Clerk: H. J. Davies

45 St Teilo Street

Pontardulais

SWANSEA

SA4 8SY

Tel No: (01792) 883348

Mobile: 07939 592168

Clerc: H. J. Davies

45 Stryd Sant Teilo

Pontarddulais

ABERTAWE

SA4 8SY

Rhif ffôn: (01792) 883348

Ffôn symudol: 07939 592168

**CYNGOR TREF PONTARDDULAIS TOWN COUNCIL**

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Email/Ebost: clerk@pontarddulaistowncouncil.gov.uk

Website/Gwefan: www.pontarddulaistowncouncil.gov.uk

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

12 January 2024

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, 18 January 2024 commencing at 7.00pm.

*Option to join via teams if unable to attend in person. If you intend joining via Teams, please notify me one hour prior to the meeting.*

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. **To receive an address from Mr Paul Egan, Deputy Chief Executive and Resources Manager, One Voice Wales.**
2. **Minutes**

To approve and sign as a correct record the minutes of the previous council meeting on 23 November 2023.

1. **Receive Declaration of Acceptance of Office from newly co-opted Councillors Mr G. Chambers and Mr J. John.**
2. **Receive and consider the minutes of the Policy, Compliance & Finance committee meeting held on the 14th December 2023 and 5th January 2024** (attached).
	1. Reserves Policy 2024 (attached)
	2. Precept RECOMMENDATION (attached)
	3. Grants Consultancy Report (attached)
3. **Receive and consider the minutes of the Estates committee meeting held on the 7th December 2023.** (attached)
4. **Receive and consider the minutes of the HR & Training committee meeting held on the 12th December & 9th January 2023.** (attached)
	* 1. **Policies for RECOMMENDATION** (attached in separate email)
		2. Grievance
		3. Annual Leave
		4. Anti-bullying and Harassment
		5. Performance Improvement & Procedure
		6. Whistleblowing
		7. Equality & Diversity
		8. Sickness Absence
5. **Receive and consider the minutes of the Special Events committee meeting held on the 11th December 2023.** (attached)
6. **Receive and consider reports from County Ward members.**
7. **Receive and consider any urgent matters from Town Councillors.**
	1. Request received from Cllr S. Lloyd-Janes for an update on Pentrebach flooding.
8. **Answer questions from Councillors (3 clear days’ notice of any question having been given to the person to whom it is addressed).**
9. **Receive and consider reports from the Clerk.**
10. **Receive and consider reports from the Mayor.**
11. **Receive and consider reports from representatives on outside bodies.**
	1. Swansea Area Committee meeting 15th January 23
12. **Financial Reporting.**

Receive and sign the Bank Reconciliation for the month of December 2023. (attached)

1. **To discuss planning applications previously circulated to all councillors.** (attached)

*HJ Davies*

Hilary Davies

Clerk to the Town Council