

# **LLANGYFELACH COMMUNITY COUNCIL.**

## **CYNGOR CYMUNED LLANGYFELACH.**

### **MINUTES OF THE COUNCIL MEETING HELD ON THURSDAY 16 JUNE 2016.**

#### **Present: -**

D. Belton. (Chairman).

R.M.Harwood

P. R. Crayford.

#### **Minute No. 41/2016. – Apologises for Absence.**

The Clerk reported that he had received a verbal apologies from Councillors G.T.Owen (Wife in Hospital), Mrs M. E. Boyter & P. Gibson (Holidays) & P. Baker (Prior Engagement) & that they would be unable to attend tonight's Meeting.

**NOTED.**

#### **Minute No. 42/2016. – Declaration of Interests from Members.**

Councillor P. R. Crayford declared a Financial Interest in Correspondence Item No 7 - Re-imbusement of Councillor P. R. Crayford & Partner's expenses for their attendance at the Queen's Garden Party on 10 May 2016. Councillor Crayford left the Council Meeting whilst this Item was considered.

**RESOLVED** to reimburse Councillor Crayford the sum of £339.35. for the expenses incurred by him & his partner at the above Garden Party.

#### **Minute No. 43/2016. - To consider the Minutes of the Annual General Council Meeting held on 12 May 2016.**

The Minutes of the AGM held on 12 May 2016 were considered and accepted as a true record subject to the following corrections &/or amendments:-

- (1). **Present:-** Councillor G. T.Owen had been shown as **Present** whilst the correct position was as shown in **Minute No 19/2016** that Councillor G. T. Owen was not present.

**AGREED.**

- (2). **Minute No. 31/2016. Notification to the Community Council of the Intention to Tender for the Website Design of a New Council Website.**

The Clerk reported that there should be added to the Resolution of the above Minute **“& Councillors D. Belton & P. Baker together with the Clerk should open the**

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**Tenders & report the results & their recommendations to the next Council Meeting.”**

**AGREED.**

- (3). Minute No. 34/2016. -To consider & approve/determine (if thought appropriate) any Correspondence received, including Invoices & Requests for Payments (See last Council’s Correspondence for details).**  
**Item (D). Correspondence Nos. 15 & 16. – Quotations for the renewal of the Council’s Insurance Policy from 1 June 2016 to 31 May 2017.**

To this resolution should be added “due to the better cover provided by Aviva”.

**AGREED.**

- (4). Minute Nos.29/2015, 30/2015, 39/2015 & 40/2015.**

The Clerk reported that all of these Minutes had the incorrect year shown in the Minutes & they should be amended to read “/2016”.

**AGREED.**

**Minute No.44/2016 – To consider Matters arising from the AGM Minutes of the Council Meeting held on 12 May 2016.**

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 45/2016. –To consider Matters raised &/or referred to this Council from previous Council Meetings.**

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 46/2016. – To receive questions from Members of the Public.**

The Clerk reported that no Members of the Public were present.

**NOTED.**

**Minute No. 47/2016. – to consider any matter relating to the Penpant Estate.**

Nothing was raised under this Minute.

**NOTED.**

**(61/2016).**

**Minute No. 48/2016. – To consider any matters relating to Highways & Footpaths.**

**(A). Update on Road Markings on Heol Pentrefelin, Llangyfelach.**

Nothing was raised under this Item.

**NOTED.**

**(B). Latest position on transfer of land at Y Llwyni, Llangyfelach.**

The Clerk reported that he had been verbally informed by Mr Lewis Hinds of the City & County of Swansea's Strategic Estates Section that this matter was now with the City & County of Swansea's Legal Department to deal with the completion of the lease of this land with the Community Council's solicitors.

**NOTED.**

**Minute No. 49/2016. – To consider & approve/determine (if thought appropriate) any Correspondence received, including Invoices & Requests for Payments (See tonight's Correspondence for details).**

The Clerk referred to the system of reporting Correspondence. A total of 18 Items of Correspondence had been received as per the List of Correspondence, with the Council's Agenda, of which 10 had been **NOTED**.

Decisions resolved on the **List of Correspondence** are as follows and based on the **No.** given in the List of Correspondence enclosed with the Council's Summons and Agenda.

**(A). Correspondence No. 5. A. – New Councillor's Register of Personal Interests.**

The Clerk reported that these new forms for the Councillor's Register of Personal Interests had been included with the Council's Summons & Agenda for this Meeting, but to date he had not received a completed form from any Councillor.

He stressed the necessity to complete this form & asked Members to complete this form by the next Council Meeting.

**NOTED.**

**(B). Correspondence No. 6. A. – Swan CD Ltd – Estimate No. 24230.**

**RESOLVED** to pay Swan Cd Ltd the sum of £14.98. (incl. £2.50 VAT) for the purchase of 1 No. compatible HP 57 colour ink cartridge (C6657A).

**(C). Correspondence No. 6. B. – Swan CD Ltd – Invoice No. 48922.**

**RESOLVED** to pay Swan Cd Ltd the sum of £180.00. (incl. £30.00 VAT) for the on-site maintenance agreement for the Council's P.C. To include labour from 23/6/2016 to 22/6/2017.

**(62/2016).**

**(D). Correspondence No. 7. – Request for reimbursement by Councillor Crayford, for his & his partner expenses incurred at the Queen’s Garden Party on 10 May 2016.**

The Clerk reported that this matter had been dealt with under **Minute No.43/2016** above.

**NOTED.**

**(E). Correspondence No. 8. – One Voice Wales – Invoice No. LLCC16LCC.**

**RESOLVED** to pay One Voice Wales the sum of £45.00. (No Vat applicable) for the Clerk’s attendance at the Larger Local Councils Conference at the Royal Welsh Showground on 6 July 2016.

**(E). Correspondence No. 9. – Reimbursement for Photocopying.**

**RESOLVED** to pay D. Jenkins (the Clerk) the sum of £1.05. (No Vat applicable) for photocopying information required for audit.

**(F). Correspondence No. 10. – RBS riantas for Alpha Software Support.**

**RESOLVED** to pay RBS riantas the sum of £135.60. (incl. £22.60 VAT) for the above Support.

**(F). Correspondence No. 12. A. – Calculation of Clerk’s new salary based on the NALC & SLCC 2016-2018 National Salary Award.**

The Clerk referred to the Calculation of Clerk’s new salary (a copy of which had been given to each Member) based on the NALC & SLCC 2016-2018 National Salary Award, forwarded to Members on 31 May 2016.

**RESOLVED** to pay the Clerk a new salary from 1 April 2016 as detailed & shown in the the above calculation.

**Minute No. 50/2016. – To consider all other matters, relating to Finance.**

**(A). Agenda Item 10. (A). - External Auditor’s requirements for 2015-2016 audit**

The Clerk referred to certain requirements, contained in Appendix 4, of the Annual Governance Statement (Part 2) that the new external auditor required.

In Appendix 4, Assertion 2 a) & b) the auditor required the Council to demonstrate, that the Council had effectively monitored its financial position, income & expenditure against the 2015/16 budget throughout the financial year & required the Council to provide a certified copy of the following documents:

**(63/2016).**

- 2a). copies of two different sets of signed legal minutes taken during the year to 31 March 2016 which demonstrate a review of the budget has taken place.
- 2b). a copy of one of the budget monitoring sheets used when one of the above reviews was undertaken.

The Clerk informed the Council he could not provide the information required & it was his intention to reply as follows:-

“The Clerk states that he was not able to reply to these questions as the Council’s accounts had never been prepared to provide the information requested.

The Council does not own any property & normally its only income is from the precept & VAT refund from HMRC each year.

Due to the size of the Council, it has never had a separate Committee monitoring its financial position of receipts & payments against the Budget other than the Finance Committee when it determines the Precept & the Clerk has never, before, been requested to provide the information requested.

During the financial year 2015/16 (as in previous years) the Members of the Council receive each month, as part of the Council Minutes, details of the Council’s Current & Business Reserve Accounts as at the date of the Council Meeting, details of all receipts & monthly expenditure for approval at each Council Meeting. In addition, the Chairman of the Finance Committee is sent, each month, the Council’s Bank Statements for the Council’s Current & Business Reserve Accounts. Examples of the Clerk’s existing financial monthly items/reports to the Council, which are part of the monthly Council Minutes, & enclosed as examples will be two certified examples of the Council Minutes for 11 June 2015 & 30 July 2015”

The Clerk will further state that he now appreciates that the aforementioned does not set out the monthly income & expenditure against the budget, as examples of the way such information is to be provided to the Council.

The Clerk will further state that the Council has purchased a financial software package from RBS rialtas & such income & expenditure against the budget will be prepared for the financial year 2016/17.

Finally, the Clerk will state that he will ensure that the External Auditors requirements that detailed financial reports setting out the receipts & payments against the budget & a summary of the Council’s position on a regular monthly or quarterly basis, will in future be reported to Council Meetings during the financial year 2016 -2017.

**NOTED.**

**(64/2016).**

**(B). Agenda Item 10 (B). – the Internal Auditor’s Report for the financial year ending 31 March 2016.**

The Clerk referred to the Internal Auditor’s letter, dated 12 June 2016, (copy given to each Member) & that he would be replying to the External Auditor that the Risk Assessment for 2015-2016 had not been minuted & he would state that he had prepared a Risk Assessment (as in previous years) for 2015-2016 but after discussing same with the Chairman of the Council, the Chairman had requested that he include in the Risk Assessment, the position of the risk of the Clerk’s absence due to ill health.( 30 July 2015 Council Minute No. 74/2015 - Clerk’s Matters. Item (B).refers). Unfortunately, when the Clerk reported to Council, the agreement of the Clerk to Loughor Town Council substituting in his absence (10 September Minute No. 91/2015. – Clerk’s Matters. Item (B). refers), the Clerk had overlooked that he had not presented the 2015-16 Risk Assessment to the Council for its approval. To mitigate this omission the Clerk would submitted, with his letter to the External Auditor, certified copies of the above Minutes.

**NOTED.**

**(C). Agenda Item 10. (C). – the Annual Return for the year ended 31 March 2016 (a copy was provided for each Member) & if the Council is satisfied, Section 3 of the Return is to be signed & dated by the person presiding at the Meeting at which the Council approved the Return.**

**RESOLVED** that the Council completed the Annual Governance Statements (Part 1 & Part 2) of the Return & authorised the Chairman, to sign Section 3 of the Return, on the Council’s behalf.

**(D). To consider the Tenders received for the Website Design for the Council’s new Website.**

**RESOLVED** that as Councillor P. Baker was not present, this matter be deferred to the next Council Meeting.

**(E). Balances.**

The Clerk reported that as at today’s date, the Clerk had been verbally informed, by the Bank that the Council’s Current Account stood at £10,990.69 and the Reserve Account at £21,917.91.

**N.B.** The Clerk reported he had to give details of his personal account to obtain the above balances.

**NOTED.**

**(65/2016).**

**(F). Payments to be Made.**

- (1). D. Jenkins (Clerk's New Gross Salary for June '16).....£723.34.  
Add. Arrears for April & May..... 14.30.  
Total New Gross Salary for June 2016       £737.64.  
Less Tax deducted..... 147.60.  
(Net June Salary to be paid in June'16).....£590.04.
- (2). Post Office Ltd – for HM. Revenue & Customs  
(Tax deduction from Clerk's Gross Salary  
to be paid for June '16).....£147.60.  
N.I.Employee's Contribution.       NIL  
Add. Council's N.I. Employer's Contribution.....8.51.  
(Total Tax & N.I.C's to be paid to Inland Revenue).....£156.11.
- (3). Swan CD Ltd – Estimate No. 24230. (Purchase of 1 No.  
comp. H.P. coloured ink Cartridge).....£14.98.
- (4). Swan CD Ltd – Invoice No. 48922 (on-site maintenance of  
Council's P.C - 23/6 16 to 22/6/17).....£180.00.
- (5). P. R. Crayford (Refund of Expenditure for attendance at  
Queen's Garden Party on 10 May 2016).....£339.35.
- (6). One Voice Wales (Clerk's attendance at the Larger Local  
Councils Conference on 6 July 2016).....£45.00.
- (7). D. Jenkins (Re-imburement for Photocopying).....£1.05.
- (8). RBS realtas. (renewal of Alpha Software Support).....£135.60.

**RESOLVED** that these payments be made.

**Minute No. 51/2016. – To consider any matters relating to the Christmas Festivities 2016.**

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 52/2016. – Clerk's Matters.**

**(A). Incorrect Direct Debits.**

The Clerk reported that for some time this year he has been experiencing difficulties

**(66/2016).**

on Council days to obtaining from the Bank the Council's Balances, in order to report to Council that evening. This appeared to be due to the fact that the Clerk is not a signatory on the Council's Bank mandate, despite the Council having advised the Bank, per the mandate that the Clerk was to be provided with such information.

The only way the Clerk has been able to obtain the Council's balances was to give details of his personal account which is also held at the same Bank Branch.

On 29 March & 28 April this year, two incorrect Direct Debits of £112.each were taken from the Council's Current Account instead of the Clerk's Personal Account.

This sum, of £224. was refunded by the Bank on 18 May 2016.

To obviate the above happening again, the Clerk suggested that the Council's Bank Accounts be transferred to another Bank in Swansea.

**RESOLVED** that the Clerk inform the Bank of the Council's Mandate & it should not be a requirement that the Clerk's personal account details be divulged in order for him to obtain any information, he may require on the Councils balances.

**Minute No. 53/2016. – Purchase & Disposal of Books, Equipment etc.**

Nothing was raised under this Item.

**NOTED.**

**Minute No. 54/2016. – Planning Matters.**

**(A). Weekly Lists of Registered Planning Applications.**

The following planning applications were discussed and Observations passed at the Meeting of the Council, held at 7.00.p.m.on 16 June 2016 at the Llangyfelach Church Hall, Swansea Road, Llangyfelach, Swansea: -

| Week No. | Plan.Appl.No. | Location.  | Proposed Development. |
|----------|---------------|--|-----------------------|
| 18/2016. | -             | -  | -                     |
| 19/2016. | -             | -  | -                     |
| 20/2016. | -             | -  | -                     |
| 21/2016. | -             | -  | -                     |
| 22/2016. | 2016/1116.    | Maressan,<br>Pantlasau Road,<br>Morrison.<br>Swansea.<br>SA5. 7PA. | Rear conservatory.    |

**(67/2016).**



**Council's Observations.**

**The Council has no observations to make on this application.**

**(B). Any Other Planning Matters.**

None.

**Minute No. 55/2016. – Date of Next Council Meeting.**

**RESOLVED** that the next Council Meeting will be held on 14 July 2016.

**Approved by the Council & signed by the Chairman.....**

**Dated 14 July 2016.**