

**MINUTES OF THE ANNUAL MEETING OF PONTARDDULAI TOWN COUNCIL  
HELD ON THE 16<sup>th</sup> MAY 2024**

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**Present:**

Councillors	Cllr P. Downing (Chair)	Cllr C. Evans	Cllr H. Roberts	Cllr K. Williams
<b>Apologies</b>	Cllr K. Griffiths Cllr J. Beynon Cllr J. John	Cllr A. Wilson Cllr R. Harris Cllr J. Harris	Cllr D. Beynon Cllr G. Chambers	Cllr D. Hardy Cllr A. Owen
<b>Not present</b>	Cllr J. Johnstone	Cllr S. Lloyd-Janes		

No members of the public were present.

- 1. To agree accuracy of minutes of last Annual Meeting of the council.**  
Minutes were agreed.
- 2. Disclosures of Personal and Prejudicial interests in accordance with the Council's Code of Conduct.**  
No disclosures received.
- 3. Election of Mayor of Council for the Municipal year 2024-2025.**  
**RESOLVED** that Councillor A. Wilson be elected Mayor for the forthcoming year 2024 - 25. Councillor Wilson thanked members and thanked Councillor C. Evans for her year in office.
- 4. Election of Deputy Mayor of Council for the Municipal year 2024-2025.**  
**RESOLVED** that Councillor R. Harris be elected Deputy Mayor for the forthcoming year 2023 - 2024.
- 5. To receive the Mayor's Declaration of Acceptance of Office.**  
The Mayor signed the Declaration of Acceptance of Office in the presence of the Clerk.
- 6. To fix the amount of the Mayor's Allowance in pursuant of Section 34(5) of the Local Government Act 1972.**  
It was **RESOLVED** the Mayor's allowance be fixed at a maximum of £1,500.
- 7. To receive the past Mayor's address.**  
Cllr Evans reflected on her time in office gave thanks to the Clerk and to the Deputy Mayor for all their support, to Councillor Downing for his guidance and expertise and to those councillors who have given support.  
The Mayor congratulated the new Mayor and wished her well for her term of office.
- 8. Consider and vote on self-nominations for Deputy Chair of Council.**

Two self-nominations were received and a secret vote taken. Cllr G. Chambers was appointed Deputy Chair by a majority vote.

**9. Meeting dates for 2024-25**

- a. To agree dates of the ordinary meetings of the Council for the ensuing year. It was RESOLVED that Council meetings will be held on the third Thursday of the month. This will be reviewed at the end of July. There will be meeting of full council during August.

**10. Appoint Members to serve on the undermentioned committees:**

**a. Policy, Compliance & Finance**

Councillors A. Wilson, C. Evans, J. Beynon, H. Roberts, J. Harris, K. Griffiths, P. Downing.

**b. Estates, Development & Culture**

Councillors A. Wilson, H. Roberts, J. Harris, J. Beynon, S. Lloyd-Janes, D. Hardy.

**c. HR & Training**

Councillors A. Wilson, J. Harris, C. Evans, H. Roberts, G. Chambers, A. Owen.

**d. Special Events**

Councillors A. Wilson, K. Williams, H. Roberts, K. Griffiths, R. Harris, J. Harris, G. Chambers.

**e. Welsh Language**

Councillors A. Wilson, J. Johnstone, R. Harris, H. Roberts, J. Harris, A. Owen.

**11. To appoint a representative to serve on the following bodies (one councillor and clerk to attend each meeting):**

- a. Swansea Area Committee of One Voice Wales - Jane Harris.
- b. Larger Councils Committee of One Voice Wales - Jane Harris
- c. Community/Town Councils Forum - Cath Evans

**12. Review of the Terms of Reference for Committees.**

Committees will review Terms of Reference at the first committee meeting.

**13. Review and adopt Standing Orders and Financial Regulations**

The Model Standing Orders were personalised to the Council at the Policy, Compliance and Finance committee and circulated to members with meeting papers. The Standing Orders were adopted.

The Model Financial Regulations were personalised to the Council at the Policy, Compliance and Finance committee and circulated to members with meeting papers. The following changes were made to the 4. Budget Control section:

**NALC Model Financial Regulations**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over [£5,000];
- a duly delegated committee of the council for items over [£500]; or

- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

Changes made at Policy, Compliance & Finance Committee and **AGREED** at Council are as follows:

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £1000;
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £999.