

REPORT ON 2024 ANNUAL PLAN



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL





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This report updates the outcomes for 2024 against the annual plan approved by Councillors in January 2024. A further annual plan for 2025 will be prepared for Councillor's approval in early 2025.

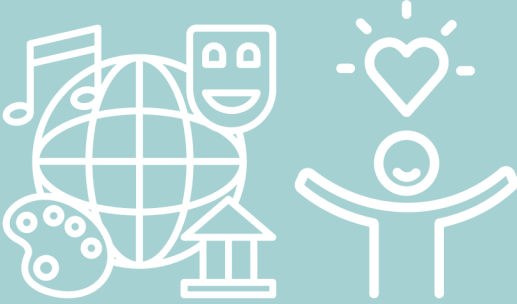


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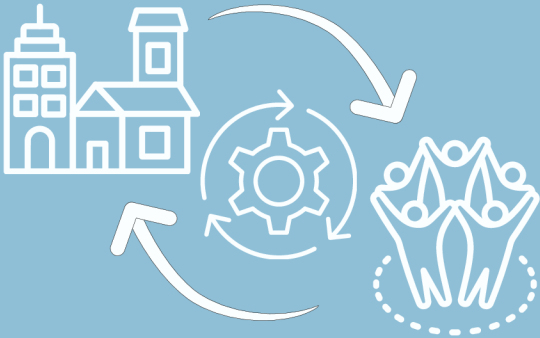
PILLARS	OBJECTIVES/GOALS	ACTIONS/LEAD/TEAM	REVIEW DATES	COMMENTS/UPDATE
<div>Pillar 1</div> <div>Be a well-run, accessible, and inclusive organisation.</div> <div></div>	(i) Implement an appraisal system across the organisation.	Chief Executive to ensure managers are appraised (with 121s in place) and team members have received first appraisals. This process will be reviewed on an ongoing basis.	End Jan 24	An appraisal system for all staff has been implemented and is working well. All staff have received at least one annual appraisal.
	(ii) Review and implement training plan for staff and councillors.	To be included in Annual Meeting papers in May.	May 24	A training plan with recommendations for Councillors has been agreed. Individual training is discussed at staff appraisals. The Chief Executive has completed 2 years of a 3 year combined Masters/ILM7 course, and the Assistant Town Clerk has obtained her CiLCA qualification. Front Desk and Facilities Management Officer also completed her Masters in 2024.
	(iii) Review governance and finance toolkit and implement recommendations.	Chief Executive to reinstate working group and review previous work and ongoing actions to be carried out. The working group will develop an ongoing work plan.	Jun 24	Due to time pressures in 2024 this has not been completed and will be carried forward to 2025 as it is considered important for the organisation's development and improvement moving forward. This toolkit has been highlighted and commented upon favourably at the recent Senedd Committee evidence sessions.
	(iv) Complete implementation of Scribe Accounts system including first year audit under new system.	Assistant Town Clerk to ensure system working correctly and oversee first audit with Chief Executive.	Apr- Jun 24	The Scribe accounts package has been implemented and the first audit using the package has been successfully completed.

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<div>Pillar 3</div> <div>Improve our environment and biodiversity.</div> <div>  </div>	(i) Set up and facilitate a working group to review our open spaces and landholdings.	<p>Chief Executive to continue work with newly formed Land Use/Staffing Working Group. Establish terms of reference and priorities of work required at various sites and open spaces.</p> <p>Priorities for work at Open Spaces (The Common & Berw Rd) to be established by the Working Group as year progresses and reviewed at regular times up to year end in Dec.</p>	<p>Mar 24</p> <p>Dec 24</p>	<p>A working group was set up to consider the issue of overseeing our areas of land. This group recommended that a Land Use Manager be recruited to oversee this work, working under the direct supervision of the Chief Executive.</p> <p>A Land Use Manager was recruited and work has commenced on the development of a strategy for the improvement and maintenance of each of our areas of land. A work programme has been provided for Land Use Manager to follow by the Chief Executive Officer.</p>
	(ii) Explore feasibility of a community farm at one of our existing sites.	Chief Executive to work with Community Development and Wellbeing Manager to consult on the feasibility of a community farm at an existing location owned by the Council. This will be a low priority but reviewed towards the year end.	Nov 24	No progress has been made on this issue. It has been pointed out that there is a cycle/walking path from the smallholdings at Llandraw to Barry Sidings and investigations should be undertaken into the feasibility of developing links. This will be a project for 2025.
	(iii) Continue the grant work and development of Meadow Street.	Community Development and Wellbeing Manager to oversee and carry out work required under The Woodland Investment Grant scheme. Continue development of garden and volunteering team throughout the year to December.	Dec 24	The 2 year (£191k) Woodland Investment Grant (TWIG) work is now completed. An Open Day was held at Meadow Street Community Garden attended by a number of Councillors and the excellent work was highlighted to all attendees. An evaluation report is expected to be completed by Cwmpass in December 2024. The project is well attended and in regular use.

				Many groups and schools have attended in recent months and a detailed report was provided to the Environment Committee at the beginning of November. The Garden did suffer during the recent flood and work continues to bring it back into full use. Meadow Street Community Project and Volunteer Coordinator will be leaving at the end of Jan 25 and a new Project Coordinator recruited after the role and project are thoroughly reviewed.
	(iv) Consider potential locations for school's environmental trails.	Community Development and Wellbeing Manager to consider with Schools Liaison Officer locations and feasibility of school trails and present project to Council.	Oct 24	This work has not been completed but Community Development and Wellbeing Manager is working with Schools and Community Liaison Officer who is now back from maternity leave to make progress on this matter.
	(v) Continue support for Ponty Green Week.	Community Development and Wellbeing Manager and Meadow Street Community Project and Volunteer Coordinator to work with current group and engage in the week of activities.	Sep 24	Support was provided to local Green groups again this year. A small event took place in the museum and at Taff Meadow Community Centre. A grant has also been made to Tir Pontypridd in respect of potential community land use purchases.

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<div>Pillar 4</div> <div>Encourage and fund events, culture and arts that promote well-being.</div> <div>  </div>	(i) Develop a full calendar of town centre and community events for 2024.	Chief Executive to meet with Managers and Senior Councillors to agree calendar of events for Council. Liaise with Creative Pontypridd/RCT.	Jan 24	This was completed early in 2024 and there has been close liaison with a number of partners throughout the year on our calendar of events.
	(ii) Support National Eisteddfod in Summer 2024.	Provide resource and financial support as requested and agreed by Council. Establish small working group to understand and implement requests from Eisteddfod organisers.	Aug 24 Feb/Mar 24	The Council played a full part in the National Eisteddfod in Aug 24. It had a significant presence on the Maes itself and put on a full timetable of events and activities in the Museum and other Council owned sites through Eisteddfod week under the 'Tymor Yr Haf' banner. The Council invested a significant sum in these events and activities and received many expressions of congratulations and encouragement during and after the event(s). A report was presented to the P&F Committee in November and included in Council papers.
	(iii) Continue to cultivate relationships and facilitate 'Creative Pontypridd'.	Continue to support and facilitate Creative Pontypridd. Liaise on future Morfydd Owen festival in Oct 2024	Ongoing Oct 24	Chief Executive has chaired meetings of Creative Pontypridd throughout 2024, and Cllr L. Davies has also attended those meetings. Relationships have been developed throughout the year with various cultural organisations in Pontypridd. The Council also took part in and supported the first Morfydd Owen Festival to be held in Pontypridd. The event received very favourable reviews and media write ups. The Museum was used for a number of successful events during the weekend of the festival.

				It is anticipated that a request for support in 2025 will shortly be received due to the success of the 2024 event.
	(iv) Improve displays and exhibitions including 'Pontypridd Hoard'.	Museum Business & Partnerships Manager to place new exhibition in museum cases alongside review and clean-up of current exhibition space.	Apr 24	The 'Pontypridd Hoard' is now on display in a new case with storyboards to accompany the exhibition. Museum Business & Partnerships Manager continues to do an excellent job reviewing and cleaning up the collection. Storage is constantly under review and new exhibitions have been put in place through the year and especially during the Eisteddfod. A number of interns and students have worked with the Museum team and one of those students secured the part time Saturday role advertised earlier in the year.
	(v) Improve museum facilities including the shop offering.	Museum Business & Partnerships Manager to seek additional funding for museum upgrade (Heritage Lottery Fund) or agree refurbishment works from reserves.	May 24	The ground floor carpets, and lighting have been renewed adding to a greatly improved look and feel of the museum spaces. A grant of £9k was received from the National Federation of Museums towards that work. The Museum shop and reception area has been refurbished and the income from the shop has exceeded the projected budget after Q2 of the financial year. The shop is represented at events held by the Council and at major external events such as the Eisteddfod. A review of the feasibility of an online shop will take place in 2025.
		Assistant Town Clerk and Front Desk and Facilities Management Officer to investigate feasibility of online shop and new stock lines.	Sep 24	

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<div data-bbox="112 279 507 380">Pillar 5</div> <div data-bbox="80 562 546 993">Continue to invest in the regeneration of our town and surrounding communities</div> <div data-bbox="68 1178 572 1493"></div>	<p>(i) Continue our support for Pontypridd BID</p>	<p>Chief Executive to continue attendance at board meetings. To work in partnership on events, wayfinding project and Eisteddfod activities.</p>	<p>Ongoing</p>	<p>The relationship with Pontypridd BID is strong with a number of partnership events taking place through the year. The wayfinding project was paused due to the Eisteddfod. Funding and support for local businesses continues and our support for the town centre continues including the annual Christmas Lights Switch On with saw in excess of 10k visitors on the town centre in November. The BID office continues to be based in the Museum Community Rooms.</p>
	<p>(ii) Review funding for shopfront grants and Ponty in Bloom especially with Eisteddfod coming in Summer</p>	<p>Regeneration & Museum Committee to review shopfront grant funding. Working Group continue to oversee Ponty in Bloom.</p>	<p>July 24</p>	<p>Although no shopfront grants were awarded in 2024 the Council continues to support events in the town centre. A successful development of the 'Ponty in Bloom' project occurred in Summer 2024 for the Eisteddfod in partnership with BID and a number of new baskets were added to the display. During the recent flood the Council provided support to local businesses (and residents). This was reflected in a public post from BID expressing gratitude. A flood relief fund has been set up for the recent flood and for future support.</p>

	(iii) Continue our ongoing investment in bus shelters	Ongoing programme of inspection and renewal. Put in place contractors to oversee inspection/cleaning.	Ongoing Mar 24	Two new shelters were put in place this year and a number of incidents of damage were dealt with efficiently. Chief Executive is in contact with an inspection/cleaning company to ensure the shelters remain in good condition. This will be developed in 2025.
	(iv) Carry out a review and risk assessment of Canal Basin	Chief Executive and Leader of Pontypridd Town Council to review land ownership and risk at Canal Basin and obtain advice if appropriate.	Nov 24	This matter is ongoing although the Council was contacted by RCT prior to Christmas to indicate that a potential blockage may be causing a flood risk. This was investigated and remedial/clearance work was carried out. This has been reported to RCT.