

CYNGOR TREF PONTARDDULAIS TOWN

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

23 February 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, 29 February 2024 commencing at 7.00pm.

Option to join via teams if unable to attend in person. If you intend joining via Teams, please notify the Clerk by 5pm, 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.

Council meetings are recorded for minute taking purposes and are deleted once minutes are agreed.

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.

4. To receive an address from the Police.

3. Minutes

To approve and sign as a correct record the minutes of the previous council meeting on 18 January 2024.

4. Receive and consider the minutes of the Policy, Compliance & Finance committee meeting held on the 8th February 2024 (attached).

- a. Financial Assistance – List of Applications (attached)

5. **Receive and consider the minutes of the Estates committee meeting held on the 1st February 2024.** (attached)
6. **Receive and consider the minutes of the HR & Training committee meeting held on the 13th February 2024** (attached).
 - a. Staffing structure (attached)
7. **Receive a verbal update of the Welsh Language committee meeting held on the 26th February 2024.**
8. **Receive and consider reports from County Ward members.**
9. **Receive and consider any urgent matters from Town Councillors.**
10. **Answer questions from Councillors (3 clear days' notice of any question having been given to the person to whom it is addressed).**
11. **Receive and consider reports from the Clerk.**
12. **Receive and consider reports from the Mayor.**
13. **Receive and consider reports from representatives on outside bodies.**
 - a. Swansea Area Committee meeting 15th January 23
 - b. Swansea Public Service Board representation
14. **Financial Reporting.**

Receive and sign the Bank Reconciliation for the month of January 2024 (attached).
15. **To discuss planning applications previously circulated to all councillors.** (attached)

HJ Davies

Hilary Davies
Clerk to the Town Council