**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 **Tuesday 29th April 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 Monday 28th April 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 Estates and Environment Meeting 24th March 2025**
2. **Accuracy and Approval of the minutes of the March Full Council Meeting 27th March 2025**
3. **Accuracy and Approval of the minutes of the Special Events Meeting 1st April 2025**
4. **Admin**.
5. To receive verbal reports from Councillors who attended training courses this month
6. To agree any motion to send to One Voice Wales (OVW) for consideration for inclusion at their AGM
7. To note potential changes to Standing Orders at the Annual Meeting May 8th 2025.
8. **Policy, Compliance & Finance**
9. To note March closing balances and April payments
10. To note end of Qtr 1, 2, 3 and 4 closing balances.
11. To note VAT reclaim 2024/25
12. To receive an update on grant applications previously made and grant deadlines/applications
13. To agree on the appointment of Mr. L. Llewellyn as Internal Auditor.
14. To note receipt of Audit documentation and Timetable.
15. To discuss and agree transfer of £5000 from earmarked reserves for Children’s Play to fund Summer Events if funding is not available from external sources.
16. To discuss and agree Election of Mayor/Deputy Mayor policy.
17. **Estates**
18. Update on Kitchen Refurbishment
19. To receive an update regarding Damp survey
20. To note purchase of induction hob from Maintenance and Renewal Reserve due to failure of existing electric hob.
21. **Special Events**
22. Update on Easter Event.
23. 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 Protocol on Member/Officer Relations

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Description automatically generated**Susan Rodaway**

**Town Clerk and RFO**

**Pontarddulais Town Council**

**24/04/2025**