**CYNGOR TREF PONTARDDULAIS TOWN COUNCIL**

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*Correspondence is welcomed in English or Welsh / Croesewir gohebiaeth yn Gymraeg neu’n Saesneg*image2.png

Dear Member

You are hereby summoned to attend the **Ordinary Council Meeting**, of Pontarddulais Town Council in the Council Chamber/Room 1, Mechanics Institute, 45 St Teilo Street, Pontarddulais, and online on **Thursday 30th January 2024** at **7.30** pm

If you wish to attend the meeting remotely, please contact the Clerk at [clerk@pontarddulaistowncouncil.gov.uk](mailto:clerk@pontarddulaistowncouncil.gov.uk) for the Teams link

by Wednesday, 29th January 2025

*Council meetings are recorded for minute taking purposes and are deleted once minutes are agreed.*

**Reports from County Councillors**

**Cllr. Kevin Griffiths  
Cllr. Philip Downing**

**Report from local Police**

**Questions from the public relating to items on the agenda. (limited to 15 minutes)**

**FULL COUNCIL ORDINARY MEETING AGENDA**

1. **Apologies for Absence**
2. **Disclosures of Personal and Prejudicial interests in accordance with the Council’s Code of Conduct.**
3. **Accuracy and Approval of the minutes of the Ordinary Meeting of Full Council, 19th December 2024**
4. **Accuracy and Approval of the minutes of the Special Events Committee Meeting 7th January 2025**
5. **Accuracy and Approval of the minutes of the HR and Training Committee Meeting 14th January 2025**
6. **Accuracy and Approval of the minutes of the Policy, Compliance and Finance Committee 16th January 2025**
7. **Accuracy and Approval of the minutes of the Estates Committee Meeting 21st January 2025**
8. **Accuracy and Approval of the minutes of the Policy, Compliance & Finance Committee Meeting 23rd January 2025**
9. **Admin**
10. To note date for bye election in Goppa Ward, contested by three candidates.
11. To receive verbal reports from Councillors who attended training courses this month
12. To agree to include “Environment” in Estates Committee as recommended by Estates Committee
13. To appoint new members to committees following Councillor resignations
14. To note purchase of office equipment
15. To note insurance renewal and final year of long-term agreement with Zurich
16. To agree DBS checks for all Staff and Councillors as recommended by Special Events Committee.
17. To consider becoming an agent for DBS checks.

*It is proposed* *under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of item 10 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

1. **HR and Training**
2. To note employee to join NJC salary scale from 01/04/2025 as recommended by HR and Training Committee.
3. To consider role evaluation carried out by One Voice Wales
4. To agree to salary band for Employee following role evaluation
5. To agree employee to move to full time (37 hrs) as recommended by HR and Training committee

*Press and Pubic to return to meeting*

1. **Policy, Compliance & Finance**
2. To receive report from Clerk on budget 2025/26
3. To agree to apply for a loan following public consultation, for capital works during the 2025/26 financial year to carry out essential repairs at the Institute,
4. To agree Council Budget 2025/26
5. To agree Precept for 2025/26
6. To note s137 figures for 2025/26
7. To receive grants report from Pontarddulais Partnership
8. To consider volunteer expenses claim
9. To receive and note unqualified Audit response 2023/24
10. To note closing date for Community grants scheme
11. **Estates**
12. To approve Plenary Powers for Clerk and Estates Committee to approve kitchen refurbishment funded by grants received to ensure delivery of project by grant deadline.
13. **Special Events**
14. To receive report on learning outcomes from Christmas Events as discussed at January 7th meeting
15. To request volunteers for St. David’s Day event.

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Description automatically generated**Susan Rodaway**

**Town Clerk and RFO**

**Pontarddulais Town Council**

**23/01/2025**