along to make RCTCBC aware that there is a definite need for more parking in the area.
- Reported that the re-surfacing works in Collwyn Street and Francis Street had been completed
- Reported that he had met with representatives from Trivallis in view of the rubbish on the Capel Farm estate. He advised that Councillor Dan Owen Jones and he are seeking ideas to alleviate the problem.
- Reported that he is to meet with Officers from RCTCBC and Trivallis to look at issues in relation to paths, walls and roads on the Capel Farm estate.
- Reported that he is to approach RCTCBC with a view to seek funding for the proposed Skate Park in Tonyrefail.

##### **COUNCILLOR ALEXANDRA MARY DAVIES-JONES** (Read out by the Chairman)

- Reported that the improvements to the park in Edmondstown will be starting week commencing 17<sup>th</sup> June.
- Reported that the Highways Traffic department had introduced a consultation period with a view to double yellow lines into Bryngolau – opposite the Tonyrefail school entrance.

Initials.....

Date: .....

**16. TO SET DATE AND TIME FOR COMMITTEE MEETINGS****16.1 WELLBEING COMMITTEE - TO DISCUSS ANNUAL REPORT-**

The committee meeting took place on Tuesday 11<sup>th</sup> June 2019.

**17. YEAR END ACCOUNTS 2018/2019**

Each Councillor was presented with a copy of the following documents:-

- 17.1 Cash Book Reconciliation as at 31<sup>st</sup> March 2019
- 17.2 List of Creditors and Debtors as at 31<sup>st</sup> March 2019
- 17.3 Detailed Income & Expenditure by Budget Heading as at 31<sup>st</sup> March 2019
- 17.4 Income & Expenditure Account as at 31<sup>st</sup> March 2019
- 17.5 Trial Balance as at 31<sup>st</sup> March 2019
- 17.6 Receipts and Payments Summary as at 31<sup>st</sup> March 2019
- 17.7 Council Detail Report as at 31<sup>st</sup> March 2019
- 17.8 Summary Income & Expenditure by Budget Heading
- 17.9 Balance Sheet as at 31<sup>st</sup> March 2019
- 17.10 Detailed Balance Sheet as at 31<sup>st</sup> March 2019
- 17.11 Earmarked Reserves as at 31<sup>st</sup> March 2019
- 17.12 Asset Register as at 31<sup>st</sup> March 2019

It was **RESOLVED:** To accept and approve the documents as presented.

**18. INTERNAL AUDITORS REPORT 2018/2019****18.1 TO DISCUSS THE OBSERVATIONS/RECOMMENDATIONS LISTED IN THE REPORT**

Each Councillor was presented with a copy of the report. It was **RESOLVED:** That a copy of the accounts paid in arrears will be submitted with the minutes for signing by the Chair in the future and that the Clerk will incorporate the old 'Financial and Business Risk Assessment' and the old 'Financial Risk Assessment' into the new 'Risk Assessment Schedule' With the resolution made by council, It was **RESOLVED:** To note the report and the remainder of the recommendations made.

**18.1 TO ACCEPT AND APPROVE THE INTERNAL AUDITORS REPORT.**

Having received a copy of the report it was **RESOLVED:** To accept and approve the Internal Auditors Report as presented.

**19. ANNUAL RETURN FOR 2018/2019**

Each Councillor received a copy of the report and it was **RESOLVED:** To approve and accept the same.

- **ANNUAL RETURN AS PRESENTED**

Each Councillor received a copy of the report and it was **RESOLVED:** To approve and accept the same.

Initials.....

Date: .....

- **CHAIRMAN AND RESPONSIBLE FINANCIAL OFFICER (CLERK) TO SIGN AND DATE THE COUNCIL/BOARD/COMMITTEE APPROVAL AND CERTIFICATION.**

It was **RESOLVED:** That the Chairman and RFO (Clerk) sign the document.

- **THE CHAIRMAN AND RESPONSIBLE FINANCIAL OFFICER (CLERK) TO CERTIFY CERTIFIED ALL COPIES OF CORRESPONDENCE RELATING TO THE ANNUAL RETURN FOR SUBMISSION TO THE EXTERNAL AUDITOR (BDO) WITH THE ANNUAL RETURN.**

It was **RESOLVED:** That the Chairman and RFO (Clerk) certify the necessary documents. .

## **20. TO RECEIVE REVISED BUDGET FOR 2019/20**

Following the completion of the year end account for 2018/19 a revised copy of the budget was presented to each councillor. It was **RESOLVED:** To accept and approve the same.

## **21 ANNUAL REPORT 2018/2019**

It was **RESOLVED:** To accept the recommendations made in the minutes of the Wellbeing Committee meeting dated 11<sup>th</sup> June 2019. Once the report has been finalised it will be presented to Full Council for approval. To discuss and accept the recommendations made in the minutes of the Wellbeing Committee meeting held on Tuesday 11<sup>th</sup> June 2019

## **22. TO RECEIVE AND DISCUSS QUOTATION FROM DDC CIVIL ENGINEERING DATED 23<sup>RD</sup> MAY**

It was **RESOLVED:** To accept the quotation for the replacement of water damaged ceiling tiles with new tiles and the supply and fit of Black Palight Skirt with all framework to modular building at a cost of £900 plus VAT

## **23. TO CONSIDER URGENT ITEMS**

There were no urgent items to discuss.

## **24. TO AGREE: DATE AND VENUE OF NEXT MEETING**

The monthly meeting will take place on Thursday July 11<sup>th</sup> at 6.30 p.m.

The meeting closed at 8.45 pm.

Signed: .....

Date: .....