**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

Ordinary Council Meeting, of Pontarddulais Town Council

Thursday 29th May 2025 at 7pm

**Present**: Cllr. Phil Downing (PD) – Mayor; 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. David Beynon (DB); Cllr. Andrew Owen (AO); Cllr. Rhian Harris (RH); Cllr. Catherine Evans (CE).  
**Apologies:** Cllr. Alison Wilson (AW); Cllr. Huw Roberts (HR); Cllr. Darren Hardy (DH);

**Declarations of Interest:** None

**FULL COUNCIL ORDINARY MEETING DRAFT MINUTES**

**Reports from County Councillors.**

**Cllr. Kevin Griffiths  
Cllr. Philip Downing**Both Cllrs provided some background to their reports and received and responded to questions on items within the reports. The Clerk reminded the County Councillors there should be no debate regarding items not within the Council agenda and the issue of a play area at Dantwyn Park had been rejected for this agenda as there were agreed actions already to be carried out and no new decisions to be made because of those resolutions. Cllr. Downing informed the meeting he had uncovered minutes from 2019 which stated the Council had agreed in principle to support a play area at Dantwyn Park. The Clerk informed Cllr Downing that more recent resolutions had been passed agreeing that, as significant time had passed since the original consultation in 2019, a more up to date consultation with residents (who will be most impacted by the development) needs to be carried out. If a positive outcome is received from those residents, the Council has agreed to wider consultation with the Community communicating the impact on the precept created by the maintenance of this play area. This will be done when the Council consults on the Precept and community needs prior to budget setting this year. When Cllr Downing stated two Cllrs could write in to overturn that resolution, the Clerk explained that was not the case and explained to the Council that to rescind a resolution, the Clerk would require at least 5 members to write to request a resolution to rescind the motion be placed on the agenda. It would then be up to the Council to vote to agree to rescind or not. The Clerk further provided advice that any resolution to exclude the public from a decision following agreement to include them would not be an example of good practice or governance. The Clerk urged the Chair to move progress.

**Report from local Police.** None received. PCSO Coslett-Hughes sent apologies and will endeavor to attend next month’s meeting.

**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.** None

**FULL COUNCIL ORDINARY MEETING AGENDA**

1. **Accuracy and Approval of the minutes of the Special Events Meeting 22nd May 2025**Proposed, Seconded and agreed by majority with one abstention
2. **Accuracy and approval of the minutes of the Annual Meeting 8th May 2025**Proposed, Seconded and agreed by majority with two abstentions
3. **Accuracy and Approval of the minutes of the April Full Council Meeting 29th May 2025**Proposed, Seconded and agreed by majority with two abstentions
4. **Accuracy and approval of the minutes of the Policy Compliance and Finance Meeting 17th June 2025**Moved to future Meeting
5. **Accuracy and Approval of the minutes of the Special Events Meeting 18th June 2025**

Moved to future Meeting

The Clerk explained the Planning Meeting minutes were available online but had been missed off this agenda and will come to next month’s meeting.

1. **Admin**.
2. To receive verbal reports from Councillors who attended training courses this month  
   Cllr. JH missed a training session, but it is being rearranged directly with OVW. Cllr. DH has attended the Chairing Skills course and can give feedback at the next meeting.
3. Update on current casual vacancies  
   The Clerk will proceed as soon as possible
4. To note Civic Budget, spend since the last meeting:

£50 for Town Band event   
£28 for get well gift  
Noted

1. **Policy, Compliance & Finance**
2. To note and ratify March closing balances and April payments as recommended by Policy Compliance and Finance Committee  
   Moved to next meeting as minutes had not been provided.
3. To note and ratify April closing balance and May payments as recommended by Policy Compliance and Finance Committee  
   Moved to next meeting as minutes had not been provided.
4. To agree June Payments  
   Proposed, seconded and agreed by all
5. To note May closing balances  
   Noted
6. To note and ratify closing balances at end of Qtr. 1, 2, 3 and 4 2024/25.  
   As Cllrs had received reconciled accounts for each month and qtr. 2024/25 this was noted and ratified unanimously
7. To ratify earmarked reserve levels  
   Moved to Policy, Compliance and Finance
8. To note VAT reclaim submitted to date 2024/25  
   Noted
9. To note dates for internal audit and make decision on whether to submit external audit prior to receipt if internal auditor report.  
   The Internal Auditor will produce the Interna Audit for approval by July 15th. Council discussed the decision to delay the signing of the Annual Return until after receiving the Internal Audit and it was proposed, seconded and agreed by majority with one against, to hold an extraordinary meeting to complete the Council’s review by July 15th, 2025.
10. To review and agree the AGAR 2024-25  
    Covered at pint h) above.
11. To agree the Annual Governance Statement ready for signature by the RFO and Chair.  
    Agreed the RFO will sign off the accounts by June 30th, but Council will sign later.
12. To note completion of Audit Notice and date of posting/display as 13/06/2025  
    Noted the Audit Notice was displayed online and, on the Council’s, noticeboard complete with late notice for Council signing and dates for public examination of accounts.
13. To receive an update on grant applications not discussed elsewhere on this agenda  
    Grant applications have been submitted to Swansea Council for Summer activities for the skatepark and food poverty.
14. To note receipt of £963 from the Pobl Trust towards cinema equipment.  
    Noted. A contractor will be sought and appointed by the Clerk to install the equipment.
15. **Estates**
16. Update on Kitchen Refurbishment  
    The Clerk informed the Council that the kitchen will be installed in August when the hall is less busy and work to move resources out of cupboards has commenced prior to removal of the cupboards to make good. The radiator is due to be replaced next week prior to the new floor being fitted.
17. To receive an update regarding Damp survey   
    The Clerk will continue to chase the contractor. New damp patches on an internal wall in Room 1 were noted.
18. To agree to provide the Hall free of charge for a   
    As the words “Children’s Drama Club” were missing from the agenda item, this will move to the next ordinary meeting.
19. **Special Events**
20. Update on Summer Family Fair, date and venue.  
    The Clerk and Cllr. JJ provided an update with details the event is planned and advertised for 10am – 7pm on Saturday August 8th at the Rugby Club Field. The event will be enclosed within the Rugby Club boundary, and the Rugby Club will be providing a bar. The Council will be providing security staff and bag searches will be carried out on entry with any alcohol confiscated. The focus will be on families and children with fairground rides and games being sought along with a Council stand providing low-cost games to help fund the day. This has been made possible due to the hard work of Cllr. JJ and his wife along with the Clerk. Council thanked all three for their efforts to date.
21. To co-opt members onto Summer Family Fair working party  
    Cllrs CE/GC/KW/WJ/JH/RH/KG all volunteered to join the working party.
22. To agree to ask City Cllrs for donation towards summer event.  
    Both Cllrs agreed to donate £250 to the Town Council for the Summer Family Fair, totaling £500.
23. To agree advertisement for interested members of the public to join a community film club.  
    Council agreed and suggested once established the group may wish to become a constituted group which all Cllrs were happy with. The Clerk is free to advertise.

**Meeting closed 20.34**