**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

Ordinary Council Meeting, of Pontarddulais Town Council

Thursday 31st July 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. Andrew Owen (AO); Cllr. Rhian Harris (RH); Cllr. Darren Hardy (DH); Cllr. Alison Wilson (AW); Cllr. Catherine Evans (CE).  
**Apologies:** Cllr. Rhian Harris (RH) – for lateness

**Absent:** Cllr. Huw Roberts (HR); Cllr. David Beynon (DB).

**Declarations of Interest:** None

**FULL COUNCIL ORDINARY MEETING DRAFT MINUTES**

**Reports from County Councillors.**

**Cllr. Kevin Griffiths  
Cllr. Philip Downing**A written report was received from Cllr. Kevin Griffiths in advance of the meeting. No report from Cllr. Philip Downing this month.

**Report from local Police.** None received.

**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.** PD – item 8b; RH – item 7a  
**To hear from candidates who have applied for co-option.**

Two candidates who applied for cooption, Mr. Mark Biscoe and Mr. Sion Davies introduced themselves to the Council and gave a brief introduction to themselves. Application forms hade been received by Councillors in advance of the meeting from both candidates.

**FULL COUNCIL ORDINARY MEETING DRAFT MINUTES**

1. **Accuracy and Approval of the minutes of the Planning Meeting 3rd June 2025**Proposed, seconded and agreed unanimously
2. **Accuracy and approval of the minutes of the Policy, Compliance and Finance Meeting 17th June 2025**Proposed, seconded and agreed unanimously
3. **Accuracy and Approval of the minutes of the Special Events Meeting 18th June 2025**Proposed, seconded and agreed unanimously
4. **Accuracy and approval of the minutes of the Ordinary Full Council Meeting 26th June 2025**It was raised that while the minutes of the previous meeting were accurate other than a typo with the date, it should be noted that 6 Councillors are required to rescind a motion.  
   Proposed, seconded and agreed unanimously
5. **Accuracy and Approval of the minutes of the Extraordinary Full Council Meeting 15th July 2025**There is a typo in the minutes which requires “Extra” before “Ordinary” in the title. An amendment to remove the word “capital” from point a) was proposed seconded and agreed unanimously.  
   Amended minutes were proposed, seconded and agreed unanimously
6. **Accuracy and Approval of the minutes of the Planning Meeting 29th July 2025 (Time will be permitted to read these if available due to lack of available notice).**Proposed, seconded and agreed by majority with 2 abstentions.
7. **Admin**.
8. To agree to co-opt one of the applicants for Dulais West ward.  
   Both candidates were proposed and seconded. Mark Biscoe was co-opted as Cllr for Dulais West by majority. The Council Thanked Mr. Sion Davies for his interest in joining the Council and informed him he was welcome to apply for the upcoming vacancy in Goppa Ward.
9. To receive verbal reports from Councillors who attended training courses this month  
   No Cllr had attended training this month, the Clerk had attended the SLCC Bootcamp at Llandrindod Wells and provided a brief report of the training and benefits of the day.
10. Update on current casual vacancies  
    The Clerk informed the Council, no election had been requested in Goppa Ward and the Council is now free to co-opt for this position. The Clerk will advertise as soon as is practicable.
11. To note Civic Budget spend since the last meeting:

Floral tribute  
This was noted

1. To agree August recess  
   Proposed, seconded and agreed unanimously
2. To agree date for December Ordinary Meeting  
   Proposed, seconded and agreed by majority, with one abstention, to meet on Tuesday 9th December 2025.
3. **Policy, Compliance & Finance**
4. To note and ratify March closing balances and April payments   
   Proposed, seconded and agreed unanimously to ratify April payments. March closing balances were noted.
5. To note and ratify April closing balance and May payments   
   Proposed, seconded and agreed unanimously to ratify May payments. April closing balances were noted.
6. To note and ratify May closing balance and June payments   
   May closing balances were noted. June payments will go to next meeting.
7. To agree July Payments  
   July payments will be ratified at the next meeting.
8. To note June closing balances  
   Will be circulated asap and noted at the next meeting
9. To receive an update on grant applications not discussed elsewhere on this agenda  
   The Clerk informed the Council that a grant had been secured from Swansea Council for Period Dignity to be spent by 31st March 2026.
10. To note receipt of £4180 from Swansea Council COAST fund to provide skate sessions over the Summer also including £1000 funding towards Summer Family Fair free activities for children.  
    Noted with thanks
11. To agree to aim to ensure general reserves are in the region of one precept payment when setting the budget for 2026/27 at the end of this year.  
    Proposed, seconded and agreed unanimously
12. **Estates**
13. Update on Kitchen Refurbishment  
    The Clerk provided a comprehensive report on the issues which have arisen as a result of the kitchen refurbishment. Following removal of the kitchen, a tangle of pipework was discovered under the cupboards which would have prevented the new kitchen from being installed. This has been corrected as it posed a health and safety risk. The walls need to be made good prior to floor and kitchen installation as behind the old cupboards the walls are not even or suitably covered. The floor will also require filling in places prior to levelling and laying of the new floor. The Clerk is working closely with the plumber, kitchen supplier and flooring supplier to minimize the time the kitchen is out of use for hall hirers. Most of the stainless steel and appliances have now been delivered.
14. To ratify payment of £650 for remedial plumbing work required in the kitchen and necessary for Health and Safety reasons.  
    Proposed, seconded and agreed unanimously
15. To agree asbestos survey of kitchen floor following discovery of tiles which may contain asbestos.  
    The flooring supplier has confirmed this will not be required.
16. To agree replacement of radiator outside all accessible toilet and correction to orientation of taps in toilets and kitchen where necessary.  
    The Clerk explained that an additional radiator in the hall requires replacing and that several of the sink taps in the building are not compliant with current regulations as they are oriented the wrong way around. Both items were proposed, seconded and agreed unanimously.
17. To receive an update regarding Damp survey   
    Proposed, seconded and agreed unanimously to move to Estates and Environment.
18. To note completion of PAT Testing  
    Completion with no concerns was noted
19. To agree additional spend and note date for Fire Risk Assessment (FRA) of Mechanics Institute.  
    The Clerk explained the Council had agreed a budget of £600 for the FRA but the quote received and agreed by Council was £685. Proposed, seconded and agreed unanimously to agree to move funds from the Repairs and Maintenance budget. The FRA will take place in September.
20. To note service of boilers.  
    The Clerk had received three quotes for boiler servicing and had accepted the lowest quote from KW Plumbing to service the boilers at a cost of £285
21. To agree to provide the Hall free of charge for a drama club for local children after the Summer Holidays.  
    Agreed to move to Special Events committee for further discussion and deliberation.
22. To agree to explore alternatives to a cut Christmas tree for Dulais Glen  
    Suggested a joint Estates and Environment and Special Events Committees meeting is called for September to discuss.
23. **Special Events**
24. Update on Summer Family Fair.  
    JJ and the Clerk provided a joint update on the Summer Family fair and talked through the project planning document which had been created and was being used to organise and manage the day. Many vendors have been contacted with a large number already having other commitments. The Council were informed of a site visit to take place on Tuesday to mark up the field and finalize timings with the Rugby Club. Banners had been put up in prominent places with posters and flyers distributed by some cllrs. The Clerk informed the meeting there were more available for delivery. Wristbands will be issued on entry and bag searches will also be carried out. All vendors have been asked to complete a FRA for their own stall and have provided copies of their public liability insurance.
25. To agree volunteers for the Summer Fair on 8th and 9th of August.  
    All cllrs who are available on the day have committed some time to the event. Apologies were received from those with prior engagements.
26. To ratify purchases and hire charges for Summer Family Fair  
    The Clerk along with the Chair of Special Events have plenary powers up to £5000 for purchases for the Fair but the Clerk brought prizes and other items to the meeting to share information with the Cllrs. Proposed, seconded and agreed unanimously to ratify the payments made.
27. To ratify Boardability as provider of Summer Skate sessions as unique local company providing all inclusive skate sessions.  
    As the application was made to Swansea Council for Boardability CIC to run the sessions, being a local organisation specializing in skate lessons, it was proposed, seconded and agreed unanimously to ratify their appointment.

*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**
2. To note permitted employee absence  
   The Clerk informed the meeting a member of staff was currently not able to attend work and the Council requested the Clerk send a gift to the employee along with the best wishes of the Council. The Clerk informed the meeting a contract cleaner was in place on a short term basis to cover the absence.

**Meeting closed 20.55**