**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

**FINAL MINUTES**

Ordinary Council Meeting, of Pontarddulais Town Council

Thursday 30th January 2025 at 7pm

**Present**: Cllr. Phil Downing (PD) - Chair; Cllr. Alison Wilson (AW) – Mayor; Cllr. Rhian Harris (RH); Cllr. Darren Hardy (DH); Cllr. Jacob John (JJ); Cllr. Kelvin Williams (KW); Cllr. Gary Chambers (GC) – Vice Chair; Cllr, Kevin Griffiths (KG); Cllr. Catherine Evans (CE); Cllr. Andrew Owen (AO); Cllr. David Beynon (DB); Cllr. Jane Harris (JH); Cllr. Wayne Jones (WJ)  
**Apologies:** Cllr. Huw Roberts (HR)

**Reports from County Councillors: Cllr. Kevin Griffiths and Cllr. Philip Downing:**

Written reports were circulated prior to the meeting. Town Councillors were invited to ask questions. The council thanked both County Councillors for their efforts in sourcing funding for a skatepark for the community.

**Report from local Police:**

The report was received from both PCSOs for Pontarddulais in attendance. Information included total number of calls and breakdown for December 24. It was also reinforced that to report an occurrence, contact MUST be made by calling 101 or 999, or reporting online as local officers are not always available and the offence may not be recorded.

**Questions from the public relating to items on the agenda. (limited to 15 minutes)**None

1. **2025/26 Disclosures of Personal and Prejudicial interests in accordance with the Council’s Code of Conduct.**PD/JH/CE/AW – personal interest in item 10f
2. **2025/27 Accuracy and Approval of the minutes of the Ordinary Meeting of Full Council, 19th December 2024**Accuracy was agreed by those in attendance and minutes were approved unanimously
3. **2025/28 Accuracy and Approval of the minutes of the Special Events Committee Meeting 7th January 2025**Accuracy was agreed by those in attendance with one amendment – addition of KG to attendees - and minutes were approved unanimously
4. **2025/29 Accuracy and Approval of the minutes of the HR and Training Committee Meeting 16th January 2025**An amendment to change item 3 to read “for recommendation to Policy, Compliance and Finance Committee” was proposed, seconded and agreed by all present at the meeting.  
   The amended minutes were approved unanimously.
5. **2025/30 Accuracy and Approval of the minutes of the Policy, Compliance and Finance Committee 15th January 2025**Accuracy was agreed by those in attendance and minutes were approved unanimously
6. **2025/31 Accuracy and Approval of the minutes of the Estates Committee Meeting 21st January 2025**Accuracy was agreed by those in attendance and minutes were approved unanimously
7. **2025/32 Accuracy and Approval of** the **minutes of the Policy, Compliance & Finance Committee Meeting 23rd January 2025**These were not prepared in time for this meeting and will be received next month.
8. **2025/33 Admin**
9. To note date for by election in Goppa Ward, contested by three candidates.  
   The by election will be held on Thursday 13th February 2025. The three candidates are, Anwen Vaughan Jones, Sion Davies and Wayne Erasmus.
10. To receive verbal reports from Councillors who attended training courses this month  
    None attended this month
11. To agree to include “Environment” in Estates Committee as recommended by Estates Committee  
    Proposed, seconded and agreed by all. New Committee is Estates and Environment Committee
12. To appoint new members to committees following Councillor resignations  
    PC&F: AO nominated  
    Estates and Environment: WJ nominated  
    HR & Training: No nominations  
    Special Events: WJ nominated  
    Planning: JJ nominated  
    Welsh: GC nominated  
    Proposed seconded and unanimously agreed.
13. To note purchase of office equipment  
    The Clerk explained a new HP laptop had been purchased. This was noted
14. To note insurance renewal and final year of long-term agreement with Zurich  
    This was noted along with the requirement to get quotes for insurance for next year with sufficient time to inform the next budget.
15. To agree DBS checks for all Staff and Councillors as recommended by Special Events Committee.  
    Following thoughtful discussions, it was proposed, seconded and agreed by all that all employees should require DBS checks and the Clerk is to seek guidance on the necessity of all Cllrs requiring the same. The Clerk will seek quotes for DBS checks for employees.
16. To consider becoming an agent for DBS checks.  
    The Clerk will investigate the options available to the Council and bring this to a future meeting.

***2025/34*** *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*. This was proposed, seconded and agreed unanimously.

1. **2025/35 HR and Training**
2. To note employee to join NJC salary scale from 01/04/2025 as recommended by HR and Training Committee.  
   This was proposed, seconded and agreed unanimously. The Clerk will make the necessary arrangements and inform the employee
3. To consider role evaluation carried out by One Voice Wales  
   The Clerk left the room at this point and a robust discussion was held by Cllrs
4. To agree to salary band for Employee following role evaluation  
   A motion to remain in the current salary band (LC2 substantive range)/spine point 28 was proposed and seconded but fell.  
   A motion to accept the band suggested by OVW (LC2 above substantive range) was proposed, seconded and agreed by majority with 2 against. It was agreed the spine point 29 be adopted with increases in accordance with the terms of employment
5. To agree employee to move to full time (37 hrs) as recommended by HR and Training committee   
   This was proposed, seconded and agreed by majority with 2 against.

*Press and Pubic to return to meeting*

*Cllr. David Beynon left the meeting at this point.*

1. **2025/36 Policy, Compliance & Finance**
2. To receive report from Clerk on budget 2025/26  
   A comprehensive report was delivered by the Clerk with suggestions for areas where potential savings/changes could be made. The rationale for considering a loan for significant required capital works at the Institute was also explained.

**2025/37** *A motion to suspend Standing Order 3v to complete the meeting was proposed, seconded and agreed by all.*

1. To agree to apply for a loan following public consultation, for capital works during the 2025/26 financial year to carry out essential repairs at the Institute,   
   Following a robust discussion, it was proposed, seconded and agreed by majority to apply for a loan following public consultation, there was one vote against and one abstention.
2. To agree Council Budget 2025/26  
   A named vote was requested.  
   Following further extensive discussion, debate and final amendments, the budget was agreed by majority.   
   Those for the motion: AW, CE, GC, DH, JH, AO, RH, WJ, KW, JJ  
   Those against the motion: PD, KG  
   No abstentions.

The budget for 2025/26 is £173,989.31

1. To agree Precept for 2025/26  
   A named vote was requested.
2. It was agreed by majority to request a precept of £174,000  
   Those for the motion: AW, GC, DH, JH, RH, WJ, KW,  
   Those against the motion: PD, KG, CE, AO, JJ  
   No abstentions.
3. To note s137 figures for 2025/26  
   It was unanimously agreed to move this to the next meeting
4. To receive grants report from Pontarddulais Partnership  
   This was received and it was noted the contract for Pontarddulais Partnership to seek further grants had now expired subject to submission of end of grant reports already agreed.
5. To consider volunteer expenses claim  
   The Clerk explained a volunteer had travelled out of area in order to purchase goods for the Senior Citizens warm space and had submitted a mileage expense claim. Councillors requested that in future, Council is notified prior to any extra expenses being incurred and the motion was unanimously approved. The Clerk will make a payment of £9.90 to the volunteer for mileage.
6. To receive and note unqualified Audit response 2023/24  
   The Clerk reported a successful audit return and this was noted.
7. To note closing date for Community grants scheme  
   The closing date for the Council’s Community Grant awards is 5pm 14th February 2025
8. **2025/38 Estates**
9. To approve Plenary Powers for Clerk and Estates Committee to approve kitchen refurbishment funded by grants received to ensure delivery of project by grant deadline.  
   It was proposed, seconded and unanimously agreed the Clerk be given plenary powers to proceed with the kitchen installation within the funding received and allocated as already agreed by the Council.
10. **2025/39 Special Events**
11. To receive report on learning outcomes from Christmas Events as discussed at January 7th meeting.  
    This was noted
12. To request volunteers for St. David’s Day event.  
    Six volunteers were requested for the evening event. The Clerk will follow up by email.

**Meeting closed 22.43**