

**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL
ESTATES AND DEVELOPMENT COMMITTEE MEETING**

HELD ON 20TH APRIL 2023 AT 7:00PM

PRESENT:

Cllr H. Roberts (Chair)

Cllr J. Harris

Cllr A. Wilson

Cllr W. Jones

Cllr J. Beynon

Mrs H Davies (Clerk)

Mrs J James (Asst Clerk)

		Who	Date by	Status
	APOLOGIES FOR ABSENCE Apologies were received from Cllr A. Wilson, Cllr. C Evans			
	TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT No declarations received			
	MINUTES OF LAST MEETING FOR INFORMATION <ul style="list-style-type: none"> • RECOMMENDED: that the name of committee be changed to Estates Development & Culture. • RECOMMENDED: The Agenda for meetings should be posted on the notice board with the proviso that meetings are recorded. 	Clerk		
	FINANCIAL REPORT <ul style="list-style-type: none"> • The Clerk indicated that planning for estimating the precept for 24/25 will take place during August 2023. Proposed projects should be considered by the Committee at that stage. 	Clerk		

	<ul style="list-style-type: none"> • RECOMMENDED: The Estates Committee will continue to manage the Institute building costs in line with the proposal. 			
	<p>INSTITUTE BOILER</p> <ul style="list-style-type: none"> • The Assistant Clerk reported that three quotations have been received to date. • AGREED that an independent engineer will be sourced to examine the quotations received to ensure they are incorporating similar proposals and what the remedies are. 	Clerk		
	<p>INTERNET AND IT SYSTEMS</p> <ul style="list-style-type: none"> • At the Larger Councils meeting attended by the Clerk, it was reported that the Welsh Government has appointed a digital Project Officer to help deliver strategies and that grant monies may be available to assist in delivering this.. • RECOMMENDED: To request at Policy and Resources Committee on 26th April that the Clerk and Assistant Clerk move to MS Outlook 365 as a matter of urgency whilst the quotations are under consideration. 	Clerk		
	<p>MEMORIAL FOR GERALLT DAVIES UPDATE</p> <p>The Clerk reported that the drawings and costs of the memorial have been confirmed.</p> <p>RECOMMENDED:</p> <ul style="list-style-type: none"> • For Council to consider changing the name of Dulais Glen Gardens to Dulais Glen Memorial Gardens. This area can be dedicated to members of the community who have passed away in tragic circumstances whilst carrying out their duties. • The Clerk will submit a planning application for the memorial • 	Clerk		
	<p>TO CONTINUE DISCUSSIONS ON THE FOLLOWING MATTERS DISCUSSED AT THE PREVIOUS MEETINGS</p> <ul style="list-style-type: none"> • Health and safety – balcony. The engineer has not yet submitted a price;- Clerk to chase up. 	Clerk		

	<p>The lock to the balcony door is to be changed. Children will not be allowed in the first rows</p> <ul style="list-style-type: none"> • Hearing Loop System RECOMMENDED: The Clerk obtain a quotation for microphones/PA system for meetings which will be submitted to Policy and Resources Committee for consideration. A further consideration will be to obtain a quote to improve the sound system for the hall. • Hire of Hall form A discussion took place about applying a bond to those who hire the hall. It was AGREED that a log of parties shall be kept, with a view to assessing the condition of the hall afterwards. This will be reviewed after nine months to recommend whether a bond should be applied. AGREED: not to increase the hire prices as the view is that this is part of supporting the community. • Proposed re-design of kitchen and toilet area The builder has not yet submitter a quotation. Three quotes to be sourced. 	Clerk		
	<ul style="list-style-type: none"> • Review of top floor usage AGREED: Clerk to check the wording of the Heritage grant that was awarded to ascertain if there are restrictions on usage. • Consider proposals received to treat damp issue The Caretaker identified that the exterior vent had been covered up. This has now been exposed to see if the wall dries out. 	Clerk		
	Cllr J Beynon requested that an item be added to the agenda for the next meeting to discuss a Facilities Audit			
	Frequency of meetings for the forthcoming year will be monthly but can be cancelled if not needed.			

The meeting ended at 8:35pm.