11

**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL MEETING HELD ON THE 2ND FEBRUARY 2023**

**PRESENT:** Cllr K. Griffiths (Mayor) Cllr C. Evans

Cllr A. Wilson Cllr R. Harris

Cllr K. Williams Cllr P. Downing

Cllr R. Jenkins Cllr J. Davies Cllr J. Harris Cllr D. Beynon

Cllr J. Beynon Cllr J Johnstone

Fifteen minutes prior to the commencement of business members of the public were invited to ask questions.

Mr A. Capp asked whether the letter he had prepared to respond to the Chief Executive of Swansea Council would be sent. Mr Capp was informed the letter will be sent once finalised at the next Housing Working group. Mr Pendle was invited to attend future working group meetings to represent the Glynhir residents’ group and share information they have collected.

Sgt Paul Rees informed Council that a new PCSO would be starting at the end of February. A significant amount of work is being done by Crime Reduction Officers in parks at present. Sgt Rees will attend another Council meeting in a few months to update on the preventative work being done and will provide data.

A two-minute silence was observed on the passing of Mr E. V. Lloyd, a local businessman, and the father of Cllr S. Lloyd-Janes.

1. **. Apologies for absence.**

Apologies were received from Cllr H. Roberts, Cllr W. Jones and Cllr S. Lloyd-Janes.

1. **. To receive declarations of personal and/or prejudicial interest from Members in accordance with the Council’s Code of Conduct.**

There were no declarations received.

1. **. To receive and consider the minutes of the Council meeting held on the 12th January 2023.**

The above minutes were accepted as a true record.

1. **. To receive Declaration of Acceptance of Office from newly co-opted Councillor Mr J. Johnstone**

This was deferred to the next meeting.

1. **To receive and consider the minutes of the Policy & Resources Committee meeting held on the 19th January 2023**

* Training plan was discussed – all training will be within a year of being elected, previous training does not stand. Councillors asked to show interest to Clerk for Topics that require two councillors. Cllr P. Downing and Cllr. K. Williams put their name forward for Health & Safety.
* Guidance is being sought for how to address the issue of Councillors not attending training. The Clerk will monitor training undertaken including refresher courses.
* Standing Orders and Code of Conduct training to be arranged for whole Council in Institute.
* Work will continue on the Finance & Governance toolkit at each committee and if required will be passed to relevant sub-committees.
* It was **AGREED** that the Terms of Reference be accepted. All committees are to prepare their own terms of reference.
* Purchases of £1130 was **AGREED**.
* The following policies were **AGREED** and existing policies will be looked at in forthcoming meetings:
  + Environmental Policy
  + Equal Opportunities Policy
  + Model Local Resolution Protocol Policy
  + Social Media Policy

Policies will be reviewed annually. All Councillors and staff will be required to sign to verify policies have been read.

* Declaration of Interest forms to be completed electronically and sent to the Clerk.

1. **To receive and consider the minutes of the Estates and Development Committee meeting held on the 30th January 2023**

The above meeting was postponed as not quorate.

It was **AGREED** that Cllr J. Beynon, Cllr W. Jones, and Cllr C. Evans join the group.

Next meeting will be 13th February 2023.

1. **To receive and consider the minutes of the Special Events Committee meeting held on the 31st January 2023**

Minutes will be brought to next meeting.

St David’s Day celebrations will include a Twmpath and Welsh story competition.

1. **To receive an update from consultant Mr David Howells, PSC Ltd. regarding the Pontarddulais Heritage Centre Feasibility Study**

* Draft report submitted to client team for review: 2nd Feb
* Review by client team: 2nd  Feb – 13th  Feb
* Draft reports revised to take on board comments / observations: w/beginning 20th Feb
* Following sign-off, drafting of Executive Summary and translated into Welsh: by end of Feb
* Final reports including Executive summary submitted first week of March
* Reports then forwarded to local partners (including Pontarddulais Town Council) for discussion re next steps and delivery

1. **. Review of Committee Structures (for implementation in AGM)**

Proposal was received to adopt the following Committees:

* Policy & Resources Committee to be renamed to Policy, Compliance & Finance. Compliance would be added to look at any changes from government, and feedback the implications to Council.
* Human Resources & Training – responsible for personnel functions, Councillors and employees training requirements.
* Estates & Development – includes running and maintenance of the institute and any buildings or leases entered into in future; planning applications received or new installations in community.

The current working group would then become a sub-committee of the Estates committee.

* Special events – to remain as it is
* Welsh Language committee – to look at legislation

The above committees were **AGREED**.

1. **. To receive reports from County Ward members**

County Councillor Downing reported on the following:

* Changes to speed limits:
  + 20mph speed limit being introduced on 17 September 2023 throughout Wales.
  + No speed limit for cyclists is an issue, particularly e-bikes.
  + Concern as to how this will be policed?
  + 20mph limit will be 100m either side of a public building.
  + Significant cost to City & County of Swansea in region of approx. £3m.
  + 40mph limit will not be affected.
  + Money from fines will go to Welsh Government.
* Matron of the Hollies is able to offer Pathways 1, step down beds from hospital. This support is to those that have a care package in place but not available to carry out at home. At the moment there are two rooms available if the staff at the Hollies can carry out the care plan in place.

County Councillor Griffiths reported on the following:

* Met with the 11 o’clock club in the Canolfan on Friday. Invited along to discuss holding a Men’s Shed project in the Hollies. A meeting is being arranged in Swansea County Council to discuss further and reach an agreement.
* Met with Parks Manager to discuss BSE signs throughout park. Zip wire not fit for purpose and needs adjusting.

1. **. To receive and consider any urgent matters from town councillors (matters to be sent to Clerk 3 working days prior to meeting).**

A question was put to Cllr J. Davies which was duly answered.

* 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 at the next Annual General Meeting together with a Vice Chair. The post holder would remain in place for the term of office. This will apply only to the Council meetings and not to the meetings of sub-committees.

Signed: C. Evans

Signed: A. Wilson

The above Notion was **DECLINED**.

1. **. To receive and consider reports from the Clerk.**

The Clerk reported on the following:

1. Deep cleaning of kitchen and toilets complete - very positive comments received from users. It was **AGREED** that chairs be deep cleaned as some are badly stained.
2. Major problems with Internet and several visits from BT as problems with connection in office, board room and hall.

BT to re-visit to assess the building

1. Working on increasing users of the building as many rooms empty.
2. It was **AGREED** to provide soup for Senior Citizens prior to their meetings.
3. A company has been contacted to provide a quote for undertaking a Health & Safety Assessment of balcony.
4. Caretaker Job Description to be reviewed at Policy & Resources Committee.
5. More members required for Welsh Language Committee.
6. Clerk’s additional hours to be discussed at the next Policy & Resources meeting.

It was **AGREED** a mobile phone be purchased for the Clerk’s use.

The following correspondence was received and noted:

|  |  |
| --- | --- |
| **Date** | **Content** |
| 16/1 | David Howell: Pontarddulais Heritage Centre - feasibility study |
| 17/1 | Press release - Ombudsman new appointments to governance roles |
| 17/1 | **From:** Play Wales | Chwarae Cymru <info@playwales.org.uk>  **Sent:** 17 January 2023 14:19 **To:** Paul Newman <clerk@pontarddulaistowncouncil.gov.uk> **Subject:** January e-bulletin | E-fwletin mis Ionawr |
| 17/1 | Public Sector Executive <PublicSectorExecutive@cognitivepublishing.co.uk>  **Sent:** 17 January 2023 14:09 **To:** clerk@pontarddulaistowncouncil.gov.uk **Subject:** Council funding increase is essential for local communities |
| 17/1 | Opportunities with South West Wales Connected Community Rail Partnership |
| 17/1 | Your Top 5 Essentials for 2023 |
| 17/1 | **Subject:** January e-bulletin | E-fwletin mis Ionawr |
| 18/1 | FW: Proposed development North of Pontarddulais  Chief Executive Martin Nicholls |
| 19/1 | C&C Sx: Areas left down today due to ice |
| 22/1 | FW: Launch of Crowdfund Swansea Spring Funding Round 🎉 Lansio Rownd Ariannu'r Gwanwyn Cyllido Torfol Abertawe! |
| 22/1 | Public Sector Executive Newsletter: Levelling Up Special |
| 26/1 | Swyddi wag – Cyfreithwyr masnachol – Llywodraeth Cymru -- Vacancy – Assistant commercial property lawyer– Welsh Government |
| 27/1 | FW: Application Reference 2023/0088/FUL |
| 27/1 | Planning notifications w/e 20 January 2023 |
| 27/1 | Letter from Mr Alan Capp |
| 27/1 | **Sent:** 27 January 2023 15:13 **Subject:** Setting priorities for Llais in 2023-24 |
| 28/1 | From Cllr K Griffiths: Safety barrier |
| 28/1 | **Subject:** Swyddi wag – Cyfreithwyr masnachol – Llywodraeth Cymru -- Vacancy – Assistant commercial property lawyer– Welsh Government |

The meeting was brought to a close prior to the following items being discussed.

1. **. To receive and consider reports from the Mayor.**
2. **. To receive and consider reports from representatives on outside bodies.**
3. **. To authorise and approve the expenditure for the month of January 2023 (Appendix A)**
4. **. To receive a monthly income report and bank reconciliation for the month of January 2023 (Appendix B).**
5. **. To receive planning applications previously circulated to all Members.**

**APPENDIX A**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Expenditure transactions for the month of January 2023** | | | | |  |  |
|  |  |  |  |  |  |  |
| **Name** |  | **Particulars** |  | **Net** | **Vat** | **Total** |
| Community Cinema Group | | Film screening | | £50.00 | £0.00 | £50.00 |
| Zurich |  | Insurance |  | £2,378.20 | £285.00 | £2,663.20 |
| ESPO |  | Admin supplies | | £49.55 | £9.91 | £59.46 |
| Vision ICT | | Email hosting | | £18.00 | £3.60 | £21.60 |
| Matthews Commercial Services | | Paper shredding | | £35.00 | £7.00 | £42.00 |
| KD Gardening Services | | Xmas tree and furniture removal | | £33.00 |  | £33.00 |
| City & County of Swansea | | Hire of Santa's sleigh | | £400.00 | £0.00 | £400.00 |
| PPL PRS |  | Music licence | | £127.05 | £25.41 | £152.46 |
| DG Heath |  | Wood |  | £35.86 | £7.17 | £43.03 |
| C I Morris |  | Window Cleaning | | £25.00 | £0.00 | £25.00 |
| Westward |  | Boiler repairs | | £846.78 | £169.36 | £1,016.14 |
| Westward |  | Boiler repairs | | £922.57 | £184.51 | £1,107.08 |
| SSE |  | Electricity supply | | £288.27 | £14.41 | £302.68 |
| JDK Cleaning | | Deep clean Kitchen & Toilets | | £305.00 | £61.00 | £366.00 |
| City & County of Swansea | | cleansing (NEET) SLA | | £10,952.50 |  | £10,952.50 |
| Clerk |  | toilet supplies | | £16.95 |  | £16.95 |
| City & County of Swansea | | Non-domestic rate | | £108.00 |  | £108.00 |
| RT Electrics | | Xmas lights | | £3,262.47 | £652.49 | £3,914.96 |
| Grenke Leasing - printer lease | | Leasing |  | £85.44 | £21.36 | £106.80 |
| Grenke Leasing - printer lease | | Leasing |  | £47.49 | £9.50 | £56.99 |
| Cathedral hygiene | | Sanitary units | | £17.33 | £3.47 | £20.80 |
| Caretaker - January salary | | Salary |  | £560.46 |  | £560.46 |
| Cleaner - January salary | | Salary |  | £651.86 |  | £651.86 |
| Assistant Clerk - January salary | | Salary |  | £541.66 |  | £541.66 |
| Clerk - January salary | | Salary |  | £1,329.90 |  | £1,329.90 |
| Lloyds |  | service charge | | £7.87 |  | £7.87 |
| SLCC |  | Membership | | £294.00 |  | £294.00 |
| **TOTAL** |  |  |  | **£23,390.21** | **£1,454.19** | **£24,844.40** |

**APPENDIX B**

**MONTHLY INCOME – JANUARY 2023**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 09-Jan |  | Lloyds Bank | | Bank interest | |  |  | £13.33 |  |  |  | £13.33 |  |
| 09-Jan |  | Councillors | | Retirement dinner | | |  |  |  |  | £20.00 | £20.00 |  |
| 09-Jan |  | Carmel |  | Room hire |  |  |  |  |  |  | £51.75 | £51.75 |  |
| 09-Jan |  | Lloyds Bank | |  |  |  |  | £39.16 |  |  |  | £39.16 |  |
| 09-Jan |  | HMRC |  | VAT refund | |  |  |  | £3,198.76 |  |  | £3,198.76 |  |
| 31-Jan |  | Clerk adjustment | |  |  |  |  |  |  |  | £0.03 | £0.03 |  |
| **Monthly totals** |  |  |  |  |  | **£0.00** |  | **£52.49** | **£3,198.76** | **£0.00** | **£71.78** | **£3,323.03** | **£140,948.63** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** | |  | **Jan-23** |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Balance brought forward | | |  |  |  |  | £147,142.24 |
|  |  |  |  |  |  |  |  |
| Add total receipts as per R & P Book | | | |  |  |  | £3,323.03 |
|  |  |  |  |  |  |  |  |
| Less total payments as per R & P Book | | | |  |  |  | £24,844.40 |
|  |  |  |  |  |  |  |  |
| **Balance carried forward** | | |  |  |  |  | **£125,620.87** |
|  |  |  |  |  |  |  |  |
| Bank balances | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Closing bank balances | | |  |  |  |  |  |
| (as per bank statements as at 31/12/22) | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Current Account | |  |  | £1.00 |
|  |  |  | Deposit Account | |  |  | £94,410.11 |
|  |  |  | Reserve Account | |  |  | £31,209.76 |
|  |  |  | Total bank balance | |  |  | **£125,620.87** |
|  |  |  |  |  |  |  |  |
| Less unpresented cheques | | |  | Cheque number | |  |  |
|  |  |  |  | Total |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
| Add cash/cheques received not yet banked | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Other adjustments | |  |  |  |  |  |  |
| **Reconciled Balance** | |  |  |  |  |  | **£125,620.87** |
| **(as at 01/2/23)** | |  |  |  |  |  |  |