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**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*

22 March 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, 28 March 2024 commencing at 7.00pm.

*If you wish to attend the meeting remotely, please contact the Clerk at* clerk@pontarddulaistowncouncil.gov.uk *for the Teams link*

 *by Wednesday, 27 March 2024*

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.*

**Members are asked to be present at 6.45pm for the presentation**

**of the Gerallt Davies award.**

**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 John Hallett, HICO, and Bethan Dardecker, Economic Regeneration, Swansea Council.**
2. **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 29 February 2024.

1. **Receive and consider the minutes of the Policy, Compliance & Finance committee meeting held on the 14th March 2024** (attached). The following matters are brought for Recommendation to approve.
	1. Financial Reports (under item 16)
	2. IRPW Annual Report 2024-25 RECOMMENDATIONS
	3. Meeting attendance RECOMMENDATIONS
	4. Recording of meetings RECOMMENDATIONS
2. **Receive and consider the minutes of the Special Events committee meeting held on the 19th March 2024** (attached).
3. **Receive and consider the Grants Consultancy Report** (attached).
4. **Consider annual membership of One Voice Wales**
5. **Receive and consider reports from County Ward members.**
6. **Receive and consider any urgent matters from Town Councillors.**
	1. The following MOTION was received

**NOTICE OF MOTION**

I propose that the Council elect one councillor into the post of Chair Person to facilitate all monthly Town Council meetings and the Annual Meeting as of May 2024. The post holder would remain in place for the term of office. This will apply only to the full Council meetings and not to the meetings of any sub-committees.

Signed: C. Evans

Signed: A. Wilson

1. **Answer questions from Councillors (3 clear days’ notice of any question having been given to the person to whom it is addressed).**
2. **Receive and consider reports from the Clerk.**
3. **Receive and consider reports from the Mayor.**
4. **Receive and consider reports from representatives on outside bodies.**
5. **Financial Reporting.**

Receive and sign the Bank Reconciliation for the month of February 2024 (attached).

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

**Exclusion of Public and Press – S.1(2) Public Bodies (Admission to Meetings) Act 1960 for the following item:**

1. **Receive and consider the minutes of the HR & Training committee meeting held on the 12th March 2024** (attached). The following matters are brought for Recommendation to Approve.
	1. RECOMMENDATION to accept Job descriptions (attached)
* Facilities Manager
* Relief Caretaker/Cleaner
	1. RECOMMENDATION to accept Safeguarding Policy (attached)

*HJ Davies*

Hilary Davies

Clerk to the Town Council