**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

Policy, Compliance and Finance Committee Meeting, of Pontarddulais Town Council

Thursday 13th March 2025 at 7pm

**Present**: Cllr. Catherine Evans (CE) – chair; Cllr. Alison Wilson (AW) – Mayor; Cllr. Philip Downing (PD) Cllr. Kevin Griffiths (KG); Cllr. Huw Roberts (HR)

**Apologies:** Cllr. Jane Harris (JH)

**Declarations of Interest:** CE/AW/PD item 3 – personal interest

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

**Policy, Compliance and Finance Draft Minutes**

1. **To receive February expenditure and closing balances report**The Clerk provided a verbal report on the February expenditure and the opening and closing balances. She also provided copies of the bank satements and invoice file to corroborate this.
2. **To audit February payments**Cllr AW and KG audited several invoices and checked them with the bank statement. All was in order
3. **Update on grants received and applied for**Cllr. CE informed the meeting the Council’s application to Mynydd Y Gwair Grant fund (MyG) for a part time Community Development and Project officer had been rejected, Only 3 applications had been successful in this round. The Clerk expressed disappointment as she noted other than during the pandemic when monies were awarded to all Community and Town Councils in the area, Pontarddulais own Council has never received funding from MyG. Ths is in stark contrast to the funds awarded to Mawr Community Council for multiple projects. The Clerk asked Cllr. CE to forward the email to her in order for her to request feedback from MyG.
4. **To discuss audit timetable for 2025/26**The Clerk explained this had not yet been received from Audit Wales and would come to a future meeting.
5. **To agree a way forward for appointment of internal auditor**It was proposed, seconded and agreed to write to Mr. lyn Llewellyn to ask if he would accept the position as he was appointed last year.
6. **To consider asset register for recommendation to Full Council**The Clerk presented two different versions of the Asset Register she had found on the Council computer along with a model Asset Register provided by SLCC. The committee agreed there was room for improvement in the Council’s Asset Register and Cllr. AW offered to record all existing assets within the building to inform the updated register. The Clerk explained that if necessary, last year’s figure may need to be restated on the Annual Return if Council resolve it was not the same value as had been previously understood.

This was proposed, seconded and agreed by all.

1. **To consider Financial and Operational Risk Assessment for recommendation to Full Council.**The Clerk circulated the current document to the committee members. All were in agreement everything within it was necessary, but it would be prudent to include risks posed by IT software breakdown and security breaches. The Clerk will circulate to all Cllrs ahead of the next FC meeting for comment.

**Meeting closed: 21.04**