**DRAFT MINUTES OF THE ANNUAL MEETING OF PONTARDDULAIS TOWN COUNCIL HELD ON THE 4TH MAY 2023**

**PRESENT:** Cllr C. Evans Cllr K. Griffiths

 Cllr H. Roberts Cllr J. Harris

 Cllr K. Williams Cllr J. Johnstone

 Cllr A. Wilson Cllr S. Lloyd-Janes

 Cllr P. Downing Cllr W. Jones

 Cllr E. Horne Cllr J. Beynon

Members of the public were present from 7.00pm.

1. **ELECTION OF MAYOR OF COUNCIL FOR THE MUNICIPAL**

 **YEAR 2023-24:**

**RESOLVED** that Councillor C. Evans be elected Mayor for the forthcoming year 2023-2024. Councillor Evans thanked members and thanked Councillor K. Griffiths for his year in office.

**2. ELECTION OF DEPUTY MAYOR OF COUNCIL FOR THE MUNICIPAL YEAR 2023-24**

**RESOLVED** that Councillor A. Wilson be elected Deputy Mayor for the forthcoming year 2023 -24.

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

Immediately following the meeting, the Mayor signed the Declaration of Acceptance of Office in the presence of the Clerk.

**4. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor D. Beynon.

**5. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS IN ACCORDANCE WITH THE COUNCIL’S CODE OF CONDUCT**

No disclosures received.

**6. MINUTES:**

The minutes of the two previous council meetings were accepted as a true record.

**7. TO RECEIVE DECLARATIONS OF ACCEPTANCE OF OFFICE FROM COUNCILLORS.**

Immediately following the meeting Councillor E. Horne signed the Declaration of Acceptance of Office in the presence of the Clerk.

**8. TO RECEIVE AND CONSIDER THE MINUTES OF THE SPECIAL EVENTS COMMITTEE HELD ON THE 18TH APRIL 2023:**

The above minutes were accepted as a true record.

It was noted that the Coronation Tea held earlier in the day was a great success with 65 people attending.

**9. TO RECEIVE AND CONSIDER THE MINUTES OF THE ESTATES COMMITTEE MEETING HELD ON THE 20TH APRIL 2023**

The above minutes were accepted as a true record.

**RESOLVED** the committee will forthwith be called ‘*Estates, Development and Culture*’.

**RESOLVED** the Clerk and Assistant Clerk move to Outlook 365 as soon as possible.

**RESOLVED** the ‘*Dulais Glen Gardens’* be renamed to ‘*Dulais Glen Memorial Gardens’*.

The Chair of the Housing Working Group gave feedback on the public meeting held on 24th April 2023. This was well attended and the key issues will be taken forward. This group will now form part of Estates, Development and Culture.

**10. TO RECEIVE AND CONSIDER THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETINGS HELD ON 26TH APRIL 2023:**

At this point Members agreed to the meeting being recorded for minuting purposes.

The above minutes were accepted as a true record subject to an amendment to item 9.2 “county councillors will continue to contribute to the cost of the cleansing SLA”.

Terms of Reference for all committees were **AGREED**. The Welsh Language committee to populate Terms of Reference at the first meeting.

**RESOLVED** that the Clerk and Assistant Clerk undertake ILCA training.

**RESOLVED** to purchaseAdvantEDGE Financial Software for Council.

**RESOLVED** to accept the Code of Conduct policy.

**RESOLVED** to appoint Janet D Jenkins (Accountant) to undertake the staff payroll functions on behalf of the Council. Vote taken and majority agreed.

**RESOLVED** to engage an external facilitator to provide a presentation to Policy, Compliance & Finance committee, outlining the proposal for a workshop session to develop the vision and strategy for the council. Members voted and it was a unanimous agreement.

**RESOLVED** to purchase a new fuller, taller tree for Dulais Square.

A task group will be formed to work on the Finance & Governance Toolkit.

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

1. **Swansea Area Committee of One Voice Wales**

**RESOLVED** that Councillor W. Jones and the Clerk to the Council serve on the above committee with Councillor W. Jones having voting rights.

1. **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.

**12. REVIEW OF THE TERMS OF REFERENCE FOR COMMITTEES**

Terms of Reference for all committees were agreed under Item 10.

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

Members put their names forward, however as some members were absent it was **AGREED** to email all members to be invited to join the following committees:

1. Policy, Compliance and Finance
2. Estates and Development
3. Special Events

**14. APPOINTMENT OF THE FOLLOWING NEW COMMITTEES IN ACCORDANCE WITH STANDING ORDER 4, AND APPOINTMENT OF MEMBERS.**

Members put their names forward, however as some members were absent it was **AGREED** to email all members to be invited to join the following committees:

1. HR (Human Resources and Training)
2. Welsh Language Committee

**15. REVIEW AND ADOPT STANDING ORDERS AND FINANCIAL REGULATIONS**

**RESOLVED** to adopt the above.

To be noted that the maximum time for the meeting in Standing Orders 3.1 is three hours.

**16. 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.

**17. PUBLIC QUESTIONS**

1. **To receive questions from members of the public.**

A member of the public asked why the meeting had started earlier than normal. The Mayor explained this was due to additional agenda items as it was the annual meeting. The Mayor apologised for any inconvenience, assuring that all meetings would be publicised.

**18. MEETING DATES FOR 2023-24:**

1. **To agree dates of the ordinary meetings of the Council for the ensuing year.**

The current dates of the ordinary meetings clash with the county council meetings; therefore, it was **RESOLVED** that ordinary meetings of the Council be held on the fourth Thursday of each month to enable county councillors to attend. Council will be in recess in August.

A special meeting will be called to agree the Annual Return prior to internal audit.

1. **To agree dates for the committees for the ensuing year.**

**RESOLVED** that due to the change in Council meeting date, the table of committee meeting dates for 2023-24 will be amended and re-circulated. The frequency of these meetings will be decided at the first committee meeting in accordance with their Terms of Reference.

**19. TO RECEIVE AND CONSIDER REPORTS FROM COUNTY WARD MEMBERS**

There were no reports to consider.

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

1. The following notice of motion was received: ‘to move that as of the Annual Meeting in May 2023, moving forward, that no person shall hold more than one chairperson position’.

Cllr C Evans, Cllr A. Wilson

The following amendment to the above motion was proposed that ‘the Mayor is excluded from this motion’. A vote was taken and all but two members **AGREED.**

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

There were no questions to consider.

**22. TO RECEIVE AND CONSIDER REPORTS FROM THE CLERK**

Clerk asked for councillors to provide information on anything that’s been achieved in the town between April – September 2022 (prior to the clerk joining the council) that could be included in the Annual Report.

**23. FINANCIAL REPORTING:**

1. **To authorise and approve the expenditure for the month of April 2023 (Appendix A)**

The above expenditure was authorised and accepted.

Information to be circulated as a PDF.

1. **To receive a monthly income report and confirm and sign the bank reconciliation for the month of April 2023 (Appendix B)**

The above reports were authorised and accepted.

**24. TO RECEIVE PLANNING APPLICATIONS PREVIOUSLY CIRCULATED TO ALL COUNCILLORS:**

There were no observations regarding the above applications.

**APPENDIX A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure transactions for the month of April 2023** |  |  |  |
|  |  |  |  |  |  |  |
| **Name** |  | **Particulars** |  | **Net** | **Vat** | **Total** |
|  |  |  |  |  |  |  |
| Tirgwaidd Farm | Footpaths |  | £1,285.00 | £257.00 | £1,542.00 |
| Clerk Reimbursement | Soup purchase | £3.50 | £0.00 | £3.50 |
| Clerk Reimbursement | Booker soup | £40.74 | £0.00 | £40.74 |
| BigTop Mania | Festival  |  | £4,620.40 | £924.08 | £5,544.48 |
| Safe Hands Security | Festival  |  | £2,352.00 | £0.00 | £2,352.00 |
| Family Shopper | Stamps |  | £2.58 | £0.00 | £2.58 |
| Grenke |  | printer |  | £47.49 | £9.50 | £56.99 |
| Cathedral Hygiene | Sanitation |  | £17.33 | £3.47 | £20.80 |
| BT |  | Charges |  | £608.07 | £78.37 | £686.44 |
| Clerk Reimb | 1st Aid Book | £6.87 | £1.37 | £8.24 |
| Circus Eruption | Festival  |  | £846.75 | £0.00 | £846.75 |
| City&CountySwansea | Xmas road closure | £315.00 | £0.00 | £315.00 |
| Pont Parternship | Room hire | £40.00 | £0.00 | £40.00 |
| Westward |  | Boiler repair | £605.28 | £121.06 | £726.34 |
| FilmBank Media | Video licence | £132.50 | £26.50 | £159.00 |
| Altan Plumbing & Heating | Kitchen Boiler Service | £100.00 | £20.00 | £120.00 |
| Centregreat | Street column installation | £760.00 | £152.00 | £912.00 |
| Asst Clerk re-imbursement | Coronation bunting | £18.00 | £0.00 | £18.00 |
| Salaries |  | Staff |  | £4,289.93 | £0.00 | £4,289.93 |
| Community Cinema | Film club |  | £50.00 | £0.00 | £50.00 |
| C&C Swansea | Business rates | £76.51 | £0.00 | £76.51 |
| Heartbeat Trust | De-fibrillator | £350.00 | £0.00 | £350.00 |
| Booker |  | Soup |  | £45.34 | £0.00 | £45.34 |
| HMRC |  | 4th quarter payment | £2,626.80 | £0.00 | £2,626.80 |
| L Kattenbach | Social Media Posters | £100.00 | £0.00 | £100.00 |
| Lloyds bank | Service charge | £7.00 | £0.00 | £7.00 |
| **TOTAL** |  |  |  | **£19,347.09** | **£1,593.35** | **£20,940.44** |

**APPENDIX B**

**MONTHLY INCOME – APRIL 2023**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Received from** | **Particulars** | **Room Hire** | **Precept** | **Bank int** | **Misc** | **Cum total** |
| 11-Apr | Lloyds Bank |  | Interest |  |  | £51.97 |  |   |
| 11-Apr | Lloyds Bank |  | Interest |  |  | £19.77 |  |  |
| 14-Apr | Carmel  |  |  | £138.00 |  |  |  |  |
| 14-Apr | Slimming World |  | £86.25 |  |  |  |  |
| 17-Apr | Karate |  |  | £235.75 |  |  |  |  |
| 17-Apr | Sewing Class |  | £34.50 |  |  |  |  |
| 24-Apr | Festival traders | Glitterybug | £0.00 |  |  | £20.00 |  |
| 24-Apr | Festival traders | Rainer |  |  |  | £20.00 |  |
| 24-Apr | Festival traders | Thomas |  |  |  | £20.00 |  |
| 24-Apr | Festival traders | S Taylor |  |  |  | £10.00 |  |
| 24-Apr | Festival traders | S Jones |  |  |  | £20.00 |  |
| 24-Apr | Festival traders | Morgan RJ |  |  |  | £20.00 |  |
| 25-Apr | Senior Citizens |  | £69.00 |  |  |  |  |
| 28-Apr | City&County Swansea | Precept |  | £45,846.00 |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Monthly totals** |  |  |  | **£563.50** | **£45,846.00** | **£71.74** | **£110.00** | **£46,591.24** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bank Reconciliation** |  | **Apr-23** |  |  |  |  |
|  |  |  |  |  |   |  |  |
| Balance brought forward |  |  |  |  | **£114,282.81** |
|  |  |  |  |  |  |  |   |
| Add total receipts as per R & P Book |  |  |  | £46,591.24 |
|  |  |  |  |  |  |  |  |
| Less total payments as per R & P Book |  |  |  | £20,940.44 |
|  |  |  |  |  |  |  |  |
| **Balance carried forward** |  |  |  |  | **£139,933.61** |
|  |  |  |  |  |  |  |  |
| Bank balances |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Closing bank balances |  |  |  |  |  |  |
| (as per bank statements as at 30/04/23) |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Current Account |  |  | £1.00 |
|  |  |  | Deposit Account |  |  | £108,673.70 |
|  |  |  | Reserve Account |  |  | £31,258.91 |
|  |  |  | Total bank balance |  |  | £139,933.61 |
|  |  |  |  |  |  |  |  |
| Less unpresented cheques |  | Cheque number |   |   |
|  |  |  |  |   |   |   |   |
|  |  |  |  |   |  |  |   |
|  |  |  |  | Total |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
| Add cash/cheques received not yet banked |  |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Other adjustments |  |  |   |  |  |   |
|  |  |  |   |
|  |  |  |  |  |  |  |  |
| **Reconciled Balance** |  |  |  |  |  | **£139,933.61** |
| **01/05/2023** |  |  |  |  |  |  |   |