**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 31st July 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 30th July 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.**

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

**FULL COUNCIL ORDINARY MEETING AGENDA**

1. **Accuracy and Approval of the minutes of the Planning Meeting 3rd June 2025**
2. **Accuracy and approval of the minutes of the Policy, Compliance and Finance Meeting 17th June 2025**
3. **Accuracy and Approval of the minutes of the Special Events Meeting 18th June 2025**
4. **Accuracy and approval of the minutes of the Ordinary Full Council Meeting 26th June 2025**
5. **Accuracy and Approval of the minutes of the Extraordinary Full Council Meeting 15th July 2025**
6. **Accuracy and Approval of the minutes of the Planning Meeting 29th July 2025 (Time will be permitted to read these if available due to lack of available notice).**

1. **Admin**.
2. To agree to co-opt one of the applicants for Dulais West ward.
3. To receive verbal reports from Councillors who attended training courses this month
4. Update on current casual vacancies
5. To note Civic Budget spend since the last meeting:

Floral tribute

1. To agree August recess
2. To agree date for December Ordinary Meeting
3. **Policy, Compliance & Finance**
4. To note and ratify March closing balances and April payments
5. To note and ratify April closing balance and May payments
6. To note and ratify May closing balance and June payments
7. To agree July Payments
8. To note June closing balances
9. To receive an update on grant applications not discussed elsewhere on this agenda
10. To note receipt of £4180 from Swansea Council COAST fund to provide skate sessions over the Summer also including £1000 funding towards Summer Family Fair free activities for children.
11. To agree to aim to ensure general reserves are in the region of one precept payment when setting the budget for 2026/27 at the end of this year.
12. **Estates**
13. Update on Kitchen Refurbishment
14. To ratify payment of £650 for remedial plumbing work required in the kitchen and necessary for Health and Safety reasons.
15. To agree asbestos survey of kitchen floor following discovery of tiles which may contain asbestos.
16. To agree replacement of radiator outside all accessible toilet and correction to orientation of taps in toilets and kitchen where necessary.
17. To receive an update regarding Damp survey
18. To note completion of PAT Testing
19. To agree additional spend and note date for Fire Risk Assessment of Mechanics Institute.
20. To note service of boilers.
21. To agree to provide the Hall free of charge for a drama club for local children after the Summer Holidays.
22. To agree to explore alternatives to a cut Christmas tree for Dulais Glen
23. **Special Events**
24. Update on Summer Family Fair.
25. To agree volunteers for the Summer Fair on 8th and 9th of August.
26. To ratify purchases and hire charges for Summer Family Fair
27. To ratify Boardability as provider of Summer Skate sessions as unique local company providing all inclusive skate sessions.

*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 permitted employee absence

A black signature on a white background

Description automatically generated**Susan Rodaway**

**Town Clerk and RFO**

**Pontarddulais Town Council**

**25/07/2025**