**MINUTES OF THE PONTARDDULAIS TOWN COUNCIL MEETING HELD ON THE 2ND MARCH 2023**

**PRESENT:** Cllr H. Roberts Cllr J. Harris

 Cllr R. Harris Cllr J. Beynon

 Cllr K. Williams Cllr D. Beynon

 Cllr R. Jenkins

In the absence of the Chair and Vice Chair, Cllr H. Roberts was elected as Chair for the meeting.

Fifteen minutes prior to the commencement of business members of the public were invited to ask questions.

Mr A. Capp asked if the clerk intended contacting the Chief Executive of Swansea Council for a response to the letter sent on 9th February 2023. The Clerk informed Mr Capp that this would be done the following day.

1. **. Apologies for absence.**

Apologies were received from Cllr K. Griffiths (Mayor), Cllr C. Evans ,

Cllr A. Wilson, Cllr J Johnstone, Cllr P. Downing, Cllr W. Jones and Cllr S. Lloyd-Janes.

1. **. To receive declarations of personal and/or prejudicial interest from Members in accordance with the Council’s Code of Conduct**

There were no declarations received.

1. **. To receive and consider the minutes of the Council meeting held on the 2nd February 2023.**

The above minutes were accepted as a true record.

1. **To receive and consider the minutes of the Special Events Committee meeting held on the 21st February 2023**

The above minutes were accepted.

Councillors to be available during the festival period to support with various event tasks.

Swansea Pipers to be booked for event.

1. **To receive and consider the minutes of the Estates and Development Committee meeting held on the 13th February 2023.**

The above minutes were accepted.

Invite groups in town to council meetings to provide short (20 min) presentations on their activities and issues faced. Start with inviting *Our Place* and *Friends of the Park*. Presentation to commence at 6:30pm prior to council meeting.

Site visit to be arranged to look at remodelling toilet and kitchen area and improving facilities.

It was **AGREED** that the Council meeting room return to meeting room 3. Large tables to be moved upstairs and tables in meeting room 1 changed to foldable tables to give more flexibility to the room.

It was **AGREED** a Structural Engineer be sourced to inspect the floor in attic room for strength and any limitations to use.

1. **To receive and consider the minutes of the Policy and Resources Committee meeting held on the 22nd February 2023.**

The above minutes were accepted.

Recommend to Policy & Resources Committee that honorarium payments/one-off donations be non-taxable and recommended to Council for agreement.

It was agreed that Cllr P. Downing and Cllr J. Harris to meet with Caretaker asap to discuss job description.

Financial Assistance applications – thirteen applications met the requirements of the policy, five did not meet the policy. It was **AGREED** the successful organisations are to receive the requested amounts.

1. **To consider matters relating to One Voice Wales.**

It was **AGREED** to continue with membership of One Voice Wales.

Cllr Harris reported that a public meeting is being arranged in the next three weeks to discuss the proposals from Persimmon.

1. **. To discuss defibrillator census and training.**

Cllr Harris is working on the defibrillator census received from OVW.

Defibrillator training to be circulated to groups in town.

1. **. To update on memorial for paramedic.**

Clerk to proceed with arrangements and apply for planning if required.

1. **. To propose new crematorium columbarium.**

Clerk to contact Swansea Council to request columbarium for cemetery.

1. **. To receive reports from County Ward members.**

No reports received.

1. **. To receive and consider any urgent matters from town councillors (matters sent to Clerk 3 working days prior to meeting).**

It was **AGREED** that any urgent matters prior to the meeting, would be brought to the Clerk half an hour prior to the meeting.

1. **. To receive and consider reports from the Clerk.**

Special events to discuss celebratory events to mark coronation.

Disabled parking arrangements to be made for events in Institute.

1. **. To receive and consider reports from the Mayor.**

No reports received.

1. **. To receive and consider reports from representatives on outside bodies.**

None received

1. **To fill the casual vacancy that exists in the Dulais East Ward.**

Two applications were received for the vacancy. Voting papers were issued to councillors. The majority vote was for Ms Emma Horne. The Clerk will notify the candidates.

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

The above expenditure was authorised and approved.

Appendix A.

1. **. To authorise and approve the income and reconciliation for the month of February 2023 (Appendix B).**

The above income and reconciliation was authorised and approved.

Appendix B.

1. **. To receive planning applications previously circulated to all Members.**

There were no observations made regarding the above applications.

**APPENDIX A**

|  |  |  |
| --- | --- | --- |
| **Expenditure transactions for the month of February 2023** |  |  |

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| --- | --- | --- | --- |
| **Expenditure transactions for the month of February 2023** |  |  |  |
|  |  |  |  |  |  |  |  |
| **Name** |  | **Particulars** |  | **Net** | **Vat** | **Total** |  |
| British Gas | Gas supply | £287.09 | £57.41 | £344.50 |  |
| Timpson |  | Lock |  | £8.00 | £0.00 | £8.00 |  |
| Clerk Reimbursement | Asda Soup supplies | £17.90 | £0.00 | £17.90 |  |
| Clerk Reimbursement | Booker Soup supplies | £60.77 | £4.50 | £65.27 |  |
| Clerk Reimbursement | Nisbett Soup supplies | £123.51 | £24.70 | £148.21 |  |
| Clerk Reimbursement | Vacuum/kitchen supplies | £228.25 | £3.00 | £231.25 |  |
| CI Morris |  | Window cleaner | £50.00 | £0.00 | £50.00 |  |
| PTFC |  | Readjustment AJ | £425.40 | £0.00 | £425.40 |  |
| Clerk Reimbursement | Soup supplies | £30.00 | £0.00 | £30.00 |  |
| Cathedral hygiene | Sanitation |  | £17.33 | £3.47 | £20.80 |  |
| Salaries |  | Salaries |  | £2,866.48 | £0.00 | £2,866.48 |  |
| Southern Electric | Electricity |  | £86.29 | £4.31 | £90.60 |  |
| Dwr Cymru | Water |  | £1,187.64 | £0.00 | £1,187.64 |  |
| Community Cinema Group | Cinema |  | £50.00 | £0.00 | £50.00 |  |
| KD Gardening Services | Waste collection | £33.00 | £0.00 | £33.00 |  |
| ESPO |  | Cleaning supplies | £87.43 | £17.49 | £104.92 |  |
| Clerk Reimbursement | Booker Soup supplies | £22.79 | £0.00 | £22.79 |  |
| Clerk Reimbursement | Tesco Soup supplies | £5.90 | £0.00 | £5.90 |  |
| Black Country Metal | Post box |  | £125.00 | £25.00 | £150.00 |  |
| ESPO |  | Admin |  | £16.65 | £3.33 | £19.98 |  |
| Lloyds  |  | Service charge | £7.85 | £0.00 | £7.85 |  |
|  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  | **£5,737.28** | **£143.21** | **£5,880.49** |  |

**APPENDIX B**

**MONTHLY INCOME – February 2023**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 06-Feb |  | Karate |  |  |  | £138.00 |  |  |  |  |  | £138.00 |  |
| 07-Feb |  | Sewing class |  |  |  | £46.00 |  |  |  |  |  | £46.00 |  |
| 09-Feb |  | Lloyds bank interest |  |  |  |  | £55.39 |  |  |  | £55.39 |  |
|  |  | Lloyds bank interest |  |  |  |  | £14.67 |  |  |  | £14.67 |  |
| 13-Feb |  | Scrapbook room hire |  |  | £23.00 |  |  |  |  |  | £23.00 |  |
| 22-Feb |  | Nisbett - Clerk payment refund soup bowls |  |  |  |  |  | £115.15 | £115.15 |  |
| 24-Feb |  | Carmel |  |  |  | £69.00 |  |  |  |  |  | £69.00 |  |
| 24-Feb |  | Merched Y Wawr |  |  | £17.25 |  |  |  |  |  | £17.25 |  |
| 24-Feb |  | Senior Citizens |  |  | £69.00 |  |  |  |  |  | £69.00 |  |
| 24-Feb |  | Glynhir WI |  |  |  | £11.50 |  |  |  |  |  | £11.50 |  |
| 24-Feb |  | Glynhir WI |  |  |  | £46.00 |  |  |  |  |  | £46.00 |  |
| 25-Feb |  | Hire of hall - birthday party |  |  | £30.00 |  |  |  |  |  | £30.00 |  |
| 28-Feb |  | CC Swansea | refund payment |  |  |  |  |  |  | £400.00 | £400.00 |  |
| **Monthly totals** |  |  |  |  |  | **£449.75** | **£0.00** | **£70.06** | **£0.00** | **£0.00** | **£515.15** | **£1,034.96** | **£141,983.59** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year totals** |  |  |  |  |  | **£6,732.14** | **£123,934.00** | **£178.80** | **£6,185.82** | **£2,739.96** | **£2,263.02** | **£141,983.59** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Bank Reconciliation – February 2023**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |   |  |  |
| Balance brought forward |  |  |  |  | **£125,620.87** |
|  |  |  |  |  |  |  |   |
| Add total receipts as per R & P Book |  |  |  | £1,034.96 |
|  |  |  |  |  |  |  |  |
| Less total payments as per R & P Book |  |  |  | £5,880.49 |
|  |  |  |  |  |  |  |  |
| **Balance carried forward** |  |  |  |  | **£120,775.34** |
| Bank balances |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Closing bank balances |  |  |  |  |  |  |
| (as per bank statements as at 28/02/22) |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Current Account |  |  | £2.00 |
|  |  |  | Deposit Account |  |  | £89,548.91 |
|  |  |  | Reserve Account |  |  | £31,224.43 |
|  |  |  | Total bank balance |  |  | £120,775.34 |
|  |  |  |  |  |  |  |  |
| Less unpresented cheques |  | Cheque number |   |   |
|  |  |  |  |   |  |  |   |
|  |  |  |  | Total |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
| Add cash/cheques received not yet banked |  |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Other adjustments |  |  |   |  |  |   |
|  |  |  |   |
| **Reconciled Balance** |  |  |  |  |  | **£120,775.34** |
| 02/03/2023 |  |  |  |  |  |  |   |