**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

Ordinary Council Meeting, of Pontarddulais Town Council

Tuesday 29th April 2025 at 7pm

**Present**: Cllr. Rhian Harris (RH) - Mayor; Cllr. Alison Wilson (AW); Cllr. Jacob John (JJ); Cllr. Kelvin Williams (KW); Cllr. Gary Chambers (GC) – Vice Chair; Cllr, Kevin Griffiths (KG); Cllr. Catherine Evans (CE); Cllr. David Beynon (DB); Cllr. Jane Harris (JH); Cllr. Anwen Jones-Vaughan (AJV); Cllr. Wayne Jones (WJ).

**Apologies:** Cllr. Phil Downing (PD); Cllr. Huw Roberts (HR); Cllr. Andrew Owen (AO); Cllr. Darren Hardy (DH).

**FULL COUNCIL ORDINARY MEETING FINAL MINUTES**

**Reports from County Councillors.**

**Cllr. Kevin Griffiths  
Cllr. Philip Downing**Request for County Councillors to send written reports to Town Councillors and the Town Clerk at least 48 hours prior to the meeting to allow time for them to be read.  
CE thanked both County Councillors and Swansea Council for providing a skate and bike park for the people of Pontarddulais.

**Report from local Police.** None received

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

**Disclosures of Personal and Prejudicial interests in accordance with the Council’s Code of Conduct.** AW/CE Item 5d)

1. **2025/83 Accuracy and Approval of the minutes of the Estates and Environment Meeting 24th March 2025**No amendments. Minutes Proposed, Seconded and agreed unanimously
2. **2025/84 Accuracy and Approval of the minutes of the March Full Council Meeting 27th March 2025**CE raised that the request made by PD at the last meeting for “Questions on the minutes” to be added to the agenda had not been actioned. The Town Clerk explained again that it was not appropriate for the Committee Chairs to be questioned, and the minutes are only to be moved for accuracy and approval (Standing Order {S.O} 12.b: There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy.). The Town Clerk further suggested that if Councillors had any questions regarding draft minutes, the appropriate method of raising them is with the Town Clerk at least 24 hours prior to the meeting. The Town Clerk agreed to include this clarification in the minutes of the meeting.  
   No amendments. Minutes Proposed, Seconded and agreed by majority with 1 abstention
3. **2025/85 Accuracy and Approval of the minutes of the Special Events Meeting 1st April 2025**No amendments. Minutes Proposed, Seconded and agreed unanimously
4. **2025/86 Admin**.
5. To receive verbal reports from Councillors who attended training courses this month  
   KW has attended the Grants Module and JH the Chairing skills module. Both recommend the courses to all Councillors.
6. To agree any motion to send to One Voice Wales (OVW) for consideration for inclusion at their AGM  
   The Town Clerk explained that OVW had requested motions for consideration to be taken to their annual meeting. It was further explained that should the Town Council submit a motion for consideration and it be accepted, at least one member of Council would be required to attend the Annual Meeting and present the motion for voting by members present.   
   It was Proposed, Seconded and agreed unanimously to send the following motion for consideration by OVW:

“Pontarddulais Town Council propose that One Voice Wales lobby Welsh Government for legislative change to ensure no person is permitted to sit on more than two Town or Community Councils to ensure that sufficient attention can be given to all towns and communities. There is precedence for such a regulation within the education sector where any individual is unable to sit as school governor on more than two governing bodies. The Town Council believes this would strike a balance between an individual’s democratic right to represent their communities while ensuring the Councils and communities are properly served.”  
Proposed, Seconded and agreed unanimously

1. To note potential changes to Standing Orders at the Annual Meeting May 8th 2025.  
   It was noted there may be changes to the Council’s Standing Orders at the Annual Meeting and this item provides notice for any potential changes. All Cllrs to be emailed to request any suggested changes be sent to the Clerk by Thursday 29th at Midday.
2. **2025/87 Policy, Compliance & Finance**
3. To note March closing balances and April payments  
   Moved to Policy, Compliance and Finance  
   Proposed, Seconded and agreed unanimously
4. To note end of Qtr 1, 2, 3 and 4 closing balances.  
   Moved to Policy, Compliance and Finance  
   Proposed, Seconded and agreed unanimously
5. To note VAT reclaim 2024/25  
   Moved to Policy, Compliance and Finance  
   Proposed, Seconded and agreed unanimously
6. To receive an update on grant applications previously made and grant deadlines/applications  
   CE reported that Pontarddulais Partnership had completed and submitted end of grant monitoring forms to Swansea Council for Period Dignity and the COAST warm spaces grants. The Partnership owes the Council two hours working time as the submissions did not take as long as expected as the Town Clerk had provided a breakdown of payments for the COAST funds. The Town Clerk informed the Council that they had completed a draft application for the Mynydd Y Gwair Micro Grant to fund Community Cinema equipment but it would benefit from some additional detail around evidence of need and project delivery plan. The Partnership will add the required information using the remining two hours and send to the Clerk for checking and submission by the closing date.
7. To agree on the appointment of Mr. L. Llewellyn as Internal Auditor.

Proposed, Seconded and agreed unanimously.

1. To note receipt of Audit documentation and Timetable.  
   Noted that Council is subject to Full Audit in the three year cycle this year also noted receipt of the audit documentation and timetable.
2. 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.  
   This item was discussed robustly. An amendment to change the earmarked reserve to Unadopted Roads was Proposed, Seconded and agreed by majority with 3 abstentions.  
   The amended motion was proposed, seconded and agreed by majority with 2 abstentions but the preferred solution is to source external funding if possible.
3. To discuss and agree Election of Mayor/Deputy Mayor policy.  
   This item was discussed robustly and it was noted under the existing policy for the next seven years no Cllr who had never been Mayor would have the opportunity. It was suggested the policy be replaced with a new policy which allows for all members to have the opportunity to be democratically elected to Mayor and Deputy Mayor irrespective of length of service. This was proposed, and seconded with 5 votes for, 5 votes against and one abstention. This motion was decided by casting vote. As the Mayor had proposed the motion, their casting vote was also for the motion so the motion passed. The Town Clerk will circulate the new policy wording prior to the Annual Meeting.
4. **2025/88 Estates**
5. Update on Kitchen Refurbishment  
   The Town Clerk provided an update that the 3D drawings had arrived and subject to the company visiting the site to finalise measurements, the kitchen upgrade should take place in June.
6. To receive an update regarding Damp survey   
   The Town Clerk had met with a contractor prior to the meeting and discussed the need for an invasive investigation into the root causes of the damp. This was in contrast to a previous quote which had been received for a coating to be applied to the exterior of the building. Several issues had been identified by this contractor while visiting the building today. The Town Clerk will continue to take this matter forward and hopes to return with costings at the next meeting.
7. To note purchase of induction hob from Maintenance and Renewal Reserve due to failure of existing electric hob.  
   The Council noted the purchase made due to an emergency Health and Safety situation as the previous hob had shorted the building electrics twice.  
     
   ***It was proposed, seconded and agreed by all to suspend Standing Order 3 v) in order to finish the meeting.***
8. **2025/89 Special Events**
9. Update on Easter Event.  
   JJ updated the meeting on the Duck race and Egg Hunt at the Institute afterwards. The Community really enjoyed the events but the Councillor attendance was disappointing. It was noted that many Councillors were away over the Easter break.
10. To discuss a way forward for Summer Events  
    As Council have agreed to use reserves if funding cannot be sourced elsewhere, JJ will continue to investigate possible locations which could be available at no cost to the Council. He has approached several singers/bands and will work with the Clerk to obtain quotations to take to the Special Events Committee once a venue and date have been agreed.

**2025/90** *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. **2025/91 HR and Training**a) To agree to adopt Model Protocol on Member/Officer Relations  
   The Town Clerk explained that this is the same policy that was brought for agreement at the last ordinary meeting but the title of the document had been incorrect. This was now the correct title as had been requested last month.

Proposed, Seconded and agreed unanimously to adopt this model protocol.  
  
  
**Meeting closed: 21.51**