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**CYNGOR TREF PONTARDDULAIS TOWN COUNCIL**

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*Correspondence is welcomed in English or Welsh / Croesewir gohebiaeth yn Gymraeg neu’n Saesneg*

 14 June 2023

Dear Member,

You are hereby summoned to attend the meeting of Pontarddulais Town Council in the Council Chamber/Room 1, Mechanics Institute, 45 St Teilo Street, Pontarddulais on Thursday, 22nd June 2023 commencing at 7.00pm.

15 minutes prior to the meeting members of the public will be allowed to ask questions.

**Public Questions**

* Questions may be verbal at the meeting, but if in writing must be submitted no later than noon on the working day prior to the meeting.
* Questions will be dealt with in a 15-minute period.

**BUSINESS**

1. **Apologies for Absence**
2. **Disclosures of personal and prejudicial interests in accordance with the council’s code of conduct.**

Members are requested to identify the agenda item/minute number and subject matter that their interest relates to.

1. **Minutes**

To confirm and sign as a correct record the minutes of previous council meeting(s).

1. **To receive and consider the minutes of the Special Events committee meetings held on the 16th and 30th May 2023** (attached).
2. **To receive and consider the minutes of the Policy & Resources committee meeting held on the 20th June 2023** (to follow).
3. **To receive and consider the minutes of the HR & Training committee meeting held on the 5th June 2023** (attached).
4. **To appoint a representative to serve on the following bodies:**
	1. Swansea Area Committee of One Voice Wales;
5. **To approve the recommendation for the purchase of Microsoft 365 for staff and council members (**attached).
6. **To receive and consider reports from county ward members.**
7. **To receive and consider any urgent matters from town councillors.**
8. **To answer questions from councillors (3 clear days’ notice of any question having been given to the person to whom it is addressed).**
9. **To receive and consider reports from the Clerk.**
10. **To receive and consider reports from the Mayor.**
11. **To receive and consider reports from representatives on outside bodies.**
12. **To fill the casual vacancy that exists in the Dulais West and Goppa Ward** (applications attached).
13. **To approve the Council’s Annual Return for the financial year 2022-2023 (copy to follow).**
14. **Financial Reporting.**
15. To authorise and approve the expenditure for the month of April and May 2023.
16. To receive a monthly income report and confirm and sign the bank reconciliation for the month of April and May 2023.
17. **To receive planning applications previously circulated to all councillors.**