

**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL MEETING HELD ON THE
27th JULY 2023
DRAFT**

PRESENT:

Cllr C. Evans (Mayor)	Cllr A Wilson
Cllr J. Beynon	Cllr D. Hardy
Cllr J. Harris	Cllr R. Harris
Cllr K. Williams	Cllr J. Johnstone
Cllr P Downing	Cllr A. Owen
Cllr D. Beynon	Cllr K. Griffiths
Cllr S. Lloyd-Janes	

38. Apologies for Absence:

Apologies for absence were received from Cllr H. Roberts, Cllr E. Horne.

39. Disclosures of personal and prejudicial interests in accordance with the council's code of conduct.

There were no declarations received.

40. To receive and consider the minutes of the Council meeting held on the 22nd June 2023

The above minutes were accepted as a true record.

41. Receive Declaration of Acceptance of Office from newly co-opted Councillor Mr D. Hardy and Councillor A. Owen.

Declarations were signed and received from Councillor D. Hardy and Councillor A. Owen.

42. Receive and consider the minutes of the Special Events committee meetings held on the 4th July 2023.

The above minutes were accepted as a true record.

A report from the Clerk on the Summer Festival had been circulated prior to the meeting (Appendix A).

43. Receive and consider the minutes of the Policy, Compliance & Finance committee meeting held on the 13th July 2023

The above minutes were accepted as a true record.

- The Clerk explained that the referral in item 4 'additional budget headings and sub-headings being added' is in relation to the AdvantEdge financial software. The council budget heading amount remains the same, however sub-headings have been added to the system to provide more detailed reporting on actual costs against different events, which will improve information on projected spend.
- Considering changing *Special Events* budget heading to *Events*, with appropriately named sub-headings.
- It was **AGREED** to appoint a supplier to install wi-fi and **APPROVAL** was given for PC&F committee to have delegated powers to appoint and pay a contractor up to £5k, after considering all briefs/quotations received.

- **APPROVAL** was given to purchase items up to the value of £428 to purchase items to support delivery of hybrid meetings for members and the public. Need to ensure that 'chat' facility in Teams is only visible to members.
- Itemised payments and receipts from Festival to be circulated to council members.
- Capital spend needs to be shown as restricted income. Further discussion needed in P, C&F committee to avoid duplication in capital and building fund.

44. Receive and consider the minutes of the HR & Training committee meeting held on the 11th July 2023 (attached).

The above minutes were accepted as a true record.

- **APPROVAL** for committee to have delegated spend of £2k per budget year.
- Future meetings to be held on Wednesdays.
- Flick training courses appropriate to committees to be circulated by clerk.

45. Receive and consider the minutes of the Estates & Development committee meeting held on the 20th July 2023.

The above minutes were accepted as a true record.

- Councillors were advised to read the circulated *Pontypridd Forward Plan* as an example of what we are aiming for.
- The request made for a delegated budget of £12k to be taken to Policy, Compliance & Finance committee for discussion, and approval for virement dependent on balances under current annual budget headings.
- It was **AGREED** a group be formed reporting to Policy, Compliance & Finance committee, that includes local businesses, with a focus on the regeneration of St Teilo Street.

At this point, Agenda item 17 - Request of Motion of Exclusion of Public and Press – S.1(2) Public Bodies (Admission to Meetings) Act 1960 for the following item was presented:

- The chair moved the above item to this point due to the relevance of the discussion. Members of the public were asked to leave the room for this item.
- The clerk distributed a paper with the confidential item for discussion. Members were reminded this matter was not to be discussed outside the meeting.
- The matter for discussion was **AGREED** in principle but no costs are to be suggested. Update to be brought back to council.

Standing Orders were suspended for the following Notice of Motion:

We the undersigned move that this Town Council set up a committee to look at the Regeneration of Pontarddulais with a focus on St Teilo Street, and to work with partners to support the economic regeneration of Pontarddulais.

The committee should be no more than 5 members. They should meet as, and when required, and the Chair or Vice-Chair report directly to Policy, Compliance and Finance committee.

Signed

Cllr Philip Downing

Cllr Catherine Evans

Cllr P. Downing explained the purpose of this working group was to focus on the regeneration of St Teilo Street.

All committee members were given the opportunity to express their opinions.

A vote on the notice of motion was taken and the motion was carried, with 12 for and 1 against.

Members were invited to show hands to join the working group and five names were recorded.

46. Receive an update on the following meetings/conference:

a. Swansea Area Committee of One Voice Wales

Cllr J. Johnstone provided an update from the committee meeting in which Lord Lieutenant Louise Fleet provided information on her role and how she could support councils, particularly when submitting applications for local awards.

b. OVW – Innovative Practice Conference

Clerk had circulated following information prepared by Cllr J. Harris:

One Voice Wales Annual Conference July 2023

Lyn Cadwallader / Chief Executive OVW

Lyn stated that town councils faced a demanding future and were focusing on ecology, environmental and decarbonisation issues. Other important issues included diversity, community services and local issues associated with poverty and the cost of living. Town councils are beginning to develop interactive relationships with the third sector and businesses.

One Voice Wales has appointed a communication officer, has increased membership up to 90 per cent, has secured £150,000 for cost-of-living developments, focused on funding for local nature and place-based approaches. It was also stated that more towns were joining One Voice Wales.

Rebecca Evans MS

Rebecca Evans explained that there was a national group that included officers of One Voice Wales that is focusing on the development of town and community councillors.

Rebecca talked about the Welsh government focus on:

- strengthening local government structures,
- Improving accountability to electors
- Improve how the public are Informed by Welsh Government
- Focus on ending racism and call it out when it occurs.

The power of competency that was introduced in the 2021 Act is now applied to all town and community councils and does not depend on the amount of finance raised by the precept. Council spending can still be related to the 1972 Act. It was understood that annual reports and training plans were increasingly being produced. It was suggested that information on developments required should be fed through to One Voice Wales for discussion at the national group.

Discussion took place about the need to review and improve the process of financial auditing and to improve access to public boards through legislation if necessary. It was also agreed that there was a need for funding regarding digital development.

Sustainable Development Clare Sain Ley Berry Cynnal Cymru

Clare supports the work of economist Kate Raworth who wrote a book on doughnut economy that focuses on an internal ring that has a social foundation to ensure no one is left short of life's essentials and an ecological outer ring to ensure that humanity does not collectively overshoot planetary boundaries.

Climate change, nature loss, environmental safety and social equality are some of the issues that town and community councils are increasingly working on. In Wales there is already a focus on ensuring people have a living wage and that we should be using scientific research to assess potential impact.

Generally, it was suggested that there is a lack of long-term planning and that there is a need to improve access to and analysis of knowledge so as to improve vision, action and the use of funds. We need to re-evaluate social norms and improve data management of health and wellbeing, the living wage, nature targets, carbon neutrality and business activity in our community. Welsh governments need to move on heat alerts

Tackling Climate Chaos - Bleddyn Lake

Welsh Government is focusing on nature, the ecological system and climate change. There are some initiatives that community and town council could support including: the disposal of paint, reduction in the use of cleaning products, the development of community composting sites, energy savings, supporting grants for heat pumps, using smart meters, promoting ethical pension investment, avoidance of food waste, using products from fair traders, the use of community fridges, green space auditing, tree planting, the protection of trees, a reduction of grass and plant mowing, ensuring a bee friendly environment, clothes swaps, school swap shops, reduction in car idling and journeys, an increase in active travel, the development of car sharing, waste audit and improved pick up management, repair cafes, and toy sharing initiatives.

- Local development focusing on a reduction in the use of energy has occurred in Llangollen and Pennard.
- Llangollen moved to ethical banking
- Community orchards have been developed
- Llantrisant uses an all-electric van

Risk Assessments

Brian Brooks

The need to focus on risk assessment is required to prevent health and safety problems. It was stated that training on using equipment is required, and that risk assessments must be available to people who use the equipment, and that there must be a way of checking and recording that risk assessments are followed. There are health and safety templates available. Where there is evidence that an

individual has a limit of their ability then there must be an individual assessment. Even if an incident happens if there has been a recorded risk assessment then payment could be avoided. There is a legal expense hotline.

Paul Egan

It was stated that training was increasingly important and it was a positive development that town and community councils have a yearly review of this plan. It is important that staff and councillors assess what learning and developments are required including what the priorities would be and the competencies required to achieve the result required within budget and in a timely fashion.

It is important that training for staff is available to ensure an appropriate induction, skills development for the role, management of finances, and the legal context as well as governance and democracy. A personnel group will need to ensure that staff qualifications are achieved such as CiLCA and SLCC and that an appraisal process is in place for which training on shadowing, mentoring and information is required.

Community plan development. James Davies/ Karen Probert Place Making

There is increasing community engagement in planning because there is a need for planning to help local people have a say. Increasingly town and community councils have an opportunity to be part of developing local flood plans, place making plans, focus on biodiversity, focus on climate emergency and local nature recovery plans. There is a chance to plan in the community and pass this information up to planners depending on what is wanted and needed.

Placemaking is seen as holistic, collaborative and outcome focused-based on the community wellbeing wants and needs. The plan needs to be innovative and forward thinking. The thinking needs to address social, economic and cultural values with better integration between the site and surroundings. The challenge for producing the plan is predicting the future, the capacity of town councilors and officers, the need for training on planning issues and the current legislation. At the moment place making can mainly add texture and colour. Place plans will be considered for 15 years. For a plan to be used by the planners there has to be background evidence, financial resource, staff with the capabilities, and the working involvement of the public.

There is a need to engage with the community and stakeholders through a variety of networks and by considering a variety of potential outcomes for the future. Surveys gain opinions, underline the issues and get stories for the future and evidence to back up arguments. Newtown and Colwyn Bay have produced place plans. To transform towns there is a need for funding and a place plan and local authorities in some areas will try and take this forward. Surrounding councils may try and help

Contact details for individuals and organisation that can help

www.planningaidwales.org.uk

training 02920625004

james@planningaidwales.org.uk

47. To agree meetings dates for September 2023 – May 2024.

The following meeting dates were **AGREED**.

[date & frequency will be confirmed at first committee meeting]	Welsh Language	Special Events	Estates, Development & Culture	Human Resources & Training	Policy, Compliance & Finance	Prep for Council Agenda & Circulate Papers out	COUNCIL
	TBC	WEEK 5/WEEK 1	WEEK 1	WEEK 2	WEEK 2	Week 3	WEEK 4
MAY 2023		Tuesday 30 th					4 th MAY 2023
JUNE 2023	Monday 12 th		Thursday 1 st	Monday 5 th	Thursday 8 th		22 nd JUNE 2023
JULY 2023	Monday 3 rd Monday 10 th	Tuesday 4 th	Thursday 6 th	Tuesday 11 th	Thursday 13 th	Friday 21 st	27 th July 2023
SEPT 2023		Tuesday 5 th	Thursday 7 th	Wednesday 13 th	Thursday 14 th		28 th SEPT 2023
OCT 2023		Tuesday 3 rd Tuesday 31 st	Thursday 5 th	Wednesday 11 th	Thursday 12 th		26 th OCT 2023
NOV 2023			Thursday 2 nd	Wednesday 15 th	Thursday 9 th		23 rd NOV 2023
DEC 2023		Tuesday 5 th	Thursday 7 th	Wednesday 13 th	Thursday 14 th		
JAN 2024		Tuesday 30 th	Thursday 4 th	Wednesday 10 th	Thursday 11 th		18 th JAN 2024
FEB 2024			Thursday 1 st	Wednesday 14 th	Thursday 6 th		22 nd FEB 2024
MARCH 2024		Tuesday 5 th	Thursday 7 th	Wednesday 13 th	Thursday 14 th		28 th MARCH 2024
APRIL 2024		Tuesday 2 nd Tuesday 30 th	Thursday 4 th	Wednesday 10 th	Thursday 11 th		25 th APRIL 2024
MAY 2024			Thursday 2 nd		Thursday 9 th		16 th MAY 2024 Annual Meeting

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48. Receive and consider reports from county ward members.

County councillor K. Griffiths report July 2023.

1. Update on Pentre bridge flooding.

As soon as National Resources Wales (NRW) have undertaken their work on the river bed, the council can get on with the work they have to do.

2. Swansea council have secured funding for the completion of the active cycle track from Pentre Rd. to Tidal Reach.

3. We keep having problems with pelican crossing lights on St Teilo Street. I will monitor this and keep reporting if and when it happens again.

4. Air quality pipes have been placed on St Teilo Street and Bolgoed Road to check the air quality of traffic.

5. More issues arose with Talybont surgery this month due to no doctors available one day this month. I emailed the practice and an email update was sent.

6. Cleansing team have been in our ward again and doing a fantastic job. If anyone has any issues, please contact us to contact them.

7. Café opening soon in the old King Hotel and possible opening of the co-op December. Information received from the landlord.

8. No issues with the goat problems now that Swansea Council are looking after them.

9. Swansea Council Leader Rob Stewart opened the 2G pitch in the comprehensive school.

10. Swansea council are looking to appoint a consultant to consider skateboard facilities. Their current condition and features have been highlighted, within the preliminary assessment of current facilities, so will be included along with others as a current facility within the city and county of Swansea and Pontarddulais.

County Councillor P. Downing – Report since our last meeting

June 26th Solar Securities & Canadian Solars held a community drop in event at Pontlliw Village Hall, where people and stakeholders can view the proposals for a temporary solar field on land at Gwenlais Farm. The mayor accompanied me, and we asked questions regarding funds that could be available. There was a small fund but only for the Pontlliw area.

June 28th I spoke about the sofa in the river at the last meeting with NRW saying the Local Authority should remove it. On the 28th officers broke up the sofa, and removed it piece by piece. They also removed general waste, cans, plastics, and wood, there was also a car wheel removed.

4.30pm attended Bont Comp Personnel & Resources

3rd July I held my monthly surgery

July 4th attended a Planning committee at 2.0pm at 4.0pm I chaired a workshop on the Swansea Bay Strategy. At 6.0pm there was a Labour Group meeting

July 6th 9.0am attended Corporate Briefing 5.0pm Full Council

At 11.0am I attended Robert Davies Court to carry out a survey which was also attended by Sgt Rees our 2 local PCSO & 2 others, myself, 3 Pobl employees. Some of the questions asked were 'how safe do you feel' 'What issues are you experiencing' 'When was the last time you reported anything to the Police' There were 10 boxes to be answered, the results haven't been finalised yet. Both areas of RDC were visited as well as Trinity Place & Blaenmorfa

July 7th 10.0am licensing committee,(Teams) followed at: 11.0am again teams meeting with Swansea, Neath PT neighbourhood police with Inspector Simon Trick who outlined their Policing Priorities from July 23 to Sept 23. Priorities in Pontarddulais: Tesco area for ASB & Shoplifting. Robert Davies Court ASB & Drugs

July 10th 10.30am Meeting of Cabinet & Chairs

7.0pm attended Mawr Community Council

July 12th 4.30pm Bont Comp Full Governors

July 13th At 11.0am attended Swansea Pension Fund Committee

July 14th 2.0pm was the official opening of the 2G playing area at the Comp This was attended by our MP, Town Mayor Leader of C&CofS

2. Deputy Leaders Cabinet member for Education, both Kevin & myself, Sgt Rees and many others. There were 2 games of 5-a-side going on 1 girl & 1 boys (in the rain)

The play area is being used as intended, the school during the day, during break time, and, also as part of P.E. lessons. It has also been booked for evening use by a few clubs.

July 17th 10.30am Meeting of Cabinet & Chairs

July 20th 2.0pm meeting of Economy & Infrastructure STC I'm Chairman

July 24th 10.30am Meeting of Cabinet & Chairs

2.0pm attended on teams a presentation on telecommunication masts with regard to planning

July 27th 9.am Corporate Management Team meeting
 Update on Grants or shop fronts. 5 have been completed and paid. 6 Not started or paid out. 15 did not apply. 9 out of scope or empty.

49. Receive and consider any urgent matters from town councillors.

This was dealt with under item 45.

50. Answer questions from councillors (3 clear days' notice of any question having been given to the person to whom it is addressed).

No questions received

51. Receive and consider reports from the Clerk.

1.	<p>Responding to emails sent.</p> <p>Still waiting for some <i>Payments to Member Allowance</i> forms to be returned from a few councillors.</p> <p>Audit Wales asking for forms from last year that weren't submitted.</p>
2.	<p>IT</p> <p>Data Migration complete – all councillors and staff on Outlook 365 emails. Any Issues contact clerk or AdvantEdge support.</p> <p>Teams now contains Folders for documents (handout given to councillors).</p> <p>Meeting requests will be sent for future meetings. Need to respond with Accept, Tentative, or Decline – meeting will be added automatically to Outlook diary.</p> <p>Facilities management software system will be populated over summer – bookings will be on a shared calendar for Clerk, Asst. Clerk and Caretaker. Caretaker to receive training on new laptop. Invoices will be raised through new system showing those due and outstanding, and enable reports showing the projected income.</p>
3.	<p>External facilitator session working on Council Visions, Aims, Forward Plan. Two sessions</p> <ol style="list-style-type: none"> 1. Wed 27 September 6-9 pm 2. Wed/Thursday 18/19 October, 6-9 pm <p>Further discussion needed regarding a public session</p>
4.	<p>Councillor vacancy Pentrebach ward to be advertised for co-option from 1 August with closing date 14 September.</p>
5.	<p>Emails – marked red for councillor attention</p>

52. Receive and consider reports from the Mayor.

Invite to Pontarddulais Primary Summer fete which Deputy Mayor attended.

Attended opening of new 2G training area in Pontarddulais Comprehensive.

53. Receive and consider reports from representatives on outside bodies.

No reports received

54. (Agenda Item 17) Request of Motion of Exclusion of Public and Press – S.1(2) Public Bodies (Admission to Meetings) Act 1960 for the following item:

- This was dealt with under item 46.

55. Financial Reporting.

a. Receive and sign the expenditure for the month of June 2023.

Paid Expenditure Transactions									
paid between 01/06/23 and 30/06/23, for the Council									
Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	
BACS230601	01/06/23	1099		£83.00	£0.00	£83.00	City & County of Swansea Direct Credits	Non domestic rates	100
OCS									
BACS230604V	04/06/23	1105		£140.00	£0.00	£140.00	Vision	Festival Banners	130/1
BACS230604H	04/06/23	1106		£6.10	£0.00	£6.10	H Davies	Clerk reimbursement soup	135
DCar1									
BACS230604	04/06/23	1107		£14.85	£0.00	£14.85	Family Shopper	Clerk reimbursement Coronation tea	130/1
HDSG2									
BACS230604V	04/06/23	1108		£388.80	£64.80	£324.00	Vision ICT	Webmail hosting	110/1
ICT									
BACS230604	04/06/23	1109		£750.00	£0.00	£750.00	Community Farm	Festival sessions	130/1
CF									
BACS230604F	04/06/23	1110		£1,005.60	£167.60	£838.00	Fedwen Tentage Ltd	Festival chairs & tables	130/1
T									
BACS230604K	04/06/23	1111		£94.00	£0.00	£94.00	KD Gardening Services	Refuse collection May 23	100
D									
BACS230604	04/06/23	1112		£25.00	£0.00	£25.00	Chris Morris	Window Cleaning May 23	100
CM									
BACS230605	05/06/23	1103		£198.31	£33.05	£165.26	Morgan & Morgan	Printer hire	110/1
BACS230606K	06/06/23	1104		£190.00	£0.00	£190.00	Kingsbridge Print Ltd	Festival Leaflets	130/1
P									
BACS230606B	06/06/23	1102		£75.00	£0.00	£75.00	Bright Sparks Electrical Services	Under balcony lighting	100
S									
BACS2306105	10/06/23	1101		£85.00	£0.00	£85.00	S Porch	Replace flags on poles	100
P									
BACS2306125	12/06/23	1100		£5,282.24	£32.44	£4,749.80	SSE	Q1 Charges	100
SE									
BACS230612F	12/06/23	1118		£3.60	£0.00	£3.60	Facebook	Festival Post Boost	130/1
wpfBook1									
BACS230612F	12/06/23	1119		£3.60	£0.00	£3.60	Facebook	Festival Post Boost No 2	130/1
wpfBook2									
BACS230612F	12/06/23	1120		£3.60	£0.00	£3.60	Facebook	Festival Post Boost No 3	130/1
wpfBook3									
BACS2306136	13/06/23	1092		£83.46	£13.91	£69.55	ESPO	General cleaning products	100
BACS230417J	13/06/23	1093		£89.00	£0.00	£89.00	MCP	Cllr J Harris reimbursement leaflets	180
H									
BACS230613	13/06/23	1094		£58.49	£0.00	£58.49	Helen Banthorpe	Festival glass workshop activity	130/1
HB									

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23, for the Council

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
BACS230613	13/06/23	1095		£5.00	£0.00	£5.00	Tesco	Clerk reimbursement Soup rolls
HD								130/1
BACS230613J	13/06/23	1096		£40.00	£0.00	£40.00	MCP	Clt J Harris Posters
H								135
BACS230613L	13/06/23	1097		£309.59	£51.60	£257.99	Lovetts Ltd	Chubb Fire & Security Ltd Lovetts Ltd (1)
ovetta1								100
BACS230613L	13/06/23	1098		£52.47	£0.00	£52.47	Lovetts Ltd	Chubb Fire & Security Ltd
ovetta2								100
BACS230614	14/06/23	1093		£40.03	£8.67	£31.36	Cathedral Leasing	Hygiene Services. Increase in cost to include baby changing facilities
CL								100
BACS230612F	14/06/23	1121		£3.60	£0.00	£3.60	Facebook	Festival Post Boost No 4
enifBook4								130/1
BACS230616E	16/06/23	1122		£5.00	£0.00	£5.00	EE	Mobile top-up Clerk reimbursement
E								110/1
BACS230620S	20/06/23	1073		£1,314.10	£0.00	£1,314.10	Staff Salaries	Salaries - Jantotal June 23
SJian								115
BACS230620K	20/06/23	1080		£90.00	£15.00	£75.00	Kingsbridge Print Ltd	Festival posters/flyers
P								130/1
BACS230620J	20/06/23	1081		£300.00	£0.00	£300.00	JDK Catering	Summer Quiz food
DK								130/1
BACS230620E	20/06/23	1082		£17.94	£2.99	£14.95	ESPO	Floor cleaner
								100
BACS230620E	20/06/23	1085		£36.40	£16.40	£20.00	Edge IT	AdventEdge training
qgn								110/1
BACS230620L	20/06/23	1086		£555.00	£0.00	£555.00	Lyn Llewellyn	Internal Audit
L								110/1
BACS230620	20/06/23	1087		£25.07	£4.18	£20.89	H Davies	Tesco - clerk reimbursement
HD Tesco								130/1
BACS230620	20/06/23	1088		£11.96	£1.99	£9.97	Tool Station	Clerk reimbursement Festival spray
HD ToolStat								130/1
BACS230620	20/06/23	1089		£16.06	£0.00	£16.06	Booker	Clerk reimbursement soup
HD Booker								130/1
BACS230616	20/06/23	1090		£6.10	£0.00	£6.10	Tesco	Clerk reimbursement Toilet supplies
HD Tesco								130/1
BACS230620	20/06/23	1091		£6.18	£0.00	£6.18	Family Shopper	Clerk reimbursement Institute floor
HD FS								100
BACS230621S	21/06/23	1070		£1,654.56	£0.00	£1,654.56	Staff Salaries	Admin salaries June 23
SAdmin								115

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Pontarddulais Town Council

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Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23, for the Council

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
BACS230621	21/06/23	1071		£148.70	£0.00	£148.70	Clt Cath Evans	Re-imbursement Festival ice-cream
CE								130/1
BACS230621K	21/06/23	1072		£350.00	£0.00	£350.00	Kevin Johns	MC Festival
JFestival								130/1
BACS230621	21/06/23	1079		£31.89	£0.00	£31.89	Booker	Booker - Clerk reimbursement soup
HD Brea								135
BACS230624K	24/06/23	1075		£42.00	£0.00	£42.00	KD Gardening Services	Refuse collection
D								100
BACS230624S	24/06/23	1076		£909.00	£151.50	£757.50	Swansea Lift Repair & Service LTD	Call out costs
LR								100
BACS230624	24/06/23	1077		£300.00	£0.00	£300.00	Pontarddulais Town Band	Festival
								130/1
BACS230624	24/06/23	1124		£22.91	£0.00	£22.91	H Davies	Soup supplies: (5 receipts)
HD								135
BACS230624S	26/06/23	1127		£76.38	£12.73	£63.65	Security Solutions	Call-out
S								100
BACS230626S	26/06/23	1128		£240.20	£11.43	£228.77	SSE	Institute May 23 electricity charges
SE								105
BACS230627L	27/06/23	1084		£7.00	£0.00	£7.00	Lloyds Bank	Service charges
B								110/1
Total				£15,218.59	£1,086.29	£14,132.30		

- b. Receive and sign the monthly income report and bank reconciliation for the month of June 2023 (attached).

Received Income Transactions

Start of year 01/04/23

received between 01/06/23 and 30/06/23, for the Council

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
BAC5230501F	01/06/23	49		£20.00	£0.00	£20.00	30/1	Festival Trader
estDuIN								DuffNuts & Co.
BAC5230501F	01/06/23	50		£20.00	£0.00	£20.00	30/1	Festival Trader
estAlaYTG								Abel Y Graig Cider
BAC5230502F	02/06/23	51		£20.00	£0.00	£20.00	30/1	Festival Trader
estMnDP								Mint Pod
BAC5230505	05/06/23	52		£20.00	£0.00	£20.00	30/1	Festival Trader
WanderL								Bella Wanderlust
BAC5230505K	05/06/23	53		£57.50	£0.00	£57.50	10	Knit Knatter
nrNatter								Spencer Knitting
BAC5230505S	07/06/23	54		£57.50	£0.00	£57.50	10	Sewing Class
ewingClea								Burgess Sewing Class
BAC5230507A	07/06/23	55		£20.00	£0.00	£20.00	30/1	Festival Trader
rTatts								Air Tatto
BAC5230507	07/06/23	56		£30.00	£0.00	£30.00	30/1	Festival Trader
NordicWax								Nordic Wax
BAC5230508	08/06/23	57		£20.00	£0.00	£20.00	30/1	Festival Trader
MuckyBS								Mucky Brush Strokes
BAC5230509S	09/06/23	58		£51.75	£0.00	£51.75	10	Slimming World
W								Room hire
BAC5230509T	09/06/23	59		£50.00	£0.00	£50.00	10	Tai Chi
C								Hire of rooms
BAC5230509L	09/06/23	62		£83.89	£0.00	£83.89	15	Lloyds Bank
B								Interest
BAC5230509L	09/06/23	74		£19.92	£0.00	£19.92	16	Lloyds Bank
B								Interest
BAC5230612	12/06/23	60		£69.00	£0.00	£69.00	10	Carnel
C								Room hire
BAC523061	12/06/23	61		£34.50	£0.00	£34.50	10	Senior Citizens
ZSC								Room hire
BAC5230612F	12/06/23	63		£20.00	£0.00	£20.00	30/1	Festival Trader
estCariad								Festival - Cariad Boutique
BAC5230612F	12/06/23	64		£20.00	£0.00	£20.00	30/1	Festival Trader
estJadeCa								Festival Jade Cakes
BAC5230612F	12/06/23	65		£20.00	£0.00	£20.00	30/1	Festival Trader
estJolly								Festival Jolly
BAC5230612F	12/06/23	66		£20.00	£0.00	£20.00	30/1	Festival Trader
estDonnaL								Festival Donna Louise

20/07/23 09:21 PM Vix K.87.01

Pontarddulais Town Council

Page 1

Received Income Transactions

Start of year 01/04/23

received between 01/06/23 and 30/06/23, for the Council

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
BAC5230613	13/06/23	70		£34.50	£0.00	£34.50	10	Cor Glandulas
CG								Room hire
BAC5230614	14/06/23	67		£86.25	£0.00	£86.25	10	Carnel
C								Room hire
BAC5230614	14/06/23	68		£26.75	£0.00	£26.75	10	Women Institute
WI								Room hire
BAC5230614K	14/06/23	69		£10.00	£0.00	£10.00	30/1	Festival Trader
arta								Festival Karts
BAC5230614F	14/06/23	71		£20.00	£0.00	£20.00	30/1	Festival Trader
estSpirit								Festival Spirit Well-being
BAC5230615F	15/06/23	72		£20.00	£0.00	£20.00	30/1	Festival Trader
estTracy								Festival Tracy Stephens
BAC5230616	16/06/23	1		£1,680.40	£0.00	£1,680.40	5	HMRC (VAT)
HMRC								VAT refund 01/01/23 - 31/03/23
BAC5230616S	16/06/23	73		£138.00	£0.00	£138.00	10	Shru Karate
K								Room hire
Total				£2,851.96	£0.00	£2,851.96		

Bank Account Reconciliations Summary

Start of year 01/04/23

Current Account (£1) + Deposit Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
12	£89,550.91	£83,043.67	£83,043.67	01/03/23	31/03/23	12
13	£83,043.67	£108,674.70	£108,674.70	01/04/23	30/04/23	13
14	£108,674.70	£99,758.54	£99,758.54	01/05/23	31/05/23	14
15	£99,758.54	£97,148.08	£97,148.08	01/06/23	08/06/23	15
16	£97,148.08	£91,582.04	£91,582.04	09/06/23	15/06/23	16
17	£91,582.04	£88,769.48	£88,769.48	16/06/23	21/06/23	17
18	£88,769.48	£87,171.99	£87,171.99	22/06/23	30/06/23	18

Reserve Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date	Bank Number
12	£31,224.43	£31,239.14	£31,239.14	01/03/23	31/03/23	12
13	£31,239.14	£31,258.91	£31,258.91	01/04/23	30/04/23	13
14	£31,258.91	£31,276.68	£31,276.68	01/05/23	31/05/23	14
15	£31,276.68	£31,296.60	£31,296.60	01/06/23	30/06/23	15

56. To receive planning applications previously circulated to all councillors (attached).

Planning Decisions and Applications June 2023

WEEKLY DECISIONS - WEEK ENDING: 2 June 2023

Application No:	2023/1090/NMA	Decision Date:	30-MAY-2023
Responsibility:	Delegated Decision	Decision:	Approve
Location:	Lletty Gariad Pontarddulais Swansea SA4 8NJ	Area:	Area 1
		Ward:	Pontarddulais

PROPOSAL: Construction of a barn for stabling for four horses and creation of a manège with associated fencing for private use (Non Material Amendment to planning permission 2022/1133/FUL granted 13th September 2022) to amend condition 4 (lighting strategy).

WEEKLY LIST OF PLANNING APPLICATIONS REGISTERED

WEEK ENDING: 2 June 2023

No applications received

WEEKLY DECISIONS - WEEK ENDING: 9 June 2023

No decisions received

WEEKLY LIST OF PLANNING APPLICATIONS REGISTERED

WEEK ENDING: 9 June 2023

Application No:	2023/1235/FUL	Date Registered:	05.06.2023
Electoral Division:	Pontarddulais - Area 1	Status:	Being Considered
Map Ref:	259267 204280		
Development Type:	All Other Minor Dev		
Location:	62 Tyn Y Bonau Road, Pontarddulais, Swansea, SA4 8RZ		
Proposal:	Change of use of residential property (Class C3) to a children's home for up to 3 residents (Class C2)		
Applicant:	Mr Jake Lynch	Agent:	Mr Thomas Gronow

Application No:	2023/1244/PLD	Date Registered:	05.06.2023
Electoral Division:	Pontarddulais - Area 1	Status:	Being Considered
Map Ref:	259073 203702		
Development Type:	All Others (CPLDS, Prior etc)		
Location:	84 St Teilo Street, Pontarddulais, Swansea, SA4 8ST		
Proposal:	Internal fit out works to convert currently vacant retail unit for use as a cafe (A3 Use) (application for a Certificate of Proposed Lawful Development)		
Applicant:	Mr Emjad Dubaissi	Agent:	Mr Kevin Matthews

WEEKLY DECISION - WEEK ENDING: 16 June 2023

No decisions received

WEEKLY LIST OF PLANNING APPLICATIONS REGISTERED

WEEK ENDING: 16 June 2023

No applications received

WEEKLY DECISIONS - WEEK ENDING: 23 JUNE 2023

No decisions for Pontarddulais ward.

WEEKLY LIST OF PLANNING APPLICATIONS REGISTERED

WEEK ENDING: 23 June 2023

Application No:	2023/1168/FUL	Date Registered:	23.06.2023
Electoral Division:	Pontarddulais - Area 1	Status:	Being Considered
Map Ref:	259133 204050		
Development Type:	Major Dwellings		
Location:	Former Clayton Works , Tyn Y Bonau Road, Pontarddulais, Swansea, SA4 8RU		
Proposal:	Erection of 29 residential units, access works, car parking, landscaping and associated works		
Applicant:	Mr Sean Tristham	Agent:	Mr Arfon Hughes

WEEKLY DECISIONS - WEEK ENDING: 30th June 2023

Application No:	2022/2435/PRE	Decision Date:	26-JUN-2023
Responsibility:	Delegated Decision	Decision:	Positive
Location:	69 Tyn Y Bonau Road Pontarddulais Swansea SA4 8RY	Area:	Area 1
		Ward:	Pontarddulais

PROPOSAL: PRE APP for use of garden shed as a dog grooming business

Application No:	2023/0912/FUL	Decision Date:	27-JUN-2023
Responsibility:	Delegated Decision	Decision:	Approve
Location:	6 Twyniagio Pontarddulais Swansea SA4 8HX	Area:	Area 1
		Ward:	Pontarddulais

PROPOSAL: Single storey side extension and raised terrace

WEEKLY LIST OF PLANNING APPLICATIONS REGISTERED – WEEK ENDING 30th June

No applications received

APPENDIX A

PONTARDDULAIS SUMMER FESTIVAL 2023

Overview

Pontarddulais Town Council agreed to hold a festival day to provide an event for the people of Pontarddulais. This was to replace the carnival which the disbanded Pontarddulais Festival Committee, had organised for over 50 years. The aim of the festival was to deliver an event free of charge for the community, with an array of performers, traders and information suitable for all ages.

Planning for the summer festival commenced in September 2022, following approval at Council on 6th October 2022 (Minute No. 83). The event was held on the two playing fields of Pontarddulais Town Football Club at the Coedbach park ground on Saturday 17th June 2023. A Big-Top marquee was a main focus of the festival and gave the contingency of avoiding cancellation due to inclement weather, as there was capacity to move several events inside.

As the marquee was being erected on 14th June, three days prior to the main event, it was agreed to make full use of the facility and the Special Events Committee agreed on the following supporting events:

- A well-being evening on Thursday 15th June
- An educational day for pupils in local schools on Friday 16th June

Over the course of eight months preceding the festival the Clerk organised the events liaising with various providers on catering, trade stands, performers, suppliers, County Council, Police, Fire and Rescue, security and others.

The Saturday event had over 30 trade stands with a broad variety for all attending, such as crafts, information, etc. Traders attending reported on and after the event, that their sales had been the highest on the day than any other event they had attended and more than on a normal weekend 2-day event. Many traders have been in contact since the event expressing their enjoyment of the day, the professionalism of the organisation and happy atmosphere throughout the day.

The event was well publicised using social media platforms, posters displayed in key places across the community, council notice-boards and website, large banners, leaflets delivered to houses across the town and handed-out in local events and the Tesco foyer.

All events were well-received and there was a significant amount of positive feedback for the three days. An post event exercise was undertaken and is attached in Appendix 1.

Facebook data

Several pre and post event posts and reels went out on the council Facebook page which increased the number of visitors to the council Facebook page and examples of this are included in Appendix 2.

Outcomes:

The aim of the festival and supporting events was to provide fun, informative, and educational events for the community of Pontarddulais and to provide the opportunity to be a part of a community environment, thereby raising the profile of the Town Council and it's members.

Well-being evening – Thursday 15th June

The aim of the event was to provide people with an opportunity to experience taster sessions in Pilates, tai-chi, and yoga. This took place from 6-8pm in the Big top marquee. The setting was perfect with the sides of the marquee open and the shade of the trees making it a peaceful and calming atmosphere.

From 8-9pm the session focussed on informal presentations from local health professionals on key health topics; including menopause, anxiety, nutrition and mental health. There was an opportunity to ask questions and share tips, with direct feedback from those present and everyone felt the session was beneficial. It was suggested that this event could lead to further well-being events in Pontarddulais, and the possibility was discussed of a monthly support group being established in an informal safe setting.

Educational event – Friday 15th June

The year 5 pupils had the opportunity to be part of the Pontarddulais pre-summer festival education day, where 83 pupils from YGG Bryniago and Pontarddulais Primary were able to take part in various fun educational sessions delivered from TATA Steel, Swansea Community Farm, and Go Explore.

Festival cost:

Expenditure

Total Expenditure 2023-24

£16,955.49

Total Expenditure 22-23

£1,155.10

TOTAL COST OF FESTIVAL (excluding income received)

£18,110.59

Total income

£1,100

Marketing via social media

In the week leading up to the festival, engagement on the town council Facebook page increased by 300% from the previous month. This is as a result of a successful marketing and advertising campaign which was presented in the form of a video reel advertising the traders and events of the festival, including the well-being event. Following the event, a 'highlights' video reel was created which was viewed 2.7k times reaching a further 400 people. Of these figures 70.6% of the viewers were non-followers and 24.9% were followers of the Pontarddulais Town Council Facebook page demonstrating that the reach was broadened and brought more digital footfall to the page.

Appendix I

PONTARDDULAI SUMMER FESTIVAL - Saturday

WHAT WORKED WELL

Good selection of activities on programme	Something for everyone
Big Top good attraction/crowd puller	People felt it was something special
Something for all ages	
Seating areas	Opportunity for people to sit and enjoy performances
Selection and number of traders	Plenty for people to see and buy
Weather	Not able to arrange
Music following through to evening	Retained people there
Children and families enjoying time together	Goal achieved
Good security on-site	Secure knowing everything was safe
Street signage	Controlled vehicles – no disturbance to neighbours
Advertising event	Fliers through doors/banners/posters/social media
Social media reels and posts	Attracted many – shared across social media
Volunteer adverts	Several volunteers to help
Help from DG Heath and Pont comp	Help with transportation – reduced costs
Personally scouting and speaking to traders at other events	Ensured right type of trader for event

WHAT COULD HAVE BEEN IMPROVED

Increased shading areas on top field	More gazebos/umbrellas
Helpers on days leading up to festival for manual work	Help with manual tasks Engage scouts in clear up/litter pick
Councillors interaction with public	Opportunity for councillors to engage with public and gain feedback from the event
Traders drop off	Introduce new system for immediate parking in car park and buggy's onto field Time slots for traders arrival Option for traders to set-up night before Drop off via Coed Bach
Councillors present	All councillors engaged as a council. Front face of PTC Display pictures of councillors in gazebo
Post event help	Helpers to clear up marquee and both pitches Involvement of local scouts & guides groups
Larger generator	More power to avoid need for refuelling

IT for event – communication with traders	Separate email address
Signage for toilets	Clearer for public
Toilet location	Closer to bottom field
More seating to avoid purchase of straw bales	Avoid destruction of bales and clear up
Additional games for children	Small football goal/dartboard
IT/Design/Comms admin support	Skilled help to reduce time
Use event for customer survey of event	Informed for future events
Recycling bins for separation of rubbish	Meet eco needs for recycling

Well-being evening

WHAT WORKED WELL

Opportunity to experience Tai Chi, yoga, Pilates	Raised awareness
Environment appropriate to event	Enhanced the overall experience
Newcomers felt at ease and impressed with sessions	People likely to enrol in future classes
Big top gave ideal vibe	Quiet area with trees
Presenter skilled and appropriate for event	All at ease
Good talks on menopause, anxiety, mental health, and nutrition	People well-informed Opportunity to gauge interest in follow-up sessions

WHAT COULD HAVE BEEN IMPROVED

More attendees	More people would have experienced sessions
Increased advertising of event	Associated services promote event
Water available for attendees	
Men's well-being session?	Consider for future event

Educational Day

PONTARDDULAIS SUMMER FESTIVAL – Friday Educational Day

WHAT WORKED WELL

Good selection of activities on programme	Good educational information for pupils
Big tent suitable for all pupils	Exciting experience for pupils
Small groups of 23	More opportunity to be involved
Activities that linked to curriculum and WG	In-line with current WG plans
Water available for pupils	Prevention of dehydration
Donation from Tesco	All water free of charge
Microphone for speakers	No issue with hearing presenters
Teachers engaged and impressed by event	Support from staff
All pupils well-behaved and engaged	No behaviour issues
Pupils enjoyed experiences	Aims of event met
Pupils learnt from event	Aims of event met

Students brought packed lunch	No extra expense to council
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WHAT COULD HAVE BEEN IMPROVED

Access to toilets	Closer to marquee
Better communication with schools	Avoid last minute questions

Appendix 2

SUMMER FESTIVAL FEEDBACK 2023

Examples of some trader emails received

<p>VT</p> <p>Mon 19/06/2023 09:58</p> <p>victoria thomas <victoria.thomas88@outlook.com></p> <p>Re: Pontarddulais Summer Festival 17 June 2023</p> <p>To clerk@pontarddulais.towncouncil.gov.uk</p> <p>Good morning, I just wanted to say thank you for Saturday. I didn't see anyone before I left to say thank you. It was an amazing day and very well organised. We would love to attend again if you arrange anymore :)</p> <p>Could I also ask if you would happen to know the name of the jewellery stalls there? My friend has messaged to say she forgot to go back and buy a ring from someone and now can't find who they are. She said it was a small stall that sold silver jewellery.</p> <p>Many thanks</p> <p>Sent from my iPhone</p>	
<p>EL</p> <p>Mon 19/06/2023 12:12</p> <p>Emma Lloyd <emma.lloyd@freedom-leisure.co.uk></p> <p>Re: Summer Festival and Well-being event</p> <p>To clerk@pontarddulais.towncouncil.gov.uk</p> <p>Hello</p> <p>Thankyou so much for letting us attend your event on Saturday, just spoken to the staff who attended and they had an amazing time. They said it was so much fun.</p> <p>We would love to come to the next one or be involved in the health and wellbeing event our staff love escaping to community events.</p> <p>Let us know if we can help you in any way.</p> <p>Many Thanks Emma Lloyd</p>	
<p>AD</p> <p>Mon 19/06/2023 21:08</p> <p>Andrew Davies <themintpod@hotmail.com></p> <p>Re: Summer Festival and Well-being event</p> <p>To clerk@pontarddulais.towncouncil.gov.uk</p> <p>Hi Hilary. Just a note to thank you very much for allowing us to attend your event on Saturday.</p> <p>It was a really good day and well organised and enjoyed by everyone and we were pleased to be able to attend with our Mint Pod.</p> <p>Thanks again 🙌</p> <p>Andrew</p>	

 Tue 27/06/2023 16:06
Iona Lyons <iona_lyons@scvs.org.uk>
RE: Summer Festival and Well-being event
o clerk@pontarddulais.towncouncil.gov.uk
c judith.james@pontarddulais.towncouncil.gov.uk

Hello Hilary,


It was a very good day indeed, I thought it went very well. I know SCVS would be interested in being involved in the Wellbeing events with more notice and some publicity that I didn't receive until a week or so before the event. Apart from that it was great - well done!

Best wishes,

Iona

Iona Lyons

Our Neighbourhood Development Officer - Llŵchwr / Swyddog Datblygu Ein Cymdogaeth - Llŵchwr
Swansea Council for Voluntary Service (SCVS) / Cyngor Gwasanaeth Gwirfoddol Abertawe (CGGA)
Tel / Rhif Ffon: 01792 543639 / 07570 764855
My working patterns are / Mae fy mhatriymau gwaith yn: Monday - Wednesday
Email / E-bost: iona_lyons@scvs.org.uk
Web / Gwe: www.scvs.org.uk

 Fri 23/06/2023 21:44
Deborah Rainer <deborahrainer190@btinternet.com>
Festival
To clerk@pontarddulais.towncouncil.gov.uk

Hi Hilary,

Thank you for getting in touch. It was very kind of you.

I loved the day. It was perfect.

Such a lot of hard work had gone into it and there was so much for everyone of all ages to do and to watch. It was still all going strong when we left which was amazing.

I heard a lot of people moaning about having to walk a fair way to their stalls and carry heavy stock etc. Maybe if we could take our cars onto the pitch that would save all that next year. Maybe have a way in and a way out system so everyone keeps safe.

It is so difficult to please everyone so maybe next year just inform people there could be a fair way to walk to the pitch and to bring a trolley or something. It would stop the moaning then

Thank you for all your hard work and also to all the helpers I had help from 2 young girls and a gentleman who carried my things without me even asking them.

I met some lovely new stallholders who have now become friends so thank you.

Please keep me on your list for future events as I would love to be with you again

Regards

Deborah for Saopaluxe Gifts

Sent from [Mail](#) for Windows

 Sat 24/06/2023 15:58
Sharon Taylor <sharon.taylor@pontarddulais.sjaw.org.uk>
Re: Summer Festival and Well-being event
To clerk@pontarddulais.towncouncil.gov.uk

Hi Hillary,

Thank you for a fantastic day - we really enjoyed ourselves. Our only bit of feedback would be to set up part of our stall on the Friday evening (weather allowing) but I believe one of my colleagues may have mentioned this already.

Looking forward to doing it again next year

Sharon

Sharon Taylor

Acting Deputy CYP Manager/Pontarddulais Youth Divisional Officer

Dirprwy Reolwr Dros Dro Pobl Ifanc y Sir/Swyddog Is-adran Ieuencid Pontarddulais

West Glamorgan/Gorllewin Morgannwg

St John Ambulance Cymru

Email/Ebost: sharon.taylor@pontarddulais.sjaw.org.uk

www.stjohnwales.org.uk



Sat 24/06/2023 10:36
D deborahraimer190 <deborahraimer190@btinternet.com>
RE: Festival
To clerk@pontarddulaiscouncil.gov.uk

Hi Hilary,

You all did a fantastic job. We do lots of events and it was wonderful to see the field planned so thoughtful to ensure everyone including stallholders could see everything that was going on. The variety of activities for everyone was very appreciated as lots of people commented whilst at our stall that there was a lot going on.
There will always be people who will pick fault with anything and everything but couldn't organise a little kiddies tea party let alone a festival.
You all did Pontarddulais proud and I am so glad I was part of it.
See you next year or whenever you organise another event

Hope you have had a chance to relax

Deb

----- Original Message -----

On Saturday, 24 Jun, 2023 At 08:22, clerk@pontarddulaiscouncil.gov.uk wrote:

Thanks for your comments Deb

I am glad some of our volunteers were able to help you. I had intended to have utility buggies for the event as we knew the parking would be an issue, however the company cancelled last minute!

Unfortunately, the football field don't allow vehicles on the pitch as they have recently spent £150,000 having new drainage installed and re-seeding the pitch.
As this was the first event, there's lots we can improve on to make it even better, however the sun is the crucial determinator, however the transportation will be well-managed next year.

Best wishes

SM Sat 24/06/2023 09:36
stuart mackinnon <info@treadgower.com>
Tread Gower Invoice
To clerk@pontarddulaiscouncil.gov.uk

Port.pdf 1 MB
Tread Gower Invoice Pont.pdf 573 KB
Untitled attachment 269957.bit 131 bytes

Dear Hilary

Please find attached the full and final invoice for the provision of services at the Summer Show. Also attached is a PDF with receipt scans. Grateful if you could make payment within 7 days.

We all really enjoyed and very much hope to work with you again next year. As soon as you know the dates please let us know so we can ensure it's in the diary.

Best wishes,
Stuart

The meeting ended at 21.03pm.

HJ Davies