**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

Policy, Compliance and Finance Committee Meeting

Tuesday 17th June 2025 at 7pm

**Present**: Cllr. Catherine Evans (CE) – Chair; Cllr. Phil Downing (PD) – Mayor; Cllr. Kelvin Williams (KW); Cllr. Jane Harris (JH) – Deputy Mayor;   
**Apologies:** Cllr. Alison Wilson (AW); Cllr. Huw Roberts (HR); Cllr. Darren Hardy (DH); Cllr. Rhian Harris (RH); Cllr. Gary Chambers (GC).

**Declarations of Interest:** None

**DRAFT MINUTES**

1. **To complete random audit of April payments**Three invoices were selected at random from the April payments and checked against the bank statement for accuracy. All were accurate
2. **To note March closing balances and April payments**

These were noted against the statements.

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2. **To note April closing balances and May payments**These were noted against the statements.
3. **To note end of Qtr 1, 2, 3 and 4 closing balances 2024/25**Qtrs 1, 2 and 4 closing balances were noted. They will all be presented to Full Council next week.
4. **To note VAT reclaim 2024/25**The VAT reclaim for the first six months of the year was noted. The full year will go to Full Council.
5. **To note display of Audit late notice on 13/06/2025**It was noted that the notice had been placed in the noticeboard and website on Friday 13th June 2026, complying with legislative requirements.
6. **To discuss Annual Return progress and agree action**The Clerk explained, good progress was being made with the accounting software but it was not yet completed due to the number of issues with previous recording. It was proposed, seconded and agreed to move this item to the next meeting of Full Council.

**Meeting closed 20.04**