**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

Ordinary Council Meeting, of Pontarddulais Town Council

Tuesday 25th February 2025 at 7pm

FINAL MINUTES

**Present**: Cllr. Alison Wilson (AW) – Mayor; Cllr. Rhian Harris (RH); 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); Cllr. Huw Roberts (HR)  
**Apologies:** Cllr. Phil Downing (PD); Cllr. Jacob John (JJ) – for lateness: arrived 19.28.

**Absent**: Cllr. Anwen Jones-Vaughan (AJV)

**Reports from County Councillors**

Cllr KG gave a verbal report regarding his activities this month. No report had been received from Cllr. PD.

**Report from local Police**

No report received.

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

**Disclosures of Personal and Prejudicial interests in accordance with the Council’s Code of Conduct.**Cllrs CE/AW/JD declared a personal interest for item 8c

**FULL COUNCIL ORDINARY MEETING Draft Minutes**

1. **2025/40 Accuracy and Approval of the minutes of the Policy, Compliance & Finance Committee Meeting 23rd January 2025**No comments or amendments. Proposed, seconded and agreed by all
2. **2025/41 Accuracy and Approval of the minutes of the Ordinary Meeting of Full Council, 30th January 2025**No comments or amendments. Proposed, seconded and agreed by all
3. **2025/42 Accuracy and Approval of the minutes of the Policy, Compliance and Finance Committee 12th February 2025**No comments or amendments. Proposed, seconded and agreed by all
4. **2025/43 Accuracy and Approval of the minutes of the HR and Training Committee Meeting 13th February 2025**No comments or amendments. Proposed, seconded and agreed by all
5. **2025/44 Accuracy and Approval of the minutes of the Policy, Compliance and Finance Committee 17th February 2025**No comments or amendments. Proposed, seconded and agreed by all
6. **2025/45 Accuracy and Approval of the minutes of the Planning Committee Meeting 18th January 2025  
   To agree to ratify all decisions made at the meeting**The Clerk explained as fewer than 7 days had passed between meetings, the minutes were not yet available, and this item would be considered at a future meeting.
7. **2025/46 Admin**
8. To welcome new Councillor for Goppa Ward  
   The Clerk explained Cllr. Anwen Jones-Vaughan had attened the office to sign her acceptance of off ice form the day previously and had informed her she was looking forward to the meeting very much however she had not been able to get a response from her this evening so she could only speculate that something unexpected had happened to keep her away from the meeting. Despite her absence Cllrs unanimously expressed their welcome to the new Councillor and looked forward to meeting her soon.
9. To receive report from Clerk on Clerk/Mayor separation of role and advice sought.  
   The Clerk explained that she had received advice that the separation of “Mayor” and “Chair” roles may not be appropriate. While looking at the Annual Meeting minutes from May 2024, the Clerk further explained the Council had elected a Mayor but no Chair at that meeting. As a result, the Mayor (AW) will chair meetings of Full Council until the end of her term of office. The Clerk is seeking advice on whether any further action is required by Council to redress the matter.
10. To receive verbal reports from Councillors who attended training courses this month  
    None attended this month
11. To receive advice on whether Cllrs require DBS checks and agree a way forward.  
    As it is not a formal requirement, Cllrs proposed, seconded and agreed unanimously to proceed if the situation changed.
12. To consider becoming an agent for DBS checks following receipt of information regarding process/demands on Clerk time.  
    The Council proposed, seconded and agreed unanimously that this would not be required at this time.
13. **2025/47 Policy, Compliance & Finance**
14. To approve budget report 2025/26 for publication on Council website  
    The Clerk explained this will come to a future meeting as it is not complete at this time.
15. To note s137 figures for 2025/26  
    It was noted that the s137 figure is £11.10 per elector.
16. To receive update from Pontarddulais Partnership on previous grant applications awaiting decisions and upcoming completion dates.  
    The final report on grant activity will be presented next month. There has been no feedback from the MyG application as yet.
17. To receive recommendations from Policy, Compliance and Finance Committee regarding Community grants scheme awards and agree successful applicants.  
    Proposed, seconded and agreed to move this item into the *in camera* session at the end of the agenda as individuals and organisations outside of the Council would be involved in discussions.
18. **2025/48 Estates**
19. Update on Kitchen Refurbishment  
    The Clerk explained she had been asked to acquire prices for stainless steel as well as domestic kitchens. This is in hand
20. To receive recommendations from Estates and Environment Committee regarding Damp survey and agree a way forward  
    The Clerk explained that while one company had provided a quote without attending the building to examine the extent of the survey required, other companies wanted to visit and also use drones to examine the roof. These companies had explained that due to the time and equipment required to provide a quotation, they may need to charge for a accurate quotation. Cllrs proposed, seconded and agreed unanimously the Clerk could make a payment if required.
21. To receive recommendations from Estates and Environment Committee regarding Fire Risk Assessment and agree a way forward  
    The Clerk is obtaining quotes.
22. To consider potential for Community Asset Transfer of Dantwyn Park and agree a way forward.  
    Cllr. KG had requested this be added to the agenda and explained the area of the park in question is a small patch away from the trees and boundary walls. He further explained he and Cllr. PD had agreed to work together to help support this project and provide any funding they could to use as match funding for a grant application. The Clerk will explore funding options for Community Asset Transfers from Swansea Council for this area of the park along with playpark purchase and installation.
23. **2025/49 Planning**
24. Discuss and approve recommendation from Planning Committee to hold a Public Meeting to inform the community about the proposed candidate sites in the Swansea LDP2 2023 - 2028 and the upcoming Public Consultation period.  
    Proposed, seconded and agreed by all
25. To agree to hold a further public meeting to raise awareness and gain feedback during the Public Consultation period (currently proposed to be April – June 2025)  
    Proposed, seconded and agreed by all. It was suggested the Council use display boards to assist members of the public with their understanding of the proposed strategy and candidate sites. Canolfan Y Bont could also be used to provide IT support to those who needed it to submit their responses to the consultation.

Dates were suggested for both subject to confirmation.

1. **2025/50 Special Events**
2. Update on St. David’s Day event  
   The Clerk explained that as Hope Siloh Chapel were holding a St. David’s Day event the Special Events Committee had agreed to move the Welsh night to Saturday 29th March.
3. Update on Covid Day of Reflection and Random acts of Kindness.  
   The Clerk explained the committee had decided to raise awareness of the Day of Reflection by posting on the Council’s Facebook page and encouraging acts of kindness by the community.

**2025/51** *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.  
Proposed, seconded and agreed unanimously.*

1. **2025/52 HR and Training**
2. To agree employee to be paid full time (37 hrs.) from February 1st 2025 following review of hours between employee and Chair of HR and Training Committee.  
   The employee explained they had been routinely working at least 37 hrs. a week for several months and the request was for the current and next month to be paid for the hours worked.

The Clerk left the room and a discussion ensued.   
A proposal to pay the employee for the extra hours worked was seconded and fell, the employee will continue to be paid for 30 hrs. a week until April 1st. A Time Off In Lieu policy was suggested but the employee explained that there is no time to take it as they are already struggling to take ordinary leave due to workload and this would not be practicable.

1. To note employee leave.  
   It was noted the employee will take 3 days leave this week.

**8.** d) **2025/53** To receive recommendations from Policy, Compliance and Finance Committee regarding Community grants scheme awards and agree successful applicants.

The committee communicated there had been 22 applications and all would receive the maximum grant of £250. It was noted that while the new application form and example balance sheet had been published on the Council website with a link from the Council’s Facebook Page, an out of date Grant Policy remained on a different area of the website so some leniency was afforded to organisations with minor errors in their applications. It was agreed the Clerk inform these few applicants this leniency would not be afforded in future years or if the demand for funding outweighed the allocated budget. His was proposed, seconded and agreed unanimously.

**Meeting Closed 21.04**