**CYNGOR TREF PONTARDDULAIS TOWN COUNCIL**

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Clerk: Susan Rodaway

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

Dear Member

You are hereby summoned to attend the **Annual Meeting**, of Pontarddulais Town Council in the Council Chamber/Room 1, Mechanics Institute, 45 St Teilo Street, Pontarddulais, and online on **Thursday 8th May 2025** at **7.00** pm

If you wish to attend the meeting remotely, please contact the Clerk at clerk@pontarddulaistowncouncil.gov.uk for the Teams link

by Wednesday 7th May 2025

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

**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.**

**ANNUAL MEETING AGENDA**

1. **To receive nominations for the position of Mayor**
2. **Election of Mayor 2025/26**
3. **To receive nominations for the position of Deputy Mayor**
4. **Election of Deputy Mayor 2025/26**
5. **Declarations of Interest Forms**
6. **To agree a £50 maximum donation from the civic budget when the Mayor is invited to attend events in their official capacity (**
7. **To review and accept Standing Orders for 2025/6**
8. **To review and accept Financial Regulations for 2025/6**
9. **To review and agree the terms of reference for committees.**
10. **Appointment of members of Planning, HR and Training, Estates and Environment, Special Events and Welsh Language Committees. (Policy Compliance and Finance Committee to be comprised of the Chair [or alternative member if the chair is not available] of each committee, the Mayor and Deputy Mayor).**
11. **Appointment of Committee Chairs for HR and Training, Estates and Environment, Special Events and Welsh Language Committees.**
12. **To note membership of Policy, Compliance and Finance and elect a Chair**
13. **Appointment of Vice Chairs for Planning, Policy, Compliance and Finance, HR and Training, Estates and Environment, Special Events and Welsh Language Committees.**
14. **Appointments to outside bodies – One Voice Wales Swansea Area Committee x 2; Swansea Community Council Forum; Larger Councils Committee of One Voice Wales**
15. **To note vacancy for Town Council representative on Pontarddulais Primary School Board of Governors and elect a new member**
16. **To review and agree Asset Register as at 1st May 2025.**
17. **To agree the Council’s and/or staff subscriptions to other bodies**
18. **To agree Council policies, procedures and practices following review by the Clerk**
19. **To review and agree the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.**
20. **To note the s137 spend limit for 2025/26**
21. **To agree the planned time and date of ordinary meetings of the Council up to and including the next annual meeting of the Council.**
22. **To agree remuneration for councillors and those with other responsibilities**
23. **To Review and agree Financial and Operational Risk Assessment**
24. **To Approve List of Regular Monthly Payments for 2024/25**

**Susan Rodaway**

**Town Clerk and RFO**

**Pontarddulais Town Council**

**02/05/2025**