**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

Ordinary Council Meeting, of Pontarddulais Town Council

Thursday 27th March 2025 at 7pm

**Present**: Cllr. Alison Wilson (AW) – Mayor; 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. Huw Roberts (HR); Cllr. Phil Downing (PD); Cllr. Jacob John (JJ); Cllr. Anwen Jones-Vaughan (AJV)  
**Apologies:** Cllr. Rhian Harris (RH); Cllr. Wayne Jones (WJ)

**Reports from County Councillors**

Reports were discussed.

**Report from local Police**

No report was 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 6c

**FULL COUNCIL ORDINARY MEETING DRAFT MINUTES**

1. **Accuracy and Approval of the minutes of the Planning Committee Meeting 18th February 2025**Proposed, seconded and agreed unanimously to accept the minutes and ratify the decisions made at the meeting.
2. **Accuracy and Approval of the minutes of the February Full Council Meeting 25th February 2025**Cllr. Downing (PD) wished to ask a question regarding an item discussed *in camera* in this meeting. The Clerk advised any question regarding an *in camera* item, should be asked *in camera.*

*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  
PD asked several questions which developed into a robust discussion. The Mayor drew this to a close due to it being inappropriate to discuss employee working practices during a meeting. The meeting came out of private session.  
The minutes were accepted by majority with one against and one abstention.

1. **Accuracy and Approval of the minutes of the Policy Compliance and Finance Meeting 13th February 2025**Proposed, seconded and agreed unanimously
2. **Accuracy and Approval of the minutes of the Estates and Environment Meeting 24th March 2025**Proposed, seconded and agreed unanimously to move to April meeting due to lack of time to consider the minutes.
3. **Admin**.
4. To receive verbal reports from Councillors who attended training courses this month  
   PD and the Clerk had attended joint training from OVW and Planning Aid Wales. PD provided the meeting with a summary of the topics covered and the usefulness of the course for any Councillor with an interest in planning policy and procedure in Wales.
5. To discuss Training requirements following email from Clerk to all Councillors

The Clerk explained the training courses available and the requirement to update the Council training plan. It was further discussed that some modules would be more applicable to some Councillors than others and while there is no requirement for one Councillor to undertake all modules, there are some which would be useful for all. CE suggested it be fed back to OVW that a module on the role of the Clerk would be useful for many Councillors. Further the Clerk was asked to request a cost for the Council to have its own Code of Conduct training session from OVW. It was agreed to discuss this in more detail at a future HR and Training meeting.

Proposed, seconded and agreed unanimously

1. **Policy, Compliance & Finance**
2. To note closing balances and March payments  
   Noted
3. To note display of Notice of Conclusion of Audit 2023/24 and certified Annual Returns for a minimum of 14 days on the website and external noticeboard as required.  
   Noted this had been actioned in accordance with requirements.
4. To receive an update on grant applications previously made and upcoming completion dates.  
   The Clerk provided an update that the outstanding grant payments would be made by March 31st in accordance with the terms of the grants.
5. To receive update on Community grants scheme awards   
   The Clerk provided an update that all applicants had been communicated with and payments made.
6. To agree updated Asset Register as at March 21 2025  
   Proposed, seconded and agreed unanimously. A further inventory will be actioned once the new kitchen is installed and an updated Asset register will be created and reviewed following this.
7. To agree Financial and Operational Risk Assessment.  
   Proposed, seconded and agreed unanimously
8. Update on appointment of Internal Auditor and agree a way forward.  
   The Clerk informed the Council that following their instruction, Mr. Lyn Llewellyn had been contacted and he had agreed to continue as Internal Auditor to the Council for 2024/25 at a cost of £590.  
   Proposed, seconded and agreed unanimously
9. To note Councillor remuneration 2024/25   
   Noted that all Cllrs other than 3 had accepted their £156/£52 allowances and those who had been Cllrs for fewer than 12 months would be paid pro-rata.
10. To approve budget report  
    Proposed, seconded and agreed unanimously to move this to a future Policy, Compliance and Finance Meeting.
11. **Planning**
12. To agree date of public meeting to raise awareness of LDP2 and candidate sites consultation.  
    Proposed, seconded and agreed unanimously to hold a Public Meeting at The Mechanics Institute on April 8th with displays on the LDP2 Strategy and proposed Candidate Sites to be perused between 6pm and 7pm and an hour or two for discussion following this between 7pm and 9pm.
13. To agree date of Planning Committee Meeting to agree Town Council response to the LDP2 draft.  
    Proposed, seconded and agreed unanimously to hold a Planning Meeting April 15th 2025 with JH as minute secretary.
14. **Estates**
15. Update on Kitchen Refurbishment  
    The Clerk explained that the Committee had selected the Stainless Steel catering kitchen rather than any of the domestic kitchens. This will be built to order to fit the room and will include a catering fridge freezer, tabletop oven, dual induction hob, catering microwave, 4 drawer unit and a dishwasher. The flooring will also be replaced. Once payment has been made, a 3D plan will be provided to make any amendments prior to the build. The Caretakers will work together to remove the current kitchen and flooring and make good walls ready for floor and kitchen installation. It is expected the kitchen will be out of use for approximately 2 weeks in all. Hall hirers will be informed once dates are confirmed.
16. To receive an update from Estates and Environment Committee regarding Damp survey and agree a way forward  
    The Clerk provided an update that one quote for a damp survey had been received via email from a company who had not visited in person and one company had provided a damp survey including the use of a drone for the roof without charge and had provided a quote for work required. A third company is due to attend the site at the end of the month due to diary clashes.
17. To receive recommendations from Estates and Environment Committee regarding Fire Risk Assessment and agree a way forward  
    Proposed, seconded and agreed unanimously to accept the recommendation from the Committee. Firerite was appointed.
18. To consider potential for Community Asset Transfer of Dantwyn Park and agree a way forward.  
    Proposed, seconded and agreed unanimously to conduct a community consultation for evidence of current need, to revisit the area in question within the park and discuss with both housing and community asset transfer teams at Swansea Council.
19. To note cleansing SLA as agreed at budget setting.  
    Proposed, seconded and agreed unanimously
20. **Special Events**
21. Update on Welsh Night Event  
    Councillors present provided an update that approximately 40 people attended and thoroughly enjoyed the event. There have been numerous requests for further film nights for the community. The Special Events Committee will seek funding to purchase cinema equipment for the Main Hall.
22. Update on Covid Day of Reflection.  
    The Clerk explained that as agreed, a Facebook Post had been created and shared informing the community of the National Day of Reflection and thanking the community for their efforts during the pandemic and beyond. This was shown to the meeting.
23. To discuss a way forward for Summer Events  
    It was discussed that at present there is no funding set aside in the 2025/26 final budget to hold any Summer events. JJ was appointed to the Special Events Committee and volunteered to start making preliminary enquiries about possible locations and costings for a Summer Fayre.  
    Proposed, seconded and agreed unanimously

*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. **HR and Training**a) To agree to adopt Model Local Resolution Protocol  
   It was noted that while the Download link on the OVW website had read Model Local Resolution Protocol, the Council had in fact adopted that policy in February 2023 and this policy was entitled Member/Officer Protocol. It was therefore proposed, seconded and agreed unanimously to take this policy to a future meeting.

**Meeting Closed 21.03**