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, 16th January 2025

Present: Cllr Glenn Evans (Vice Chair)
Cllr Austin Davies
Cllr Danny Grehan (late arrival)
Cllr Linda Michel
Cllr Amanda Richards
Cllr Ceirion Skym

Officers: Ms Jo van Tonder (Clerk & RFO)

In the absence of Cllr Dan Owen-Jones, Vice Chair Cllr Glenn Evans assumed the role of chair.

1. Apologies for absence

Apologies for absence had been received from Cllrs Karen Webb, Debbie James, Mary Davies, Greg Powell and Dan Owen-Jones.

2. Declarations of Interest

There were no declarations of interest made.

3. Public Questions

No members of the public were present.

4. Minutes of the Meeting: 21st November 2024

It was proposed, seconded and

Resolved: To agree the minutes of the Meeting held on 21st November 2024 as a true and accurate record.

5. Finance, Governance and Administration

a) Staff Absence Policy

The Clerk presented the draft Staff Absence Policy. Members discussed the scope of the wording under *S6.1: Bereavement Leave* and agreed to exclude "*personal close friends*" and "*uncle/aunt*" from the bereavement leave eligibility criteria.

6:36pm – Cllr D Grehan joined the meeting

In addition, the Clerk outlined other concessions included in the Policy such as the undertaking not to terminate the employment of a member of staff with a terminal illness.

It was proposed, seconded and

Resolved: To adopt the Staff Absence Policy, duly amended.

b) Recommendations of Finance Committee

i) Budget 2025/26

The Clerk presented the budget report and highlighted areas of Council spending expected to increase in the 2025/26 financial year, such as insurance, salaries & wages and street furniture.

In addition, an increase of £2k had been included in the grants budget.

It was proposed, seconded and

Resolved: To ring-fence the additional £2k of grants budget for targeted support to be identified and administered by the Finance Committee.

The Clerk advised that a sub-budget had been created to cover costs associated with the functions of the Open Spaces, Allotments and Rights of Way Committee. The total expenditure for this amounted to £19.7k. It was noted the OAR Committee would not have delegated authority over this budget until the Annual Meeting in May.

Members noted the Cemetery and Events sub-budgets for 2025/26 totalled £83.3k and £27.7k, respectively. It was noted the Cemetery budget included £32.9k for works to facilitate the cemetery expansion that would be funded from earmarked reserves set aside for the purpose.

The Clerk went on to report the level of earmarked and general reserves at the end of the current financial year was anticipated to be ~ £170k and £120k, respectively.

Following further discussion, it was proposed, seconded and

Resolved: To adopt the budget for the year ending 31st March 2026 as presented, with net expenditure of £347,511.

ii) Precept 2025/26

Members considered the impact of a precept equal to the net budget requirement on the taxbase. It was noted that a Precept of £347,511 would result in a £6.18 (8.2%) increase per Band D equivalent household per annum.

It was proposed, seconded and

Resolved: To request a Precept of £347,511 for the financial year ending 31st March 2026.

c) Quarterly Financial Accounts April – YTD 2024/25

The Clerk presented the financial accounts to December 2024.

Members noted total Income to December 2024 amounted to £374.3k and total Expenditure, £262.3k.

d) Payments made since the last meeting – November & December 2024

ICE Communications DD – Nov 2024	D/D	52.39
Biffa Waste Services Ltd – DD – Nov 2024	D/D	190.90
Welsh Water - DD (851215840012)	D/D	147.61
Welsh Water - DD (851215840012)	D/D	448.89
DVLA – Nov 2024	D/D	29.31
Function 28 – STO – Nov 2024	D/D	48.00
SSE - Electricity Office	D/D	524.66
Bright SG Limited – DD	D/D	9.62
Xero (UK) Ltd – DD	D/D	42.60
Certras Energy – DD	D/D	235.36
RCTCBC - Rates – DD	D/D	87.00
ICE Communications DD – Dec 2024	D/D	52.05
Biffa Waste Services Ltd – DD – Dec 2024	D/D	238.62
PEAC – rental of photocopier	D/D	222.00

Welsh Water - DD (851215840012)	D/D	596.50
Certras Energy - DD	D/D	1.20
DVLA – Dec 2024	D/D	29.31
Function 28 – STO – Dec 2024	D/D	48.00
Bright SG Limited - DD	D/D	9.12
Xero (UK) Ltd - DD	D/D	42.60
Ms Jo van Tonder – expenses	EFT	539.13
Ton Community School – 1st instalment towards Christmas event	EFT	5,000.00
SSE - Staff Base Gas	EFT	152.89
Unity Trust Bank – bank charges	EFT	14.70
SSE Electric (Staff Base)	EFT	79.70
John Cox – reimburse expenses	EFT	14.18
RCTCBC – Pensions – Oct 2024	EFT	3,414.27
HMRC – Oct 2024	EFT	3,470.69
Aingie Cripps Melody – expenses	EFT	136.57
Amazon Payments	EFT	213.41
C & L Garden and Tree Services	EFT	1,492.00
CDS Systems – 1st instalment for CCTV cameras	EFT	9,448.94
Central Bar & Catering Supplies Ltd.	EFT	236.99
Cleanmate	EFT	238.16
Prichards – dumper hire	EFT	1,303.16
Prichards – digger hire	EFT	1,303.17
Rycon Power Tools Ltd	EFT	100.78
SLCC – ILCA training fees	EFT	144.00
SLCC – burials team training textbooks	EFT	67.46
The Windmill Restaurant – Seniors' dinner	EFT	2,800.00
Viking Payments – stationery	EFT	159.65
DG Weaver Ltd – repairs to van	EFT	2,761.81
Rycon Power Tools Ltd	EFT	766.80
Rycon Power Tools Ltd	EFT	838.80
Aingie Cripps Melody – reimburse expenses	EFT	207.27
Unity Trust Bank – bank charges	EFT	13.95
Unity Trust Bank – bank charges	EFT	20.40
Ton Community School – final instalment towards Christmas event	EFT	5,000.00
HMRC – Nov 2024	EFT	3,211.68
RCTCBC – Pensions – Nov 2024	EFT	2,737.93
		48,944.23

e) Accounts for payment – January 2025

Amazon Payments	EFT	68.83
Cleanmate	EFT	267.93
Griffiths Security	EFT	141.00
One Voice Wales – training	EFT	38.00
PEAC Solutions – rental of photocopier	EFT	324.00
P K Safety – PPE for new starters	EFT	219.90
Pritchards – hire of digger & dumper	EFT	1,303.16
RCTCBC – Occupation Health	EFT	237.00
The Wash Shop – linen laundry (events)	EFT	94.00
		2,693.82

6. Update on Staffing appointments

Members were advised that two members of staff had been appointed in the run up to Christmas. The first of these was Steve Young, in the position of Ground Operations Supervisor and the other, Wayne Greening, filling the role of part-time Grounds Maintenance Operative.

The Clerk reported that both had started on 6th January 2025 and had settled in well.

7. Planning & Development Control

a) 24/1294/FUL – 28 Tylcha Ganol, Tonyrefail – Proposed double storey side elevation extension
Noted.

8. Committee Updates

a) Events Committee

Cllr A Davies reported the following from the previous Events Committee meeting:

- Awards Night and Seniors' Dinner were considered a success.
- The future of the Council's involvement in the annual Fireworks event would be determined at the next Full Council meeting; Events Committee recommend that £1,500 is set aside from the fireworks budget to support two grants to be used for hosting community displays instead.
- Easter Rocks event planned for the Spring.
- 5-year Covid Memorial Service scheduled for 9th March 2025.
- Christmas lights switch-on at the Workmens scheduled for 24th November 2025.
- The future of the Council's involvement with the Tonyrefail Community School in the organising of the annual Christmas event would be determined at the next Full Council meeting; Committee will be applying to the National Lottery for a grant to supplement the Christmas event budget.
- Small Christmas trees enjoyed mixed success with some shop owners failing to light their trees; businesses would need to apply in order to be supplied a tree in 2025.

b) Finance & Governance

Members noted the Committee had dealt with matters already covered in this agenda, namely the Budget for 2025/26 and precept.

The Committee was asked to discuss the use of CIL reserves at an appropriate meeting.

9. Members' Reports – for information only

Cllr L Michel:	i) reported she had been invited to the Trivallis Open Day but, due to the short notice, was unable to attend; suggested that the excessive rubbish around the Trivallis site would probably have been removed in advance of the Open Day.
	ii) advised that the services of pupils of Tonyrefail Community School had been offered to the Council to assist in the upgrading of the Council's website.
Cllr A Davies:	i) suggested a litter bin was needed on Penrhiwfer / Gilfach Road between the Co-Op and Tonyrefail School because of the amount of rubbish being dropped by scholars. It was agreed to write to the Tonyrefail Community School as well as RCTCBC.
Cllr D Grehan:	i) advised of an upcoming PACT meeting the following week and suggested the antisocial behaviour of some patrons of the New Life Church's breakfast scheme was likely to be raised.

	ii) reported planning application 24/0965: Repair and rebuild of farmhouse (Garth Hall Farm, Coedely) had been approved at Planning Committee level, contrary to the recommendation of the Planning Officer.
	iii) advised that RCT Youth Services had attended a skatepark event and heard about Daisy Pothecary's vision for a mural on Waunrhydd Road; subsequently made contact and will be working with her on the mural.
Cllr A Richards:	i) advised that, as a result of the proliferation of traffic-control lights through the centre of the town, motorists were using the back road at increased danger to pedestrians. Cllr D Grehan offered to contact Welsh Water; the contractors responsible for the roadworks.
Cllr C Skym:	i) reported ongoing issues with parents of Cwmlai pupils parking on double yellow lines and in front of driveways at drop-off and pick-ups.
Cllr G Evans:	i) reflected that, with a marked decline in the population's physical and mental health, there was a need for a community group of some kind to offer support.

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

10. Confidential matters of a legal nature

a) Confidential matter #1

It was proposed, seconded and

Resolved: To act on the matter brought before the Council.

b) Confidential matter #2

It was proposed, seconded and

Resolved: 1. To nominate the Clerk to speak on the Council's behalf in these matters.

2. To defer a decision on the second part of the report until such time as further information has been received.

c) Purchase of land for Cemetery expansion

Members were advised that documentation had been signed, leaving only the exchanging of contracts outstanding.

11. Date of the next meeting

The next meeting will be held on 20th February 2025.

Meeting concluded at 8:16pm.