TONYREFAIL & DISTRICT COMMUNITY COUNCIL
CYNGOR CYMUNED TONYREFAIL A'R CYLCH

CLERK: JO VAN TONDER

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c/o TRANE CEMETERY
GILFACH ROAD
TONYREFAIL, PORTH,

Minutes of the Meeting of the Council held at the Council Meeting Room, Trane Cemetery, Tonyrefail at 6:30pm on Thursday, 20th July 2023

Present: Cllr Linda Michel (Chair)
Cllr Austin Davies
Cllr Mary Davies
Cllr Glenn Evans (Vice Chair)
Cllr Debra James
Cllr Amanda Richards

Absent: Cllr Maria Balestrazzi
Cllr Greg Powell
Cllr Karen Webb

Officers: Ms Jo van Tonder (Clerk & RFO)

1. Apologies for absence

Apologies for absence had been received from Cllrs Dan Owen-Jones and Danny Grehan.

2. Declarations of Interest

There were no declarations of interest made.

3. Public Questions

There were no members of the public present, either remotely or in person.

4. Minutes of the previous meeting: 15th June 2023

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 15th June 2023 as a true and accurate record.

5. Matters arising from the minutes

There were no matters arising from the minutes that were discussed.

6. Finance, Governance and Administration

a) Quarterly Financial Accounts April – June 2023

The Clerk presented i) the Quarterly Income & Expenditure against Budget Statement and ii) Balance Sheet for the period April to June 2023.

Following a discussion on the level of general reserves, it was proposed, seconded and

Resolved: To agree the Quarterly Financial Accounts as at 30th June 2023, as presented.

b) Recommendations of Finance Committee

i) Transfer of funds from Barclays to Unity bank account
It was proposed, seconded and

Resolved: To accept the Finance Committee's recommendation to request the transfer of funds from the Council's Barclays account to the Council's current account held with Unity Bank.

Resolved: That the value of the funds to be transferred would be in the amount of £250,000.

ii) Grants Policy and Grant Application Form
It was proposed, seconded and

Resolved: To accept the Finance Committee's recommendation to adopt the Grants Policy and associated Application Form, as presented.

c) Recommendations of Wellbeing of Future Generations Committee

i) Annual Report 2022

ii) Wellbeing Report 2022

The Clerk advised the committee meeting scheduled for Monday, 17th July 2023 could not take place as it was inquorate.

Members were advised that the Annual- and Wellbeing Reports for 2022 were outstanding and needed to be completed before the next meeting of full council in September.

It was proposed, seconded and

Resolved: To allow for the completion and adoption of the reports to be facilitated via e-mail and subject to the provisions for voting on a matter as stipulated in Standing Order 3(r).

d) Payments made – June 2023

No report was available for presentation.

e) Accounts for payment – July 2023

The following payments due were presented to members where it was proposed, seconded and

Resolved: To approve the payment of invoices due by cheque or bank transfer.

Unity Bank EFT	Town & Country		198.44
	Cleanmate – cleaning		278.80
	One Voice Wales – training		76.00
	Amazon		77.88
	Rycon Power Tools		224.34
	Travis Perkins		112.25
	Parish Online – mapping system		486.00
	RCTCBC		1,869.60
	Forest Park & Garden		53.31
	Cleanmate		278.80
	National Allotment Society		67.00
	Rycon Power Tools		767.28
	Rycon Power Tools		838.80
	HMRC – PAYE & NI		2,633.06
	Viking Office – stationery		122.90
	Griffiths Security		1,334.00
	GM Sweepers		796.68
	RCTCBC – Pensions June		2,627.17
	RCTCBC – Pensions May		2,665.11

Direct Debit	Barclays Bank – bank charges		22.14
	Biffa Waste Services		208.49
	Certras Energy		295.99
	Function 28 – website hosting		48.00
	ICE Communications – telephone & broadband		49.64
	RCTCBC – Rates		83.00
	Screwfix		270.08
	Thesaurus Software – payroll		5.60
	Toshiba – photocopier		63.58
		Total Payments	**£16,553.94**

7. Committee Updates

a) Finance & Governance Committee

Cllr A Davies updated members on the items covered at the previous meeting of the Finance Committee.

Members discussed the importance of the Clerk's undertaking an overhaul of the Council's Fixed Asset Register. It was agreed that, once the task had been completed, members would conduct random spot checks on tools and equipment.

b) Cemetery Committee

Cllr G Evans updated members on the items covered at the previous meeting of the Cemetery Committee.

Members noted the committee had agreed a Memorial Management Policy and the first phase of memorial inspections would commence in due course.

c) Wellbeing of Future Generations Committee

Members noted the scheduled meeting was inquorate and as such, could not go ahead.

d) Events Committee

Cllr L Michel advised members of the schedule of upcoming events.

Members noted the next event would be the Awards Night on 12th October 2023.

Cllr A Davies confirmed he would be having a meeting to decided where the Workman's Christmas tree would be sited.

It was noted the Cemetery Committee meeting for December clashed with the Seniors' Christmas Dinner. Clerk to reschedule committee meeting.

8. Cemetery works quotations

a) Repairs to Operations block

b) Repairs to Gate column

The Clerk advised a building contractor and their quantity surveyor had visited the site on separate occasions. The awaited quotations had not been received at the time of the meeting. As the works in question were deemed urgent, it was proposed, seconded and

Resolved: To allow for these and the only other previously received quotations to be considered and agreed via e-mail and subject to the provisions for voting on a matter as stipulated in Standing Order 3(r).

c) **Replacement of Cemetery Gates**

Members were advised that one quotation had been received and, as the value of the works met the procurement threshold requiring three quotations, the Clerk would source a further two quotes for consideration at the next meeting in September.

9. Planning & Development Control

a) **22/1004/16 – Reserved matters application for 100% affordable housing scheme and associated details in respect of conditions 1, 5, 7, 9 and 10 pursuant to outline permission ref. 21/0448/15 at Rhondda Bowl Skittle Alley, Waunrhydd Road, Tonyrefail**

Noted.

b) **23/0596/38 – Discharge of Condition 9 (Construction and Environmental Management Plan) on Land to the East of Hafod Wen, Tonyrefail**

Noted.

c) **23/0625/38 – Discharge of Condition 8 (Boundary treatments) on Land to the East of Hafod Wen, Tonyrefail**

Noted.

d) **23/0626/38 – Discharge of Condition 7 (Detailed soft landscape) on Land to the East of Hafod Wen, Tonyrefail**

Noted.

e) **23/0640/38 – Discharge of Condition 5 (Highways Condition Survey Report) on Land to the East of Hafod Wen, Tonyrefail**

Noted.

f) **23/0653/10 – Change of use for an A3 licence at 30 Mill Street, Tonyrefail**

It was agreed to submit a letter of support.

g) **23/0683/39 – Non-material Amendment sought for house type C on plot 26 and house type A on plot 25 through 180 degrees so that the front elevations of the properties face into the site on Former Hillside, Llantristant Road, Tonyrefail**

Noted.

h) **23/0791/10 – Change of use from shop to flat at Just Lloyds Hair & Beauty, 16 Waunrhydd Road, Tonyrefail**

No objection.

i) **23/0799/39 – Non-material Amendment seeks to amend permission ref. 22/1004/16 to amend the wording of conditions 2, 3 and 4 at Rhondda Bowl Skittle Alley, Waunrhydd Road, Tonyrefail**

Noted.

10. Members' Reports – for information only

Cllr D James: 1. advised that the Penrhiwfer Residents' Group, planning to hold a summer fete, were wanting a community centre for the area.

2. advised that the Ramblers Association were addressing the OAR Committee at the start of their upcoming meeting.

Cllr M Davies: 1. enquired about the missing benches in Tyn-y-bryn Park – Clerk to follow up with RCTCBC.

2. reiterated the problem with litter across the wards – Clerk to add the possibility of a street cleaner to next agenda.

Cllr G Evans: raised the Council's relationship with SW Police and suggested there should be an expectation that a representative would address members at least three to four times a year – Clerk to write to Police & Crime Commissioner Alan Michaels.

Introduction of Standing Order 3(d) – exclusion of members of the press and public

11. Staffing

a) Findings of Review of Grounds Staff restructure

The Clerk presented her findings following a review of the introduction of a restructured grounds staff configuration.

Members noted that resources such as tools and equipment were to be allocated to the respective appropriate team and would be under the direct control of the team leader. A booking out system would be introduced with effect from 24th July.

In addition to this, a greater emphasis would be placed on timekeeping.

b) Additional Staffing requirements

Following discussion, it was proposed, seconded and

Resolved: To appoint Gareth Evans to the role of part-time Grounds Operative upon completion of his fixed-term contract, and on the same basis.

Resolved: To recruit a part-time Administrative Assistant with a view to the role progressing to that of Deputy Clerk over three to five years.

Resolved: To allow for the terms, job description and recruitment timetable to be considered and agreed via e-mail and subject to the provisions for voting on a matter as stipulated in Standing Order 3(r).

c) Revised Staff job descriptions

Members noted the amendments to the grounds staff job descriptions. The Clerk advised revised Contracts of Employment based on the NALC model contract would be issued to all staff within the next few weeks.

12. Date of the next meeting

The next meeting will be held on 21st September 2023.

Meeting concluded at 7:57pm.