**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

Ordinary Council Meeting, of Pontarddulais Town Council

Thursday 29th May 2025 at 7pm

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

**Declarations of Interest:** None

**FINAL MINUTES**

**Reports from County Councillors.**

**Cllr. Kevin Griffiths  
Cllr. Philip Downing**

**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 4.f)

**FULL COUNCIL ORDINARY MEETING AGENDA**

1. **2025/124 Accuracy and Approval of the minutes of the April Full Council Meeting 29th April 2025**Proposed, seconded and agreed by majority with one abstention
2. **2025/125 Accuracy and Approval of the minutes of the Special Events Meeting 22nd May 2025**Not completed in time for the meeting – adjourned to May’s meeting, agreed by all.
3. **2025/126 Admin**.
4. To receive verbal reports from Councillors who attended training courses this month  
   None attended this month
5. Update on current casual vacancies  
   The notice and questionnaire will go up as soon as the Clerk has completed the finances for audit.
6. To note Civic Budget spend on Council lanyards and ID.  
   This was noted with unanimous agreement
7. **2025/127 Policy, Compliance & Finance**
8. To note March closing balances and April payments  
   It was proposed, seconded and agreed by all to move items a) through to e) to PCF
9. To note April closing balances
10. To agree May payments
11. To note end of Qtr 1, 2, 3 and 4 closing balances.
12. To note VAT reclaim 2024/25
13. To receive an update on grant applications   
    The Clerk noted successful application from MyG towards cinema equipment and an application to Pobl for the remainder of the equipment.
14. To note receipt of £1190 from Mynydd Y Gwair (MyG) Micro Grant towards cinema equipment.  
    Noted and received with thanks/
15. To agree to move the Maintenance and Renewal Reserve into Estates and Environment Capital Budget.  
    This was proposed and seconded followed by an amendment which was proposed and seconded, to reduce the amount to half of the budget (£5000) retaining the other half as a reserve. The amendment was agreed unanimously, and the substantive motion was also proposed, seconded and agreed unanimously.
16. **2025/128 Estates**
17. Update on Kitchen Refurbishment  
    The contractor is updating the plans and will attend asap to finalise measurements before ordering the made-to measure benches.
18. To receive an update regarding Damp survey   
    An update was received. The Clerk is waiting on further information from contractors
19. To note new radiator required in the kitchen downstairs  
    The radiator in the downstairs kitchen has failed. The Clerk will arrange for a replacement to be fitted prior to the refurbishment taking place.
20. To agree to purchase wall tiles and equipment to make the kitchen downstairs good prior to installation of new flooring and catering kitchen.  
    This was proposed, seconded and agreed unanimously
21. To note purchase of items for building maintenance.  
    The purchase of a broom and drain cover and fixings was noted.
22. To agree to purchase outdoor paint for the front walls.  
    This was proposed, seconded and agreed unanimously
23. To agree to explore options for new external front doors due to water ingress.  
    This was proposed, seconded and agreed unanimously
24. **2025/129 Special Events**
25. Update on Summer events.  
    Cllr. JJ updated those present on the progress with the Summer Family Fair and Summer Quiz.
26. Update on Halloween and Christmas events.  
    The Special Events Committee has planned family-friendly Halloween events and the Christmas Parade will take place on Dec 5th.

**2025/130** *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. **2025/131 HR and Training**a) To note upcoming spine point increase for employee, due to length of service, as set out in contract and approved at budget setting.

This was noted.

**Meeting closed 21.19**