**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL MEETING HELD ON THE 3RD FEBRUARY 2020**

**PRESENT:** Cllr D. Beynon (Mayor) Cllr H. Roberts

Cllr K. Griffiths Cllr R. John

Cllr P. Downing Cllr K. Williams

Cllr G. Griffiths Cllr C. Evans

Cllr J. Harris Cllr R. Harris

Cllr R. Jenkins

Fifteen minutes prior to commencement of business members of the public were invited to ask question. The Chairman of the Festival Committee referred to the centenary of Coedbach Park and suggested a celebratory “Party in the Park” on the weekend of 29th July 2022. He confirmed that the Festival Committee would not be in a position to take the lead in the event but would assist in organising the event. He then referred to the Christmas Parade and again explained that the Festival Committee did not now have the manpower to organise the event. It was agreed that a Special Events Committee be called as soon as possible with consideration being given to that committee agreeing a working group to take the above events forward.

**155. APOLOGIES FOR ABSENCE:**

An apology for absence was received from Councillor A. Wilson.

**156. TO RECEIVE DECLARATIONS OF PERSONAL/PREJUDICIAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL’S CODE OF CONDUCT:**

There were no declarations of interest received.

**157. TO RECEIVE AND CONSIDER THE MINUTES OF THE COUNCIL MEETING HELD ON THE 13TH JANUARY 2022:**

The above minutes were accepted as a true record.

**(a) M4 Junction 48:**

The Clerk advised Members that he had contacted Llanedi Community Council but they had not nominated any representative to assist with the gathering of information.

**(b) Defibrillators (Min No 138(a)):**

Members were unable to open the report from Cllr J. Harris. She explained that another Defibrillator Working Group meeting would be held shortly.

**(c) To receive reports from County Ward Members (Min No 140):**

In response to a question from Cllr R. John, Cllr Downing advised that he had written again to Swansea Council regarding the defective street lighting.

**(d) Christmas Sleigh (Min No 143(kk)):**

It was agreed that the Christmas Sleigh be booked as soon as possible.

**(e) To discuss and consider the future of the local produce market (Min No 147):**

It was agreed that a monthly external market was not feasible and the Mayor agreed to speak to the manager of Tesco to seek approval for a Christmas Market in the accessway between St Teilo Street and Tesco car park.

**158. TO RECEIVE AND CONSIDER THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON THE 27TH JANUARY 2022:**

The above minutes were accepted as a true record.

* Members considered various commemorative memorabilia and agreed to purchase rulers for local children;
* Clerk has spoken to an electrical contractor regarding the lighting of the Institute frontage and was awaiting further information;
* Works have been undertaken to allow for the lighting of the birch trees during the jubilee celebrations;
* A tree be planted in the cenotaph.

**159. TO RECEIVE REPORTS FROM COUNTY WARD MEMBERS:**

County Councillors K. Griffiths reported on the following:

* Goat problem in Bolgoed Road;
* Missing parking sign indicating parking behind Cambrian Place (in conjunction with Cllr Downing);
* Donation to Star Dance Group (in conjunction with Cllr Downing);
* Proposed boxing club;
* Fly tipping behind Cambrian Place;
* Complaints concerning Talybont Surgery;
* Parking bay in Maesteg (in conjunction with Cllr Downing).

County Councillor Downing reported on the following:

* Met with Anti-Social Behaviour Reduction Co-ordinator re CCTV in St Teilo Street;
* Safe Routes in Community Grant to include various pedestrian crossings in Pontarddulais;
* Energy crisis.

**160. TO RECEIVE AND CONSIDER ANY URGENT MATTERS FROM TOWN COUNCILLORS:**

Members discussed the proposed Active Travel route through Coedbach Park and Cllr Downing advised Members that he had called in the application and stated that a new planning notice had been posted allowing a further fourteen days to respond.

**161. TO ANSWER QUESTIONS FROM COUNCILLORS (3 CLEAR DAYS’ NOTICE OF ANY QUESTION HAVING BEEN GIVEN TO THE PERSON TO WHOM IT IS ADDRESSED):**

There were no questions tabled.

**162. TO RECEIVE AND CONSIDER REPORTS FROM THE CLERK:**

The following correspondence was received and noted:

1. Welsh Government – Coronavirus Covid 19 news;
2. One Voice Wales – violence against women Welsh Government consultation;
3. One Voice Wales – News Bulletin;
4. One Voice Wales – phishing emails – gift cards;
5. Play Wales – playing for wellbeing – new magazine;
6. Cllr P. Downing – press release Switched On;
7. Cllr P. Downing – non-domestic rates related grants for businesses;
8. AC – upgrade of M4 Junction 48;
9. Clerk – planning application 2021/3019;
10. One Voice Wales – raising awareness/promotional videos – Community & Town Councillors;
11. One Voice Wales – the Queen’s Platinum Jubilee Beacons;
12. Swansea Council – have your say on how Swansea Council works and sets priorities;
13. Cllr K. Griffiths – Talybont Surgery;
14. Swansea Council – RDP funding window open;
15. Ageing Well in Wales – information highlights – February;
16. One Voice Wales – the Welsh Government is developing a Community Food Strategy;
17. Cllr K. Griffiths – path;
18. One Voice Wales – Welsh Government Apprenticeship Scheme 2022;
19. Cllr K. Griffiths – contacting the surgery;
20. Cllr K. Griffiths – Talybont Surgery;
21. Cllr C. Evans – commemorative coins.

**v. Buckingham Palace Garden Party:**

The Clerk informed Members that One Voice Wales were now requesting nominations for the above Garden Party. The expectation was that councils would propose Members who had made a noteworthy contribution during the Covid-19 pandemic. After considerable discussion it was agreed to nominate Cllr A. Wilson.

**w. Coedbach Park Centenary:**

The Clerk reported correspondence with the Town Band regarding the above centenary. It was agreed that the matter be discussed at a forthcoming Special Events Committee meeting.

**x. Junction 48 M4:**

Members were advised that the working group considering the traffic flow towards the above junction had held their first meeting.

**163. TO RECEIVE AND CONSIDER REPORTS FROM THE GRANTS OFFICER:**

The Grants Officer gave a Powerpoint presentation which included the following:

1. Museum Working Group – three Members expressed an interest to date; terms of reference being prepared; any other Members interested?;
2. Jubilee celebrations – information on grant applications.

**164. TO RECEIVE AND CONSIDER REPORTS FROM THE MAYOR:**

There were no civic activities to report.

**165. TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:**

Cllr Gail John suggested that the Children’s film shows could now recommence. It was agreed to recommence in March.

**166. TO CONSIDER TECHNOLOGY OPTIONS FOR FUTURE HYBRID MEETINGS:**

Cllr J. Harris had requested this item be placed on the agenda. It was agreed that there was a need for the Council to consider requirements for future hybrid meetings. The Clerk informed Members that he had recently received information from One Voice Wales regarding a company called Pugh Computers who had undertaken works relating to hybrid meetings. It was agreed that the Clerk contacts the company and Cllr R. John be involved in any meetings to discuss our technological requirements.

**167. TO CONSIDER AND DETERMINE THE PURCHASE OF HALL LETTING SOFTWARE FOR THE INSTITUTE:**

The Clerk suggested the Council considers purchasing hall letting software which would allow for the lettings diary to be available on the Council’s website, automates booking confirmations, generates reports and invoices are automatically calculated as you generate them. It was agreed that the Clerk takes advantage of the trial period with Hallmaster and reports back to the next meeting.

**168. TO AUTHORISE AND APPROVE THE EXPENDITURE FOR THE MONTH OF JANUARY 2022:**

The above expenditure was authorised and approved.

See Appendix “A”.

**169. TO RECEIVE A MONTHLY INCOME REPORT AND BANK RECONCILIATION FOR THE MONTH OF JANUARY 2022:**

The above reports were accepted.

See attached appendices.

**170. TO RECEIVE PLANNING APPLICATIONS PREVIOUSLY CIRCULATED TO ALL MEMBERS:**

There were no planning applications received.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CYNGOR TREF PONTARDDULAIS TOWN COUNCIL** | | | | |
|  |  |  |  |  |
| **APPENDIX "A"** | | | | |
|  |  |  |  |  |
| **Expenditure transactions for the month of January 2022** | |  |  |  |
|  |  |  |  |  |
| **Name** | **Particulars** | **Net** | **Vat** | **Total** |
| Zurich Insurance | Annual Council insurance | £2,488.88 | £0.00 | £2,488.88 |
| HMRC | Quarter tax/N.I. | £1,836.61 | £0.00 | £1,836.61 |
| British Gas | Monthly gas | £405.38 | £81.07 | £486.45 |
| British Gas | Monthly electricity (December) | £125.23 | £6.26 | £131.49 |
| British Gas | Monthly Dantwyn electric point (December) | £13.72 | £0.68 | £14.40 |
| Grenke Leasing | Quarter printer to 31/03 | £47.49 | £9.50 | £56.99 |
| Grenke Leasing | Equipment protection 2022 | £89.00 | £17.80 | £106.80 |
| Chubb Fire & Security | Annual service | £305.17 | £61.03 | £366.20 |
| Security Solutions | CCTV installation | £1,412.23 | £282.45 | £1,694.68 |
| B. T. | Quarter phone & broadband | £128.57 | £25.71 | £154.28 |
| Cathedral Leasing | 2 No. san. units | £17.33 | £3.47 | £20.80 |
| Salaries | January salaries | £2,922.54 | £0.00 | £2,922.54 |
| Lloyds Bank | Service charge | £7.00 | £0.00 | £7.00 |
| R. T. Electrics | works to Dulais Glen lights (Jubilee) | £952.75 | £190.55 | £1,143.30 |
| British Gas | Monthly electricity (January) | £219.32 | £10.96 | £230.28 |
| British Gas | Monthly Dantwyn electric point (January) | £13.72 | £0.68 | £14.40 |
| Heartbeat Trust UK | 3 No defibrillators & accessories | £5,030.00 | £0.00 | £5,030.00 |
| **TOTAL** |  | **£16,014.94** | **£690.16** | **£16,705.10** |

**MONTHLY INCOME REPORT – JANUARY 2022**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 05-Jan | 45/21 | Cor Glandulais | | Room hire |  | £15.00 |  |  |  |  |  | £15.00 |  |
| 10-Jan | 42/21 | Slimming World | | Room hire |  | £150.00 |  |  |  |  |  | £150.00 |  |
| 10-Jan | 50/21 | Dulais River Writers | | Room hire |  | £90.00 |  |  |  |  |  | £90.00 |  |
| 10-Jan | 40/21 | South Wales Police | | Room hire |  | £1,000.00 |  |  |  |  |  | £1,000.00 |  |
| 10-Jan |  | HMRC |  | VAT refund |  |  |  |  | £3,848.54 |  |  | £3,848.54 |  |
| 10-Jan |  | Lloyds Bank |  | Interest |  |  |  | £0.69 |  |  |  | £0.69 |  |
| 10-Jan |  | Lloyds Bank |  | Interest |  |  |  | £0.27 |  |  |  | £0.27 |  |
| 11-Jan | 48/21 | MYW |  | Room hire |  | £15.00 |  |  |  |  |  | £15.00 |  |
| 11-Jan | 47/01 | Scrapbook Club | | Room hire |  | £30.00 |  |  |  |  |  | £30.00 |  |
| 12-Jan | 49/21 | Town Band |  | Room hire |  | £15.00 |  |  |  |  |  | £15.00 |  |
| 13-Jan | 44/21 | Senior Citizens | | Room hire |  | £15.00 |  |  |  |  |  | £15.00 |  |
| 15-Jan | 43/21 | Karate |  | Room hire |  | £140.00 |  |  |  |  |  | £140.00 |  |
| 17-Jan | 46/21 | W. I. |  | Room hire |  | £25.00 |  |  |  |  |  | £25.00 |  |
| **Monthly totals** |  |  |  |  |  | **£1,495.00** | **£0.00** | **£0.96** | **£3,848.54** | **£0.00** | **£0.00** | **£5,344.50** | **£133,297.59** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Cyngor Tref Pontarddulais Town Council** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Bank Reconciliation** | |  | **Jan-22** |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Balance brought forward | | |  |  |  |  | **£127,501.08** |
|  |  |  |  |  |  |  |  |
| Add total receipts as per R & P Book | | | |  |  |  | £5,344.50 |
|  |  |  |  |  |  |  |  |
| Less total payments as per R & P Book | | | |  |  |  | £16,705.10 |
|  |  |  |  |  |  |  |  |
| **Balance carried forward** | | |  |  |  |  | **£116,140.48** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Bank balances | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Closing bank balances | | |  |  |  |  |  |
| (as per bank statements as at 31/01/22) | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Current Account | |  |  | £2.00 |
|  |  |  | Deposit Account | |  |  | £84,957.74 |
|  |  |  | Reserve Account | |  |  | £31,180.74 |
|  |  |  | Total bank balance | |  |  | £116,140.48 |
|  |  |  |  |  |  |  |  |
| Less unpresented cheques | | |  | Cheque number | |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | Total |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
| Add cash/cheques received not yet banked | | | |  |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Other adjustments | |  |  |  |  |  |  |
|  | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Reconciled Balance** | |  |  |  |  |  | **£116,140.48** |
| **(as at 31/01/22)** | |  |  |  |  |  |  |