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**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, at 7pm on Thursday 25th September 2025.

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 24th September 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**

**Apologies for Absence**

**Disclosures of Personal and Prejudicial interests in accordance with the Council’s Code of Conduct.  
Questions from the public relating to items on the agenda. (limited to 15 minutes)**

**To hear from candidates who have applied for co-option in Goppa Ward.**

**FULL COUNCIL ORDINARY MEETING AGENDA**

1. **Accuracy and approval of the minutes of the Ordinary Full Council Meeting 31st July 2025**
2. **Accuracy and Approval of the minutes of the Special Events Meeting 1st September 2025**
3. **Accuracy and Approval of the minutes of the Estates and Environment Meeting 1st September 2025**
4. **Accuracy and Approval of the minutes of the Planning Meeting 2nd September 2025**
5. **Accuracy and Approval of the minutes of the HR and Training Meeting Thursday 11th September.**
6. **Accuracy and approval of the minutes of the Policy, Compliance and Finance Meeting 16th September Policy Compliance and Finance 2025**
7. **Admin**.
8. To agree to co-opt one of the applicants for Goppa ward.
9. To officially Welcome Cllr. Mark Biscoe (MB) to the Town Council and note committee membership
10. To receive verbal reports from Councillors and staff who attended training courses this month
11. To note Civic Budget spend since the last meeting:

Floral gift

1. **Policy, Compliance & Finance**
2. Update on items from the last committee meeting not included elsewhere on this agenda (limited to 5 minutes).
3. To note June, July and August closing balances
4. To ratify June, July and August payments as recommended by Policy, Compliance and Finance Committee (PCF)
5. To approve September payments made to date and anticipated as recommended by Policy, Compliance and Finance Committee (PCF)
6. To note end of Qtr. 1 closing balances 2025/26 as recommended by PCF
7. To note VAT reclaim Qtr. 1 2025 as recommended by PCF
8. To receive an update on grant applications not discussed elsewhere on this agenda
9. To note application to Mynydd Y Gwair (MyG) fund for £30.000
10. Finance and Governance Toolkit:   
    i. To receive report from Council vision setting workshops

ii. To agree to carry out community consultation for Council vision and mission, and budget setting 2026/27 as recommended by PCF

1. Proposal to agree advance notice of an amendment to Standing Orders to be made at the October Ordinary meeting:

“No Councillor may be chair of more than one committee at a time and the Mayor may not be chair of any committee. The Council may vote to suspend this Standing Order in exceptional circumstances, e.g. there are low numbers of Councillors, making it impractical.”

1. **Estates**
2. Update on items from the last committee meeting not included elsewhere on this agenda (limited to 5 minutes).
3. Update on Kitchen Refurbishment
4. To approve remedial works to kitchen walls
5. To receive report following Fire Risk Assessment (FRA) of Mechanics Institute.
6. To agree actions required to achieve compliance in FRA and to move funds from free reserves to finance those actions.
7. To note Fire Warden training of Staff.
8. To note meeting with One Voice Wales Biodiversity Officer to inform biodiversity report 2025.
9. **Special Events**
10. Update on items from the last committee meeting not included elsewhere on this agenda (limited to 5 minutes).
11. To note Halloween events and dates
12. To agree volunteers for Halloween events
13. To agree Cllr. volunteers for the Remembrance Parade on Sunday 9th November 2025.
14. To note anticipated final spend for Summer Fair 2025
15. **HR and Training**
16. Update on items from the last committee meeting not included elsewhere on this agenda (limited to 5 minutes).
17. To agree skills audit for existing Councillors to identify training needs
18. To agree to update Council Training plan to the One Voice Wales SLCC model.
19. Proposal to agree advance notice of an amendment to Standing Orders to be made at the October Ordinary meeting:

“All Councillors to undertake mandatory training during their first year of office and every new term of office. These are One Voice Wales modules: The Council, The Councillor, The Council Meeting, Introduction to Local Government Finance, Code of Conduct and Equality and Diversity.”

1. To approve Lone Working Policy as recommended by HR and Training Committee
2. To approve CiLCA training for Clerk as recommended by HR and Training Committee

*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 the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

1. To note recent HR meeting outcome
2. To note set-up of employee pension and payment of outstanding pension payments, April – August 2025.
3. To note pension re-enrolment date

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Description automatically generated**Susan Rodaway**

**Town Clerk and RFO**

**Pontarddulais Town Council**

**20/09/2025**