**MINUTES OF THE ANNUAL MEETING OF PONTARDDULAIS TOWN COUNCIL HELD ON THE 12TH MAY 2022 (REMOTE ACCESS)**

**PRESENT:** Councillor D. Beynon Cllr K. Griffiths

Cllr H. Roberts Cllr J. Harris

Cllr K. Williams Cllr G. John

Cllr R. John Cllr A. Wilson

Cllr C. Evans Cllr P. Downing

Cllr R. Harris

There were no members of the public present.

**1. APOLOGIES FOR ABSENCE:**

There were no apologies for absence.

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

Councillors P. Downing, C. Evans, A. Wilson and J. Harris declared a personal interest in agenda item 22 (Canolfan y Bont and Labour Party) and Councillor R. John declared a personal interest in agenda item 20 (son one of the candidates for a casual vacancy).

**3. ELECTION OF MAYOR:**

**RESOLVED** that Cllr K. Griffiths be elected Mayor for the forthcoming year 2022 – 2023. Cllr Griffiths thanked Members for their support and thanked Cllr Beynon for his two years in office.

**4. TO RECEIVE THE MAYOR’S DECLARATION OF ACCEPTANCE OF OFFICE:**

The Mayor signed the Declaration of Acceptance of Office in the presence of the Clerk.

**5. ELECTION OF DEPUTY MAYOR:**

**RESOLVED** that Cllr C. Evans be elected Deputy Mayor for the forthcoming year 2022 – 2023.

**6. TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE FROM ALL COUNCILLORS:**

All Councillors present signed their Declaration of Acceptance of Office in the presence of the Clerk.

**7. TO FIX THE AMOUNT OF THE MAYOR’S ALLOWANCE IN PURSUANT OF SECTION 34(5) OF THE LOCAL GOVERNMENT ACT 1972:**

**RESOLVED** that the Mayor’s allowance remains at £1,500.

**8. TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES:**

**(a) Policy and Resources:**

**RESOLVED** that the above committee comprises Councillors P. Downing, J. Harris, C. Evans, H. Roberts and A. Wilson.

**(b) Estates, Development and Regeneration:**

**RESOLVED** that the above committee comprises Councillors H. Roberts, J. Harris, A. Wilson, G. John and R. John.

**(c) Special Events:**

**RESOLVED** that the above committee comprises Councillors H. Roberts, J. Harris, K. Griffiths, G.John, K. Williams, R. Harris and R. John.

**(d) Welsh Language Working Group:**

**RESOLVED** that the above working group comprises Councillors G John, H. Roberts and R. John.

**9. TO APPOINT TWO REPRESENTATIVES TO SERVE ON THE FOLLOWING BODIES:**

**(a) Swansea Area Committee of One Voice Wales:**

**RESOLVED** that Councillor G. John and the Clerk to the Council serve on the above committee with Cllr John having voting rights.

**(b) Larger Councils Committee of One Voice Wales:**

**RESOLVED** that Councillor J. Harris and the Clerk to the Council serve on the above committee with Cllr Harris having voting rights.

**10. TO FIX THE DATES OF THE ORDINARY MEETINGS OF THE COUNCIL FOR THE ENSUING YEAR:**

**RESOLVED** that ordinary meetings of the Council be held on the first Thursday of each month apart from January when the meeting will be held on the second Thursday and the Council will be in recess in August.

**11. TO RECEIVE AND CONSIDER THE MINUTES OF THE COUNCIL MEETING HELD ON THE 7TH APRIL 2022:**

The above minutes were accepted as a true record subject to the addition of Councillor R. Harris under Members present.

**(a) To receive an update report on the provision of defibrillators in the area (Min No 191(a)):**

Cllr J. Harris advised Members that the map had been completed and was waiting for printing costs. It was agreed that A5 map posters be circulated to the local shops/businesses. Training would be held in abeyance for a few more months.

**(b) Formal complaint following the Cobh fundraising event in the Institute, Pntarddulais(Min No 205):**

Cllr R. Harris informed Members that the sub-committee investigating the above complaint had had an informal meeting in Canolfan y Bont to consider the Council’s complaints policy. It was noted that the Grants Officer was not present to take the minutes of the meeting. It was agreed that any future meetings be held in the Institute with the Grants Officer being present to take the minutes.

**12. TO RECEIVE AND CONSIDER THE MINUTES OF THE SPECIAL EVENT COMMITTEE MEETINGS HELD ON THE 27TH APRIL, 4TH MAY AND 10TH MAY 2022:**

Cllrs H. Roberts and J. Harris reported on the above minutes. Another committee meeting was scheduled for the 17th May 2022.

**13. TO RECEIVE AND CONSIDER REPORTS FROM COUNTY WARD MEMBERS:**

There were no reports to consider.

**14. TO RECEIVE AND CONSIDER ANY URGENT MATTERS FROM TOWN COUNCIL:**

There were no urgent matters to consider.

**15. 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.

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

The following correspondence was received and noted:

1. One Voice Wales – introducing the National CPR & Defibrillator Manager;
2. One Voice Wales – April/May training dates;
3. Play Wales – April e-bulletin;
4. Cllr C. Evans – Co-operative Store;
5. Cllr K. Griffiths – Co-operative Store;
6. One Voice Wales – Wales Nature Week;
7. Cllr K. Griffiths – Local Bus Bulletin 18 – 24 April 2022;
8. One Voice Wales – polling station finder for 05 May 2022;
9. One Voice Wales – celebrating Rural Wales Event 9th &10th June 2022;
10. One Voice Wales – announcing a new name for the Wales Co-operative Centre;
11. One Voice Wales – Ramblers Cymru Spring in action t give nature a boost;
12. 4thregion – community led transport “public meeting;
13. One Voice Wales – Welsh Public Sector Asbestos Management Assurance Process (WAMAP);
14. One Voice Wales – change of training dates;
15. Wels Government – DNS/3260565 – cancellation of hearing & suspension – Brynrhyd Solar Farm, Llanedi;
16. One Voice Wales – Local Places for Nature – 2022 applications;
17. Swansea Council – Local Places for Nature – 2022 applications;
18. One Voice Wales – Keep Wales Tidy – applications are open for the new packages;
19. Cllr K. Griffiths – reply from planning re land off Tynybonau Road;
20. One Voice Wales – climate change newsletter;
21. One Voice Wales – available places on new Councillor induction session;
22. One Voice Wales – free training places for Councillors for 2022-23;
23. Welsh Government – racial equality in the workplace Wales/digital conference/Monday 20 June 2022;
24. 4thregion – Getting Around – Pontarddulais (reply email);
25. Welsh Government – Future Wales: the national plan 2040 – Newsletter Issue 19 May 2022;
26. One Voice Wales – Renew Wales Workshop;
27. Cllr J. Harris – defibrillator map;
28. Swansea Council – results of Community & Town Council election/expenses;

**(cc) Coedbach Park, Pontarddulais:**

The Clerk reported an email from Swansea council giving the Town Council permission to undertake a land survey in part of the above park.

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

The Grants Officer advised Members that, regrettably, he had to tender his resignation. Members thanked him for his work and wished him well for the future.

**18. TO RECEIVE AND CONSIDER REPORTS FROM THE OUTGOING MAYOR:**

The outgoing Mayor did not have any matters to report.

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

Cllr G. John advised Members that the Local Produce Market had taken place in the Institute yesterday.

**20. TO CONSIDER THE ROLE OF CANOLFAN Y BONT IN RELATIONSHIP WITH PONTARDDULAIS TOWN COUNCIL, SWANSESA CITY COUNCIL AND THE LABOUR PARTY AS A WHOLE (AGENDA REQUEST FROM CLLR R. JOHN):**

Cllr R. John referred to the historical relationship between the Town Council and Pontarddulais Partnership and the number of councillors who were also members of the Partnership. Reference was made to the recent complaint from a hirer of the Institute, allegations made by the complainant and the service provided by the Pontarddulais Food Bank. After considerable discussion the matter was noted.

**21. TO CONSIDER AND DETERMINE APPLICATIONS FOR FINANCIAL ASSISTANCE TOWARDS VARIOUS JUBILEE CELEBRATION ACTIVITIES:**

The Clerk reported information on the applications received. Cllr R. John declared an interest in the High Street application. **RESOLVED** that a donation of £100 (one hundred pounds) be made to the following applicants:

1. Bryniago;
2. High Street;
3. Heol y Coed;
4. Bont Elim Community Church;
5. Glynhir W. I.;
6. Pontarddulais Scouts;
7. Maes Teg;
8. Glanffrwd and Pantyfelin;
9. Dantwyn/Glynhir;
10. Robert Davies Court.

**22. TO CONSIDER AND DETERMINE APPLICATIONS RECEIVED FOR THE FIVE CASUAL VACANCIES ON THE COUNCIL:**

Members had before them information on the seven candidates for the five casual vacancies. It was agreed that Members cast their votes and return their ballot papers to the Institute by the end of the weekend. The Clerk would then arrange to open the ballot papers and count the votes in the presence of the caretaker and cleaner.

**23. TO AUTHORISE AND APPROVE THE EXPENDITURE FOR THE MONTH OF APRIL 2022:**

The above expenditure was authorised and approved.

See Appendix “A”.

Members agreed that representatives from the three schools be invited to plant the trees in the Cenotaph and refreshments be provided in the Institute. Members also expressed concern at the visibility issues as vehicles exit St Michael’s Avenue onto Water Street. The Clerk agreed to speak to the officer responsible for the erection of the summer flowers on railings adjacent to the library.

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

The above reports were received and accepted.

See attached appendices.

**25. TO RECEIVE PLANNING APPLICATIONS PREVIUSLY CIRCULATED TO ALL COUNCILLORS:**

1. 54 Ffordd Cambria, Pontarddulais – single storey rear extension;
2. 41 Heol y Cae, Pontarddulais – single storey side & rear extension.

There were no observations regarding the above applications.

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| **CYNGOR TREF PONTARDDULAIS TOWN COUNCIL** | | | | |
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| **APPENDIX "A"** | | | | |
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| **Expenditure transactions for the month of April 2022** | |  |  |  |
|  |  |  |  |  |
| **Name** | **Particulars** | **Net** | **Vat** | **Total** |
| HMRC | Quarter tax/N.I. | £1,670.41 | £0.00 | £1,670.41 |
| Grenke Leasing | Printer lease | £47.49 | £9.50 | £56.99 |
| One Voice Wales | 2 No. training modules | £60.00 | £0.00 | £60.00 |
| British Gas | Quarter gas | £354.49 | £70.89 | £425.38 |
| British Gas | Dantwyn tree electric point | £11.27 | £0.56 | £11.83 |
| B. T. | Phone/broadband | £146.85 | £29.37 | £176.22 |
| Salaries | 4 No salaries | £3,172.24 | £0.00 | £3,172.24 |
| Cathedral Hygiene | Hire of 2 No san. Units | £17.33 | £3.47 | £20.80 |
| One Voice Wales | Annual membership | £1,062.00 | £0.00 | £1,062.00 |
| Filmbank Distributors | Video screening licence | £124.17 | £24.83 | £149.00 |
| Hallmaster | Room hire software | £187.00 | £37.40 | £224.40 |
| Chris Morris | Window cleaning | £25.00 | £0.00 | £25.00 |
| Lloyds Bank | Service charge | £7.00 | £0.00 | £7.00 |
| Clerk | Market supplies/paper/3 No trees | £234.15 | £44.63 | £278.78 |
| **TOTAL** |  | **£7,119.40** | **£220.65** | **£7,340.05** |

**CYNGOR TREF PONTARDDULAIS TOWN COUNCIL**

**INCOME REPORT – APRIL 2022**

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| **Date** | **Invoice No** | **Received from** | | **Particulars** |  | **Room Hire** | **Precept** | **Bank int** | **VAT refund** | **H Baskets** | **Misc** | **Total** | **Cum total** |
| 01-Apr |  | Osteopathy | 2 No basket brakets | | |  |  |  |  | £19.96 |  | £19.96 |  |
| 04-Apr | 02/22 | Karate |  | Room hire |  | £200.00 |  |  |  |  |  | £200.00 |  |
| 05-Apr | 67/21 | Dulais River Writers | | Room hire |  | £30.00 |  |  |  |  |  | £30.00 |  |
| 05-Apr | 06/22 | K. Chessa |  | Room hire |  | £20.00 |  |  |  |  |  | £20.00 |  |
| 07-Apr | 03/22 | Slimming World | | Room hire |  | £150.00 |  |  |  |  |  | £150.00 |  |
| 07-Apr | 08/22 | MYW |  | Room hire |  | £15.00 |  |  |  |  |  | £15.00 |  |
| 08-Apr | 05/22 | Cor Glandulais | | Room hire |  | £60.00 |  |  |  |  |  | £60.00 |  |
| 08-Apr |  | Lloyds Bank |  | Bank interest | |  |  | £0.64 |  |  |  | £0.64 |  |
| 08-Apr |  | Lloyds Bank |  | Bank interest | |  |  | £0.28 |  |  |  | £0.28 |  |
| 12-Apr |  | HMRC |  | VAT refund |  |  |  |  | £1,491.87 |  |  | £1,491.87 |  |
| 13-Apr |  | Mynydd y Gwair | | Jubilee contribution | |  |  |  |  |  | £500.00 | £500.00 |  |
| 19-Apr | 09/22 | Senior Citizens | | Room hire |  | £45.00 |  |  |  |  |  | £45.00 |  |
| 19-Apr | 03/22 | Scrapbook Club | | Room hire |  | £20.00 |  |  |  |  |  | £20.00 |  |
| 21-Apr | 01/22 | W. I. |  | Room hire |  | £25.00 |  |  |  |  |  | £25.00 |  |
| 29-Apr |  | Swansea Council | | Precept |  |  | £41,311.34 |  |  |  |  | £41,311.34 |  |
| 29-Apr | 09/22 | Pont. Partnership | | Room hire |  | £25.00 |  |  |  |  |  | £25.00 |  |
| **Monthly totals** |  |  |  |  |  | **£590.00** | **£41,311.34** | **£0.92** | **£1,491.87** | **£19.96** | **£500.00** | **£43,914.09** | **£43,914.09** |

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Cyngor Tref Pontarddulais Town Council** | | | | | | | | |  |  |  |  |  |  |  |  | | **Bank Reconciliation** | | | **Apr-22** |  |  |  |  | |  |  |  |  |  |  |  |  | | Balance brought forward | | |  |  |  |  | £100,407.51 | |  |  |  |  |  |  |  |  | | Add total receipts as per R & P Book | | | |  |  |  | £43,914.09 | |  |  |  |  |  |  |  |  | | Less total payments as per R & P Book | | | |  |  |  | £7,340.05 | |  |  |  |  |  |  |  |  | | **Balance carried forward** | | |  |  |  |  | **£136,981.55** | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | Bank balances | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | Closing bank balances | | |  |  |  |  |  | | (as per bank statements as at 30/04/22) | | | |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | Current Account | |  |  | £1.00 | |  |  |  | Deposit Account | |  |  | £105,799.03 | |  |  |  | Reserve Account | |  |  | £31,181.52 | |  |  |  | Total bank balance | |  |  | **£136,981.55** | |  |  |  |  |  |  |  |  | | Less unpresented cheques | | |  | Cheque number | |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  | Total |  |  | £0.00 | |  |  |  |  |  |  |  |  | | Add cash/cheques received not yet banked | | | |  |  |  | £0.00 | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | Other adjustments | |  |  |  |  |  |  | |  | | | | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | **Reconciled Balance** | | |  |  |  |  | **£136,981.55** | |  |  |  |  |  |  |  |  |  |  |  |  |  |