

# CYNGOR DREF PONTARDDULAIS TOWN COUNCIL

## Ordinary Council Meeting, of Pontarddulais Town Council Thursday 25<sup>th</sup> September 2025 at 7pm

**Present:** Cllr. Phil Downing (PD) – Mayor; Cllr. Rhian Harris (RH) 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); Cllr. David Beynon (DB).

**Apologies:** – Cllr. Jacob John (JJ); Cllr. Huw Roberts (HR)

**Absent:** None

**Declarations of Interest:** RH: 7a; PD: 8d/13; KW: 10d

### FULL COUNCIL ORDINARY MEETING DRAFT MINUTES

#### **Reports from County Councillors.**

**Cllr. Kevin Griffiths**

**Cllr. Philip Downing**

A written report was received from both Cllrs in advance of the meeting.

Cllr. Philip Downing informed the meeting that one of the PCSO officers had left the force and as yet had not been replaced.

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

**Questions from the public relating to items on the agenda. (limited to 15 minutes).** None received

**To hear from candidates who have applied for co-option.**

Mr. Sion Davies introduced himself to the Council. His application form had been received by Councillors in advance of the meeting.

### FULL COUNCIL ORDINARY MEETING DRAFT MINUTES

1. **Accuracy and approval of the minutes of the Ordinary Full Council Meeting 31<sup>st</sup> July 2025**  
Proposed, seconded and agreed unanimously
2. **Accuracy and Approval of the minutes of the Special Events Meeting 1<sup>st</sup> September 2025**  
Proposed, seconded and agreed unanimously
3. **Accuracy and Approval of the minutes of the Estates and Environment Meeting 1<sup>st</sup> September 2025**  
Proposed, seconded and agreed unanimously to add the word “vice” before chair at item 2.  
Proposed, seconded and agreed unanimously to accept the amended minutes.
4. **Accuracy and Approval of the minutes of the Planning Meeting 2<sup>nd</sup> September 2025**  
Proposed, seconded and agreed unanimously
5. **Accuracy and Approval of the minutes of the HR and Training Meeting Thursday 11<sup>th</sup> September.**  
Proposed, seconded and agreed unanimously
6. **Accuracy and approval of the minutes of the Policy, Compliance and Finance Meeting 16<sup>th</sup> September Policy Compliance and Finance 2025**  
Proposed, seconded and agreed unanimously
7. **Admin.**
  - a) **To agree to co-opt one of the applicants for Goppa ward.**  
Proposed, seconded and agreed by majority with one abstention. Mr. Sion Davies is co-opted to the Council, representing Goppa Ward.



- b) **To officially Welcome Cllr. Mark Biscoe (MB) to the Town Council and note committee membership**  
The Mayor and all Cllrs welcomed Cllr. Biscoe to the Council
- c) **To receive verbal reports from Councillors and staff who attended training courses this month**  
Cllr. JH attended "Writing effective grant applications" this month, provided by One Voice Wales (OVW). She found the module to be very interesting and helpful..... and recommended it to all Cllrs.
- d) **To note Civic Budget spend since the last meeting:**  
**Floral gift**  
Noted a get well gift had been sent to a member of staff. This had been gratefully received and thanks were given.

## 8. Policy, Compliance & Finance

- a) **Update on items from the last committee meeting not included elsewhere on this agenda (limited to 5 minutes).**  
None
- b) **To note June, July and August closing balances**  
These were circulated prior to the meeting and noted.
- c) **To ratify June, July and August payments as recommended by Policy, Compliance and Finance Committee (PCF)**  
Proposed, seconded and agreed unanimously  
To approve September payments made to date and anticipated as recommended by Policy, Compliance and Finance Committee (PCF)  
To ratify June, July and August payments as recommended by Policy, Compliance and Finance Committee (PCF)  
Proposed, seconded and agreed unanimously
- d) **To note end of Qtr. 1 closing balances 2025/26 as recommended by PCF**  
Noted
- e) **To note VAT reclaim Qtr. 1 2025 as recommended by PCF**  
Noted at £911.94
- f) **To receive an update on grant applications not discussed elsewhere on this agenda**  
The Clerk intends to apply to the Winter Wellbeing Fund subject to other time commitments
- g) **To note application to Mynydd Y Gwair (MyG) fund for £30,000**  
The Clerk informed the meeting she had submitted an application to the large Mynydd Y Gwair fund to request £30,000 towards the repairs required at the Mechanics Institute. It was a last minute application as she had only become aware of the fund the morning of the day it closed.
- h) **Finance and Governance Toolkit:**
  - i. **To receive report from Council vision setting workshops**  
The Clerk circulated the report received prior to the meeting. All Cllrs indicated that they had received this and it was an accurate reflection of the meetings held.
  - ii. **To agree to carry out community consultation for Council vision and mission, and budget setting 2026/27 as recommended by PCF**
  - i) **Proposal to agree advance notice of an amendment to Standing Orders to be made at the October Ordinary meeting:**  
"No Councillor may be chair of more than one committee at a time and the Mayor may not be chair of any committee. The Council may vote to suspend this Standing Order in exceptional circumstances, e.g. there are low numbers of Councillors, making it impractical."  
Advance notice received.

## 9. Estates

- a) **Update on items from the last committee meeting not included elsewhere on this agenda (limited to 5 minutes).**  
None



- b) **Update on Kitchen Refurbishment**  
The Clerk provided an update on the difficulties with the kitchen walls following removal of the fitted kitchen.
- c) **To approve remedial works to kitchen walls**  
Agreed Clerk with Chair of Estates have plenary powers.
- d) **To receive report following Fire Risk Assessment (FRA) of Mechanics Institute.**  
This was circulated in advance of the meeting and time was provided to discuss the report.
- e) **To agree actions required to achieve compliance in FRA and to move funds from free reserves to finance those actions.**  
Proposed, seconded and agreed by all to move £5000 from reserves if required as a first step. Further requests will be considered if this sum is exhausted.
- f) **To note Fire Warden training of Staff.**  
Noted Clerk is to confirm availability of staff members for Fire training.
- g) **To note meeting with One Voice Wales Biodiversity Officer to inform biodiversity report 2025.**  
Noted the Clerk will meet with the Local Places for Nature Officer from OVW on Monday 29<sup>th</sup> September to discuss the Council's current environmental plan and its obligations under section 6 of the Environment Act.

#### 10. Special Events

- a) **Update on items from the last committee meeting not included elsewhere on this agenda (limited to 5 minutes).**  
None
- b) **To note Halloween events and dates**  
Halloween Film for children: 25/10/25 (subject to equipment being in place)  
Halloween Children's Party Nov 1<sup>st</sup>, 2025 (at the Mechanics Institute)
- c) **To agree volunteers for Halloween events**
- d) **To agree Cllr. volunteers for the Remembrance Parade on Sunday 9<sup>th</sup> November 2025.**  
Several Councillors volunteered either event. The Clerk will circulate a digital poll for all Cllrs to respond to.
- e) **To note anticipated final spend for Summer Fair 2025**  
It is noted the final spend from the £5,000 reserves transferred is £2,410.51 (which includes £451 for St John Ambulance not yet invoiced for). This leaves £2589.49 to be returned to reserves. This is a saving of approx. £18,000 over last year's festival.

#### 11. HR and Training

- a) **Update on items from the last committee meeting not included elsewhere on this agenda (limited to 5 minutes).**  
None
- b) **To agree skills audit for existing Councillors to identify training needs**  
The Clerk explained she had made the adjustments to include a sliding scale from 1 to 10 as requested by the PCF Committee.  
Proposed, seconded and agreed by all to adopt the skills audit. The Clerk informed all Councillors they should complete the questionnaire they were sent with the agenda and return to the Clerk asap.
- c) **To agree to update Council Training plan to the One Voice Wales SLCC model.**  
The Clerk explained this is best practice and she would be contacting all Cllrs and staff to create an individual plan with them over the coming weeks  
Proposed, seconded and agreed by all.
- d) **Proposal to agree advance notice of an amendment to Standing Orders to be made at the October Ordinary meeting:**  
"All Councillors to undertake mandatory training during their first year of office and every new term of office. These are One Voice Wales modules: The Council, The Councillor, The Council Meeting, Introduction to Local Government Finance, Code of Conduct and Equality and Diversity."  
Advance notice received.
- e) **To approve Lone Working Policy as recommended by HR and Training Committee**  
Proposed, seconded and agreed by all



- f) **To approve CiLCA training for Clerk as recommended by HR and Training Committee**

Proposed, seconded and agreed by all

***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 the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.***

Proposed, seconded and agreed by all

12. **To note recent HR meeting outcome**

It was noted the Clerk and Mayor had met with the Chair of HR and Training, CLlr. JH.  
The meeting outcome was positive.

13. **To note set-up of employee pension and payment of outstanding pension payments, April – August 2025.**

It was noted the employee pension set-up was complete and back payments for April to August had been made.

14. **To note pension re-enrolment date**


The date was noted as 3<sup>rd</sup> October 2025

**Meeting closed 20.06**



**PONTARDDULAIS TOWN COUNCIL**

**REGISTER OF INTERESTS – DECLARATION FORM**


Name of Councillor	Kelvin Williams
Item of Business to which declaration relates (i.e. give name of meeting, date of meeting and the business that was transacted)	10d 25/09/25
Please indicate whether this is a <u>personal</u> interest or a personal and prejudicial interest	PERSONAL
Please indicate why you have declared the interest	I AM THE CHAIR OF PONTARDDULAIS RBL AND ALSO THE PARADE MARSHAL
Signature of Councillor	

**Please hand this form to the Clerk at the end of the meeting**



**PONTARDDULAI TOWN COUNCIL**

**REGISTER OF INTERESTS – DECLARATION FORM**

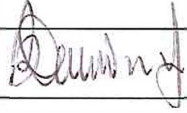
Name of Councillor	Rhian Harris
Item of Business to which declaration relates (i.e. give name of meeting, date of meeting and the business that was transacted)	FULL TOWN COUNCIL MEETING 25/09/25 7. ADMIN a) TO AGREE TO CO-OPT ONE OF THE APPLICANTS FOR GOPPA WARD
Please indicate whether this is a personal interest or a personal and prejudicial interest	PERSONAL & prejudicial
Please indicate why you have declared the interest	APPLICANT IS PARTNER OF MY DAUGHTER
Signature of Councillor	

**Please hand this form to the Clerk at the end of the meeting**



**PONTARDDULAI TOWN COUNCIL**

**REGISTER OF INTERESTS – DECLARATION FORM**

<b>Name of Councillor</b>	Philip Downing
Item of Business to which declaration relates (i.e. give name of meeting, date of meeting and the business that was transacted)	Ed 25/09/25 13 - 25/09/25
Please indicate whether this is a personal interest or a personal and prejudicial interest	Personal.
Please indicate why you have declared the interest	my cousin is the. waste disposal I am ✓ chair of. Swansea pension fund.
Signature of Councillor	

**Please hand this form to the Clerk at the end of the meeting**