

CYNGOR TREF PONTARDDULAIS TOWN

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

14 June 2024

Dear Member

You are hereby summoned to attend the **Council Meeting**, of Pontarddulais Town Council in the Council Chamber/Room 1, Mechanics Institute, 45 St Teilo Street, Pontarddulais on **Thursday, 20 June 2024** at 7pm

If you wish to attend the meeting remotely, please contact the Clerk at clerk@pontarddulaistowncouncil.gov.uk for the Teams link by Wednesday, 19th June 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.

COUNCIL MEETING AGENDA

- 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.
- 3. To confirm and sign as a correct record the minutes of the previous Council meeting on 16th May 2024** (attached).

4. **To receive and accept the minutes of the Policy & Resources Committee meeting held on the 6th June (attached).**
5. **To receive and accept the minutes of the Estates Committee meeting held on the 4th June (attached).**
6. **To receive and accept the minutes of the Special Events Committee meeting held on the 21st May (attached).**
7. **To receive reports from County Ward Members.**
8. **Admin**
 - a. Update on training
 - b. To agree attendance at One Voice Wales Innovative Practice Conference
 - c. To agree subscription to SLCC for new clerk £298
 - d. To agree purchase of Arnold Baker Local Council Administration £163/£137, and the Clerk's Manual £67.50/£47.50 (depending on membership status)
9. **To receive planning applications previously circulated to all councillors.**
10. **Policy, Compliance & Finance**
 - a. Receive and sign the Bank Reconciliation for the month of May 2024.
 - b. To agree payment limits for committees
11. **Estates**
 - a. To note receipt of fire audit and action
 - b. To agree to formulate timetable/work schedule for Caretakers and Cleaner
12. **Special Events**
 - a. Festival feedback
13. **Correspondence**

Motion of Exclusion of Public and Press – S.1(2) Public Bodies (Admission to Meetings) Act 1960:
It is proposed that Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
14. **To discuss procedure for outgoing employee and agree a way forward**
15. **To discuss induction for incoming employee and agree a way forward**



Town Clerk/RFO

14/06/2024