**MINUTES OF THE MEETING OF PONTARDDULAIS TOWN COUNCIL HELD ON THE 6TH FEBRUARY 2020**

**PRESENT:** Cllr H. Roberts (Mayor) Cllr G. John

 Cllr R. Jenkins Cllr D. Howard-Willis

 Cllr R. John Cllr C. Mathias

 Cllr A. Cascarini Cllr E. Davies

 Cllr P. Downing Cllr K. Griffiths

 Cllr J. Beynon Cllr C. Evans

 Cllr A. Wilson

Members observed a minute’s silence following the passing of the late Councillor John Miles.

Prior to commencement of business members of the public were invited to ask questions. Mr Allan Capp informed Members that Swansea Council were now not replying to his correspondence. It was agreed that Mr Capp forward a copy of the correspondence to the Clerk who would then communicate it to Swansea Council.

**123. APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor D. Beynon.

**124. TO RECEIVE DECLARATIONS OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE COUNCIL’S CODE OF CONDUCT:**

There were no declarations received.

**125. TO RECEIVE AND CONSIDER THE MINUTES OF THE COUNCIL MEETING HELD ON THE 9TH JANUARY 2020:**

The above minutes were accepted as a true record.

1. **Pontarddulais Railway Station ( Min No 115):**

The Clerk reported further correspondence from HOWLTA and was awaiting confirmation of a meeting with the various parties.

**126. TO RECEIVE AND CONSIDER THE MINUTES OF THE SPECIAL EVENTS COMMITTEE MEETING HELD ON THE 30TH JANUARY 2020:**

The Mayor, as Chairman of the above committee, reported on the above minutes. In relation to the VE-Day anniversary the Clerk informed Members that he had emailed the Vicar and, as yet, had not received a reply. It was agreed that the Clerk send a further email advising the Vicar that should he not respond the Council would consider contacting other clergy in the town.

**127. TO RECEIVE REPORTS FROM COUNTY WARD MEMBERS:**

The two County Ward Members did not have any matters to report.

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

There were no urgent matters to consider.

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

There were no questions tabled.

**130. TO RECEIVE REPORTS FROM THE CLERK:**

The following correspondence was received and noted:

1. One Voice Wales – South Wales Training Dates;
2. One Voice Wales – SuDS proposed amendments on sustainable drainage;
3. One Voice Wales – consultation response on Local Government & Elections (Wales) Bill;
4. Local Area Co-ordinator – mental health support group meeting;
5. One Voice Wales – annual financial timetable;
6. Fields of Trust – an initiative to protect parks & green spaces for good;
7. Swansea Council – development of national significance – land at Tycroes;
8. Carmarthenshire C. C. – revised LDP 2018 – 2033;
9. Keep Britain Tidy – Great British Spring Clean;
10. Swansea Council – female entrepreneurship funding;
11. One Voice Wales – Swansea training sessions;
12. Swansea Council – helping people who are sleeping rough in Swansea leaflet;
13. Wales Audit Office – accounts qualified at a third of community & town councils in Wales;
14. Ageing Well in Wales – road sign survey;
15. Wales Audit Office – consultation on future audit arrangements for community councils in Wales;
16. **Pontarddulais Cricket Club:**

The Clerk reported a request from the above club for financial assistance towards the provision of disabled toilets. Members agreed that they could not support the above request but would accept an application for financial assistance under the Council’s existing arrangements.

1. **High Street, Pontarddulais:**

The Clerk reported further correspondence concerning the erection of bollards in High Street, Pontarddulais. Cllr R. John advised Members that to date no bollards had been erected.

1. **Community Development:**

The Clerk reported an email from Mr Mark Mathias concerning the involvement of pupils from Pontarddulais Comprehensive School to complete a community challenge to gain an element of their Welsh Baccalaureate. It would involve a two day engagement event on the 2nd and 3rd July 2020 and he was wondering if the Institute would be available on those dates. Members agreed to support the initiative and advise Mr Mathias that the hall was available on the morning of the 2nd and all day on the 3rd. There would not be a hire charge for the event.

He also referred to his brother having been selected to represent the Wales over 60’s cricket team in the World Cup in Australia. He queried whether the Council would consider supporting his brother financially. It was agreed that the Council’s Grant Awarding Policy prevented such support but assistance may be available via the Mayor’s allowance.

1. **Franking Machine:**

The Clerk informed Members that the Council’s franking machine had broken and he had been advised by the company that it was not repairable. He stated that there had been a considerable reduction in the use of the machine with most correspondence now being received and sent via email. It was agreed to not replace the franking machine.

**131. TO RECEIVE AND CONSIDER REPORTS FROM THE MAYOR:**

The Mayor reported on his civic duties during December 2019 and January 2020.

**132. TO RECEIVE AND CONSIDER REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:**

Councillor G. John informed Members that there had been a children’s film in the Institute on Saturday 1st February. The next film would be on Saturday 7th March and the Local Produce Market would be held in the Institute on Wednesday 12th February.

**133. TO AUTHORISE AND APPROVE THE EXPENDITURE FOR THE MONTH**

**OF JANUARY 2020:**

The above expenditure was authorised and approved. See Appendix “A”

**134. TO RECEIVE A MONTHLY INCOME REPORT AND BANK RECONCILIATION FOR THE MONTH OF JANUARY:**

The above reports were accepted.

See attached appendices.

**135. TO RECEIVE PLANNING APPLICATIONS PREVIOUSLY CIRCULATED TO ALL MEMBERS:**

1. 68 James Street, Pontarddulais – proposed two storey side and rear extensions plus conservatory;
2. Land formerly part of 211 St Teilo Street, Pontarddulais – detached dwelling – application for approval of reserved matters following outline approval;
3. 17 Golwg y Twr, Pontarddulais – conversion of garage to living accommodation.

There were no observations concerning the above applications.

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| **CYNGOR TREF PONTARDDULAIS TOWN COUNCIL** |
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| **APPENDIX "A"** |
|  |  |  |  |  |  |  |  |
| **Expenditure transactions for the month of January 2020** |  |  |
|  |  |  |  |  |  |  |  |
| **Name** | **Particulars** | **Net** | **Vat** | **Total** |  |  |  |
| C & C of Swansea | Non domestic rate | £213.00 | £0.00 | £213.00 |  |  |  |
| HMRC | Quarter tax/N.I. | £1,516.84 | £0.00 | £1,516.84 |  |  |  |
| British Gas | Monthly electricity Nov/Dec | £159.81 | £7.99 | £167.80 |  |  |  |
| British Gas | New boiler | £2,300.76 | £460.15 | £2,760.91 |  |  |  |
| British Gas | Careplan renewal | £441.29 | £80.92 | £522.21 |  |  |  |
| British Gas | Quarter gas | £947.72 | £189.54 | £1,137.26 |  |  |  |
| B. T. | Quarter telephone/broadband | £149.37 | £29.87 | £179.24 |  |  |  |
| B. T. | Quarter telephone/broadband | £149.37 | £29.87 | £179.24 |  |  |  |
| Cathedral Leasing | Hire of 2 No san. Units | £17.33 | £3.47 | £20.80 |  |  |  |
| British Gas | Dantwyn electricity  | £51.26 | £2.56 | £53.82 |  |  |  |
| Apogee | Printing/copying charges | £9.50 | £1.90 | £11.40 |  |  |  |
| Dwr Cymru Welsh Water | Water/sewerage charges | £882.76 | £0.00 | £882.76 |  |  |  |
| Salaries | January salaries | £2,211.23 | £0.00 | £2,211.23 |  |  |  |
| Community Cinema Group Children's film January | £50.00 | £0.00 | £50.00 |  |  |  |
| British Gas | Monthly electricity Dec/Jan | £119.59 | £5.97 | £125.56 |  |  |  |
| Lloyds Bank | Service charge | £5.00 | £0.00 | £5.00 |  |  |  |
| **TOTAL** |  | **£9,224.83** | **£812.24** | **£10,037.07** |  |  |  |
|  |  |  |  |  |  |  |  |
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**MONTHLY INCOME REPORT – JANUARY 2020**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 08-Jan | 82/19 | Art Class |  | Room hire |  | £40.00 |  |  |  |  |  | £40.00 |  |
| 09-Jan |  | Lloyds Bk |  | Interest |  |  | £2.33 |  |  |  | £2.33 |  |
| 09-Jan |  | Lloyds Bk |  | Interest |  |  | £1.32 |  |  |  | £1.32 |  |
| 10-Jan |  | HMRC |  | VAT ref |  |  |  |  | £2,661.22 |  |  | £2,661.22 |  |
| 13-Jan | 99/19 | Senior Citizens | Room hire |  | £15.00 |  |  |  |  |  | £15.00 |  |
| 13-Jan | 96/19 | Slimming World | Room hire |  | £120.00 |  |  |  |  |  | £120.00 |  |
| 13-Jan | 91/19 | South Wales Police | Room hire |  | £1,000.00 |  |  |  |  |  | £1,000.00 |  |
| 15-Jan | 92/19 | Art Class |  | Room hire |  | £20.00 |  |  |  |  |  | £20.00 |  |
| 15-Jan | 93/19 | Cor Glandulais | Room hire |  | £30.00 |  |  |  |  |  | £30.00 |  |
| 15-Jan | 100/19 | W. I. |  | Room hire |  | £15.00 |  |  |  |  |  | £15.00 |  |
| 17-Jan | 97/19 | Ruth Robinson (SCVS) | Room hire |  | £30.00 |  |  |  |  |  | £30.00 |  |
| 17-Jan | 98/19 | Sewing Class | Room hire |  | £20.00 |  |  |  |  |  | £20.00 |  |
| 20-Jan | FP/19 | C & C of Swansea | Footpath grant |  |  |  |  |  | £1,015.00 | £1,015.00 |  |
| 21-Jan | 94/19 | Dulais River Writers | Room hire |  | £30.00 |  |  |  |  |  | £30.00 |  |
| 22-Jan | 95/19 | Karate |  | Room hire |  | £140.00 |  |  |  |  |  | £140.00 |  |
| 27-Jan |  | B. T.  |  | Overpayment |  |  |  |  |  | £179.24 | £179.24 |  |
| **Monthly totals** |  |  |  |  |  | **£1,460.00** | **£0.00** | **£3.65** | **£2,661.22** | **£0.00** | **£1,194.24** | **£5,319.11** | **£110,003.97** |

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| **Cyngor Tref Pontarddulais Town Council** |
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| **Bank Reconciliation** | **Jan-20** |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Balance brought forward |  |  |  |  | **£104,384.51** |
|  |  |  |  |  |  |  |   |
| Add total receipts as per R & P Book |  |  |  | £5,319.11 |
|  |  |  |  |  |  |  |  |
| Less total payments as per R & P Book |  |  |  | £10,037.07 |
|  |  |  |  |  |  |  |  |
| **Balance carried forward** |  |  |  |  | **£99,666.55** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Bank balances |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Closing bank balances |  |  |  |  |  |
| (as per bank statements as at 31/01/20 |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Current Account |  |  | £1.00 |
|  |  |  | Deposit Account |  |  | £68,498.10 |
|  |  |  | Reserve Account |  |  | £31,167.45 |
|  |  |  | Total bank balance |  |  | £99,666.55 |
|  |  |  |  |  |  |  |  |
| Less unpresented cheques |  | Cheque number |   |   |
|  |  |  |  |   |   |  |   |
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|  |  |  |  |   |  |  |   |
|  |  |  |  | Total |  |  | £0.00 |
|  |  |  |  |  |  |  |  |
| Add cash/cheques received not yet banked |  |  |  |   |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Other adjustments |  |  |   |  |  |   |
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|  |  |  |  |  |  |  |  |
| **Reconciled Balance** |  |  |  |  | **£99,666.55** |
| **(as at 31/01/20)** |  |  |  |  |  |   |