

**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL  
ESTATES, DEVELOPMENT & CULTURE COMMITTEE MEETING  
HELD ON 20<sup>TH</sup> JULY 2023 AT 7:00PM**

**PRESENT:** Cllr J. Harris      Cllr S. Lloyd-Janes      Cllr J. Beynon (remotely)  
Mrs H Davies (Clerk)

	<b>This meeting was re-scheduled from 6 July 2023.</b>	<b>Who</b>	<b>Date by</b>	<b>Status</b>
<b>1.</b>	<b>ELECTION OF CHAIR</b> Cllr Harris proposed that Cllr H. Roberts continue as chair, and this was seconded by Cllr. J Beynon. This was <b>ACCEPTED</b> . Cllr Roberts was not present at the meeting; however he had informed the clerk in advance that he would be happy to continue as Chair.			
<b>2.</b>	<b>ELECTION OF VICE-CHAIR</b> It was proposed, seconded and <b>ACCEPTED</b> that Cllr J. Harris be vice-chair.			
<b>3.</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllr H. Roberts, Cllr. C Evans.			
<b>4.</b>	<b>TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT</b> No declarations received			
<b>5.</b>	<b>REVIEW ACTIONS FROM PREVIOUS MEETING</b> <ul style="list-style-type: none"> <li>• All meeting agendas are posted on the council website.</li> <li>• Main boiler working currently well following significant repairs and cost.</li> <li>• First phase of IT near completion. Microsoft 365 installed and data migration complete.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Memorial planning application to be submitted.</li> <li>• Clerk to chase up Engineer regarding costs for balcony and issues with damp.</li> </ul>	Clerk		
6.	<p><b>FACILITIES AUDIT OF PONTARDDULAIS</b></p> <p>Cllr J. Beynon proposed that a facilities audit be undertaken of all the commercial properties in Pontarddulais. This matter was discussed in length. It was agreed a confidential proposal will be taken to council under <i>Request of Motion of Exclusion of Public and Press (S1.2)</i>. Clerk will prepare paper for council and present at meeting.</p> <p>It was agreed that a mapping of current service provision is required urgently to assess what is required by users and to ascertain if there is a need for larger premises for groups. Data, including evidence of user need, is mandatory for all grant applications. Engage community to undertake/support this work.</p> <p>Cllr Lloyd-Janes proposed that the council grant application form for groups, includes a series of questions regarding their current facilities and needs, which can then be included in the mapping report. Clerk will amend application form and take to Policy, Compliance &amp; Finance committee for agreement.</p> <p>The group agreed to <b>RECOMMEND</b> to council a Chamber of Trade group be formed in Pontarddulais and led by the council.</p> <p>Copy of the Pontypridd Forward Plan has been circulated to members. Clerk to forward to external facilitator as an example of what the council is working towards. Place Planning is a requirement for councils.</p>	<p>Council</p> <p>Clerk</p> <p>PCF committee</p> <p>Council</p> <p>Clerk</p>		
7.	<p><b>BUDGET REQUEST</b> to council for budget of £12k for current year with delegated powers for this committee to manage the maintenance of Institute, IT costs, project start-up funding, and grant match funding. The proposed Estates Committee budget requirement for precept application 2024-25 will be identified in the September committee meeting.</p> <p>Need to allocate money to projects to show as restricted money. This will give clarity of the required budget amount for future precepts.</p>	Council		

	Need to identify resources to undertake facilities audit. Engage members of community currently involved in community development groups.			
8.	<p><b>IT SYSTEMS</b></p> <p><b>Phase 1</b> of IT project is complete. Microsoft 365 installed and data migrated. Microsoft Teams folders for members being set-up.</p> <p><b>Phase 2</b> will involve improving the building's wi-fi and setting-up facilities to allow hybrid meetings. In addition, the microphones and the loop system will be enabled. Quotes have already been received from four providers and a decision is needed to appoint. Clerk has sought advice from OVW on writing a specification on what's required, however was advised this is not necessary as each provider will have a different proposal relevant to their business but to meet our needs. This has been taken to the Policy, Compliance &amp; Finance committee who will be making a <b>RECOMMENDATION</b> to council to appoint one of the suppliers in order that we can deliver hybrid meetings and install IT facilities. Clerk to review costs provided from companies and make recommendation.</p> <p><b>Phase 3</b> - Review of council website, social media. Advertising and digital noticeboards.</p>	Clerk  PCF to Council		
9.	<p><b>PROPOSED RE-DESIGN OF KITCHEN AND TOILET AREA</b></p> <p>Clerk has received one estimated quote from builder. Clerk will draw up a specification and issue to a selection of builders for tender.</p>			
10.	<p><b>INSTITUTE BUILDING MAINTENANCE</b></p> <p>Clerk to contact MM for information on asset-based community grants. On-going maintenance plan needed with estimated budget. Clerk to meet with caretaker to prepare schedule of maintenance of interior and exterior of Institute. Front of building to be main focus. Several groups not meeting during month of August which gives an opportunity for this work to be completed.</p>	Clerk  Clerk		1

The meeting ended at 8:15pm.