



Minutes of the Business Plan Committee held at noon, 7 February 2019 at 1 Penuel Road, Pentyrch

Present: Cllrs Stuart Thomas, Mike Sherwood, Simon Davies
In attendance: Helena Fox

1. To receive apologies for absence: Cllrs Chris Priday, Wynford Ellis Owen
2. The Committee had not met since October and reviewed notes from the last meeting but it was not possible to review in detail and some issues were deferred.
3. **Finance:** As per the Internal Auditor's recommendation a revised budget for 2018-19 will be drawn up. The Clerk will check with OVW about the tax liability of councillor allowances.
4. **Staffing:** The Staffing Committee will meet to discuss recommendations arising from the now completed staff appraisals.
5. **Equipment:** Cllrs S Thomas, M Sherwood and the Clerk will visit Pontyclun CC to see its accounting software in action and consider its suitability for PCC.
6. **Personal Protective Equipment:** Key Safety's advice will be taken but staff must wear PPE appropriate to different tasks.
7. **Health and Safety Policy:** Key Safety Solutions is overseeing this and has carried out its initial assessment. The Clerk will follow up with then on next steps including lone working procedures with a check-in procedure. A door-entry system at 1 Penuel Road would help protect office staff working alone.
8. **Community Link:** With a change to 4 issues a year it is **RECOMMENDED** that PCC move its printing to a company that can compile the content and produce a pdf proof. The Clerk will confirm that the printer can print in full colour as per the current editions and how he would deal with issues such as low quality photographs. There needs to be a clear process for dealing with submitted content to ensure proper editorial control by PCC.
9. **Website:** A task and finish group will seek support for changing the structure of the WordPress site, Welsh translation and a website plan setting out what PCC wants the site to achieve. The Clerk will ask Dark Green Media for advice.
10. **Civic Reception:** This is now established as a regular annual event and budgeted for.
11. **Future work:** The Clerk will discuss with the CMOs what resources PCC would need to take on more grass cutting of public spaces.
12. **Council Mission Statement and Policies:** Policies have been updated during the year and this is a continuing task. A task and finish group will review and update the Mission Statement.
13. **Training for Councillors:** The Clerk had recently circulated a list of all the courses Councillors had attended. There is a good range covered across the Council. A bespoke session on the Well-being of Future Generation Act will be arranged with One Voice Wales.
14. **Councillors:** Members to be reminded to use their @pentyrch.cc email
15. **Council Offices:** There was a discussion about reducing the public opening hours but the Clerk argued for no change and that was accepted. The Clerk will arrange the installation of fire doors on the first floor.
16. **Annual Report:** This will be structured around the Well-being of Future Generation Act goals and the Environment Act. It was recognised that PCC's finances are still below the trigger that makes an Annual Report a duty but PCC wants to follow best practice and be prepared should the duty apply to it in future.