**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 27th March 2025** at **7.00** 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 26th March 2025

*Council meetings are recorded for minute-taking purposes and are deleted once the 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)**

**Apologies for Absence**

**Disclosures of Personal and Prejudicial interests in accordance with the Council’s Code of Conduct.**

**FULL COUNCIL ORDINARY MEETING AGENDA**

1. **Accuracy and Approval of the minutes of the Planning Committee Meeting 18th February 2025  
   To agree to ratify all decisions made at the meeting**
2. **Accuracy and Approval of the minutes of the February Full Council Meeting 25th February 2025**
3. **Accuracy and Approval of the minutes of the Policy Compliance and Finance Meeting 13th March 2025**
4. **Accuracy and Approval of the minutes of the Estates and Environment Meeting 24th March 2025**
5. **Admin**.
6. To receive verbal reports from Councillors who attended training courses this month
7. To discuss Training requirements following email from Clerk to all Councillors
8. **Policy, Compliance & Finance**
9. To note closing balances and March payments
10. To note display of Notice of Conclusion of Audit 2023/24 and certified Annual Returns for a minimum of 14 days on the website and external noticeboard as required.
11. To receive an update on grant applications previously made and upcoming completion dates.
12. To receive update on Community grants scheme awards
13. To agree updated Asset Register as at March 21 2025
14. To agree Financial and Operational Risk Assessment.
15. Update on appointment of Internal Auditor and agree a way forward.
16. To note Councillor remuneration 2024/25
17. To approve budget report
18. **Planning**
19. To agree date of public meeting to raise awareness of LDP2 and candidate sites consultation.
20. To agree date of Planning Committee Meeting to agree Town Council response to the LDP2 draft.
21. **Estates**
22. Update on Kitchen Refurbishment
23. To receive an update from Estates and Environment Committee regarding Damp survey and agree a way forward
24. To receive recommendations from Estates and Environment Committee regarding Fire Risk Assessment and agree a way forward
25. To consider potential for Community Asset Transfer of Dantwyn Park and agree a way forward.
26. To note cleansing SLA as agreed at budget setting.
27. **Special Events**
28. Update on Welsh Night Event
29. Update on Covid Day of Reflection.
30. To discuss a way forward for Summer Events

*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**a) To agree to adopt Model Local Resolution Protocol

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Description automatically generated**Susan Rodaway**

**Town Clerk and RFO**

**Pontarddulais Town Council**

**21/03/2025**