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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the Business Plan Committee held at noon, 14 June 2018 at 1 Penuel Road, Pentyrch

Present: Cllrs Stuart Thomas, Simon Davies, Mike Sherwood

In attendance: Helena Fox

1. To receive apologies for absence: Cllrs Chris Priday, Wynford Ellis Owen
2. The Committee had not met for some months and reviewed the last meeting
3. **Finance.** The Council's budget had been reviewed for 2018-19.
4. **Staffing** All staff reviews are to be complete by the end of September 2018. This will include a review of the working roles, hours, training, PPE. The staff handbook should be updated and given to all staff.
5. **Equipment** The record of the equipment available to the maintenance staff is being documented. This needs to be turned into a schedule setting out service schedules and replacement. There should be a similar schedule for office equipment
6. **Personal Protective Equipment** The record of PPE is being documented and will need a schedule of replacement.
 - a. A quote will be sought from Apparel Master for overalls and laundry costs
 - b. Outdoor staff are to be provided with winter clothes.
7. **Health and Safety Policy** As we employ less than 5 staff we do not have to have a Health and Safety policy written down. The policy needs to be brought up to date and should include a system of say 6 monthly review of employee driving licences. There should be statements about working at height and alone. A record of Fire evacuation procedure and training must be maintained.
 - a. Risk assessments/task are needed, eg grass cutting, tree work
 - b. A daily exception report will record any issues identified
 - c. The Clerk will make recommendations about how this can be implemented
 - d. Cllr Sherwood offered to help with the Ras
8. **Working on own** The Clerk was asked to make suggestions about how the Council should deal with lone working of office staff. Councillors were open to a number of suggestions.
9. **Village Plan** The Questionnaire is out for consultation and CRC are starting to process the responses to date. Once the report is received PCC will need to consider the results and prioritise and decide on next steps.
10. **Civic Reception** The second Reception is booked for October 14 and VIP invitations have been sent.
11. **Future work** There was a discussion of the possibility of PCC taking on more services such as grass cutting or litter picking. This will need planning to ensure resources match demand. Any services taken over from Cardiff will need a legal agreement that could include funding.
12. **Website** This has been updated over the year. It may be possible to improve the arrangement of pages but will require some testing of the WordPress platform.
13. **Council Mission Statement and Policies** The mission statement has not been updated. Many policies have been reviewed and updated over the year.
 - a. New model Standing Orders have just been released and include GDPR. PCC will update its SOs in the next couple of months. The councillors present will work with the Clerk on this update.
14. **Training for Councillors** Councillors have attended a range of OVW and planning modules. Three councillors have not yet attended Code of Conduct training. This will be raised at the July Main Meeting.
15. **Council Offices** The future of the building will be discussed at the July Main Meeting.

- a. Roof insulation is to be checked and doors replaced upstairs to reduce heat loss.
16. **Annual Report** Although PCC has no duty to produce an Annual Report it would like to do so and to align it with the Business Plan and the outcome of the Village Plan Questionnaire. It should also align with the goals of the Wellbeing of Future Generations Act. Ideally, it could be presented at the Civic Reception.