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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the Business Plan Committee held at 1pm, 30 May 2019 at 1 Penuel Road, Pentyrch

Present: Cllrs Stuart Thomas, Mike Sherwood, Simon Davies, Wynford Ellis Owen

In attendance: Helena Fox

1. **To elect a Chair:** Cllr Sherwood proposed Cllr Davies, seconded by Cllr Ellis Owen. Cllr Davies accepted the nomination. It was **RESOLVED** to elect Cllr Davies Chair of the committee.
2. **To decide on times and dates for meetings:** It was **RESOLVED** that this committee meet as and when needed but definitely before any budget is agreed.
3. **To receive apologies for absence:** Cllr Chris Priday
4. **To review the Minutes of the last meeting held February 7 2019 :** these were reviewed.
5. **To discuss follow-on action from the Village Plan Questionnaire Report :**
 - a. Finance:
 - i. The revised budget for 2018-19 had been done and audited.
 - ii. Tax liability for councillor allowances remains in force but may be amended during this year. OVW is looking into it.
 - iii. A book-keeper is sought for PCC's new financial software package.
 - b. Staffing: The Staffing Committee met immediately before this meeting.
 - c. Equipment:
 - i. Cllrs S Thomas, M Sherwood and the Clerk had visited Pontyclun CC to see its RBS accounting software. It will be activated on May 30.
 - d. Personal Protective Equipment: Key Safety's advice will be taken but staff must wear PPE appropriate to different tasks. CMO winter clothing had been bought.
 - e. Health and Safety Policy: Key Safety Solutions is overseeing this and has carried out initial assessments. A weekly list of PCC sites visited and checked is being used by the CMOs.
 - f. Community Link: The old system of producing the Link is working for the quarterly editions and will remain for the time being.
 - g. Website:
 - i. The Clerk is attending training on June 20 about the new accessibility requirements for the website which are expected to take force around September 2020.
 - ii. A task and finish group to look at changing the structure of the WordPress site, Welsh translation and a website plan setting out what PCC wants the site to achieve may then be needed. It had not met.
 - h. Civic Reception: This is now established as a regular annual event and budgeted for. Less food will be ordered this year and the Annual Report will be presented.
 - i. Future work: The Clerk had discussed with the CMOs what resources PCC would need to take on more grass cutting of public spaces. Grass cutting for Creigiau Scouts is being done. The Clerk is arranging a meeting with Cardiff to discuss taking on the grass cutting at the Pentyrch Rugby Club play area.
 - j. 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 as part of any website changes.
 - k. Training for Councillors: The Clerk regularly updates councillors on training courses. Overall, PCC now covers at least 14 of OVW's 22 modules plus other training via Cardiff and Planning Aid Wales. A bespoke session on the Well-being of Future Generation Act will be arranged with One

Voice Wales. Cllr Sherwood will remind councillors of the importance of attending Code of Conduct training and social media at the June meeting.

- l. Councillors: Members to be reminded to use their @pentyrch.cc email
 - m. Council Offices: Fire doors are being installed on the first floor.
 - n. The Love Where You Live project is going well and making a considerable difference in reducing local litter. Groups are expanding their projects to include environmental improvements such as planting wild flowers and trees, floral decorations, woodland management.
 - o. The Parc Group at Memorial Park, Pentyrch is fund-raising to match fund PCC in the purchase of new equipment.
 - p. There was a discussion about asking Cardiff if PCC could take over management of Cardiff's land at the end of Parc y Felin, running up to Cardiff Road. This could be developed as a play area for 6-10 year olds that avoids main roads with PCC working with a local residents' group to match fund the project. This could be raised at the Civic Reception. PCC could also borrow funds for such a project or request some S106 funding.
6. **To discuss the Business Plan and Annual Report** : The Annual Report will be ready for the Civic Reception. The Business Plan needs to be updated and financial information added.
7. **To discuss LDP Site E and community involvement** : The suggestions include, but are not limited to:
- a. Creigiau play area at Parc y Felin
 - b. Christmas lights connexion at Queen Charlotte Drive to decorate existing trees
 - c. Creigiau Recreation Area drainage
 - d. Creigiau Recreation Area patronage
 - e. Attachments to lamp standards for hanging baskets and Christmas lights
 - f. Community centre to include PCC offices
8. **To discuss any issues relating to the business of PCC**
- a. The fencing at Memorial Park needs to be replaced. The Clerk is looking into using recycled plastic. There may be funds underspent from the path project.