**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

Annual Meeting, of Pontarddulais Town Council

Thursday 8th May 2025 at 7pm

**Present**: Cllr. Rhian Harris (RH) – Outgoing Mayor; Cllr. Philip Downing (PD) – Incoming Mayor; Cllr. Alison Wilson (AW); Cllr. Jacob John (JJ); Cllr. Kelvin Williams (KW); Cllr. Gary Chambers (GC); Cllr, Kevin Griffiths (KG); Cllr. Catherine Evans (CE); Cllr. David Beynon (DB); Cllr. Jane Harris (JH) – incoming Deputy Mayor; Cllr. Wayne Jones (WJ); Cllr. Darren Hardy (DH).

**Apologies:** Cllr. Huw Roberts (HR); Cllr. Andrew Owen (AO).

**ANNUAL MEETING DRAFT MINUTES**

1. **To receive nominations for the position of Mayor**JH, HR, PD and CE were all proposed and seconded for the position.
2. **Election of Mayor 2025/26**

Following two rounds of voting, Cllr. Philip Downing was elected by majority.  
*Cllr. Kevin Griffiths left the meeting.*

1. **To receive nominations for the position of Deputy Mayor**HR, JH, CE and RH were all proposed and seconded for the position.
2. **Election of Deputy Mayor 2025/26**Cllr. Jane Harris was elected by majority at the first round.
3. **Declarations of Interest Forms**Cllrs agreed to declare interests at the meetings the interest is raised only going forward. Proposed, seconded and agreed by all.
4. **To agree a £50 maximum donation from the civic budget when the Mayor is invited to attend events in their official capacity**This was proposed, seconded and agreed by all.
5. **To review and accept Standing Orders for 2025/6**The Clerk explained the changes made were to reduce the amount of time each cllr could speak on a motion to 3 minutes and reduced the amount of time of any meeting, or successive meetings to 2.5hrs. This was proposed, seconded and agreed by all.
6. **To review and accept Financial Regulations for 2025/6**The Clerk presented the amended new model standing orders. These were proposed, seconded and adopted unanimously.
7. **To review and agree the terms of reference for committees.**It was proposed, seconded and agreed to move this item to the end of the agenda.
8. **Appointment of members of Planning, HR and Training, Estates and Environment, Special Events and Welsh Language Committees. (Policy Compliance and Finance Committee to be comprised of the Chair [or alternative member if the chair is not available] of each committee, the Mayor and Deputy Mayor).**Planning membership: GC/WJ/KG/HR/JH/AO/PD (Mayor)  
   HR & Training membership: JH/AW/CE/JJ/RH/HR/PD (Mayor)  
   Estates & Environment membership: DH/HR/JH/WJ/GC/KG/PD (Mayor)  
   Special Events membership: JJ/RH/WJ/KW/JH/DB/PD (Mayor)  
   Welsh Language membership: JJ/RH/GC/JH/HR/DB/PD (Mayor)  
   It was noted that those Cllrs not present may wish to join committes and may do so at a further meeting.  
   Proposed, seconded, agreed by majority with one abstention.
9. **Appointment of Committee Chairs for HR and Training, Estates and Environment, Special Events and Welsh Language Committees.**HR/JH both proposed and seconded for the position of chair of HR & Training. JH was elected by majority in the first round.  
   HR/DH both proposed and seconded for the position of chair of Estates and Environment. DH was elected by majority in the first round.  
   JJ was proposed, seconded and agreed by all as Chair of Special Events.  
   RH/HR both proposed and seconded for position of Chair of Welsh Language.RH was elected in the first round by majority.  
   GC was proposed, seconded and agreed by all as Chair of Planning
10. **To note membership of Policy, Compliance and Finance and elect a Chair**Under recently adopted policy, the Policy, Compliance and Finance (PCF) Committee is to be formed from representatives from all other committees (the Chair where available). Cllr. C. Evans produced a note from a meeting in 2023 which she believed stated no Cllr may be a chair of more than one committee which would mean the chair of PCF could not be any of the other Chairs of committees. It was therefore agreed that the committee needed an extended membership. CE and AW self-nominated, were proposed and seconded as members of the committee. CE was proposed, seconded and elected by all as Chair of PCF.
11. **Appointment of Vice Chairs for Planning, Policy, Compliance and Finance, HR and Training, Estates and Environment, Special Events and Welsh Language Committees.**It was agreed by all to move the election of Vice Chairs to the respective committees
12. **Appointments to outside bodies – One Voice Wales Swansea Area Committee x 2; Swansea Community Council Forum; Larger Councils Committee of One Voice Wales**It was proposed, seconded and agreed by all to elect JH and GC to the OVW Area Committee.  
    *Cllr. Gary Chambers left the meeting at this point: 20.21.*Cllrs JH/WJ/GC were all proposed, seconded and agreed as members of the Swansea Community Council Forum.  
    Cllr JH was proposed, seconded and agreed as the representative on the Larger Councils Committee.
13. **To note vacancy for Town Council representative on Pontarddulais Primary School Board of Governors and elect a new member**It was noted that Cllr. Philip Downing had stood down from the board of governors. Cllr. CE self-nominated herself for the role and was seconded and agreed by all. The Clerk will inform the school.
14. **To review and agree Asset Register as at 1st May 2025.**It was proposed, seconded and agreed unanimously to move this item to the end of the agenda.
15. **To agree the Council’s and/or staff subscriptions to other bodies**It was proposed, seconded and agreed unanimously to renew the Council’s subscriptions to OVW and SLCC.
16. **To agree Council policies, procedures and practices following review by the Clerk**It was proposed, seconded and agreed unanimously to agree the co-option procedure and questionnaire and to move the remainder of the policies and procedures to the end of the meeting.
17. **To review and agree the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.**The Clerk provided the Council with theannual s137 figure of £6,125
18. **To note the s137 spend limit for 2025/26**It was noted that the s137 spend limit for the current year is £11.42 p/elector
19. **To agree the planned time and date of ordinary meetings of the Council up to and including the next annual meeting of the Council.**It was proposed seconded and agreed that wherever possible, the ordinary meeting would fall on the last Thursday of every month and committee meetings move to bi-monthly where possible.
20. **To agree remuneration for councillors and those with other responsibilities**It was proposed and seconded to retain the Mayor’s Allowance at £1500. An amendment was proposed and seconded to reduce the allowance to £750. The amendment fell by majority. The original motion passed by majority with 7 for and 4 against.   
    It was proposed and seconded that the Deputy Mayor have a responsibility payment of £500 this was agreed by majority of 6 with 4 against and one abstention.  
    Any further responsibility payments were not supported.  
    Attendance Allowance was not supported.  
    Financial Loss was not supported  
    Travel and subsistence was proposed and seconded at £200 per night with mileage. An amendment of £500 with Mileage was proposed and seconded and agreed with 7 for, 3 against and 1 abstention.
21. **To Review and agree Financial and Operational Risk Assessment**It was proposed, seconded and agreed unanimously
22. **To Approve List of Regular Monthly Payments for 2024/25**Due to reaching 2.5 hours, it was proposed, seconded and agreed unanimously to adjourn the meeting to Thurs 29/05/25 at 7pm, along with the items which had been moved to the end of the meeting for consideration.

**Meeting closed at 21.39**

**Meeting Reconvened Thursday May 29th 2025 at 19.01**

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

**Declarations of Interest:** None

1. **To review and agree the terms of reference for committees.**The meeting reviewed the Terms of Reference for all committees, and they were proposed, seconded and unanimously agreed. It was also agreed to produce a policy for the terms of reference for co-opted members of the public joining committees.
2. **To review and agree Asset Register as at 1st May 2025.**The Asset Register has been updated to include items purchased at the end of the last financial year. It was proposed, seconded and agreed by all.
3. **To agree Council policies, procedures and practices following review by the Clerk (except those already agreed earlier in the meeting).**The policies were proposed, seconded and agreed, with minor amendments, by all.
4. **To Approve List of Regular Monthly Payments for 2024/25**Proposed, seconded and agreed by all.

**Meeting closed 20.13.**