

LLANGYFELACH COMMUNITY COUNCIL.

CYNGOR CYMUNED LLANGYFELACH.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE COUNCIL HELD ON THURSDAY 9 MAY 2019.

Present: -

P. Gibson (New Chairperson).
P. R. Crayford.
M. A. Glover.

P. Baker.
K. Roderick.
Mrs M. E. Boyter.

D. G. Sullivan.

Minute No. 19/2019. – Election of Chairman & to receive the New Chairman's Declaration of Acceptance of the Office as Chairman.

Councillor P. Gibson was elected unanimously as the Council's Chairman for the Council's year of office, commencing 9 May 2019 & signed the Declaration of Acceptance of the Office as Chairman of the Council.

NOTED.

Minute No. 20/2019. – Vote of Thanks & Appreciation to last year's Chairman.

Councillor P. Gibson moved a Vote of Thanks & Appreciation, on behalf of the Council to Councillor P. for his work for the benefit of residents of the Llangyfelach Ward & for the Council's appreciation for his diligence as the past year's Chairman of the Community Council.

AGREED.

Minute No. 21/2019. – Election of Vice-Chairperson.

Councillor M. A. Glover was elected unanimously as the Council's Vice-Chairman for the Council's year of office, commencing 9 May 2019.

AGREED.

Minute No. 22/2019. – Apologises for Absence.

The Clerk reported that all of the elected Members were present.

NOTED.

(36/2019).

Minute No. 23/2019. – Declaration of Interests from Members.

The Clerk reported that there were no Declarations of Interests from Members.

AGREED.

Minute No. 24/2019. - To consider the Minutes of the Council Meeting held on 18 April 2019.

The Minutes of the Council Meeting held on 18 April 2019 were considered and accepted as a true record.

NOTED.

Minute No. 25/2019 – To consider Matters arising from the Council Meeting held on 18 April 2019

The Clerk referred to the Council's Schedule of Payments to be Made (Page No. 46/2019) for the proposed payment to **St John Cymru-Wales** be deferred pending a report from Councillor D. G. Sullivan. (Minute No. 12/2019 Item (C). refers).
The Clerk requested that this Item in the Schedule of Payments to be Made be noted accordingly.

AGREED.

Minute No. 26/2019. – To consider matters referred to this Council, from previous Council Meetings or arising from previous Council Meetings.

Nothing was raised under this Minute.

NOTED.

Minute No. 27/2019. – To receive questions from Members of the Public.

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

NOTED.

Minute No. 28/2019. – To consider the Council's Investment Strategy for 2019/2020.

RESOLVED to approve the 2019/20 Investment Strategy & the Chairman be authorised to sign the Strategy on behalf of the Council.

Minute No. 29/2019. – To consider the 2019-2020 Community Council's Risk Management Assessment Schedule.

RESOLVED to approve the Schedule.

(37/2019).

Minute No. 30/2019. – Appointment of Committees, the Appointment of Chairman & Vice-Chairman of those Committees & to appoint Members to those Committees for 2019 – 2020.

The Clerk drew to Members attention that the Chairman & Vice Chairman of the Council were to be Members of all Committees and all Members of the Council can attend **ALL Council Committee Meetings but ONLY the appointed Committee Members can VOTE in the relevant Committee Meetings.**

RESOLVED that the undermentioned Members be appointed to the following Committees:-

(A). Finance Committee (which comprises 6 Members).

Councillors P. Gibson, M. A. Glover, P. Baker, D. G. Sullivan, P. R. Crayford & Mrs M. E. Boyter.

Councillor P. R. Crayford was appointed the Chairman, of the Committee for the year May 2019 to April 2020. The appointment of the Vice-Chairman of the Committee was deferred to the first meeting of the Committee.

(B). Highways & Footpaths Committee (which comprises 6 Members).

Councillors P. Gibson, M. A. Glover, P. Baker, M. S. Tribe, Mrs M. E. Boyter & D. G. Sullivan.

The appointment of the Chairman & Vice-Chairman of the Committee was deferred to the first meeting of the Committee.

(C). Planning, Development & Land Committee (which comprises 6 Members).

Councillors P. Gibson, M. A. Glover, P. Baker, M. S. Tribe, Mrs M. E. Boyter & P.R. Crayford.

Councillor P. Baker was appointed the Chairman of the Committee, for the year May 2019 to April 2020. The appointment of the Vice-Chairman of the Committee was deferred to the first meeting of the Committee.

(D). Race Relations Committee (which comprises 5 Members).

Councillors P. Gibson, M. A. Glover, M. S. Tribe, Mrs M. E. Boyter & P. R. Crayford.

The appointment of the Chairman & Vice-Chairman of the Committee was deferred to the first meeting of the Committee.

Minute No. 31/2019. – Appointment of Council's Representatives to External Bodies.

(A). South Wales Police meetings with Representatives of Community Councils – P. A. C. T. meetings.

RESOLVED that Councillor M. E. Boyter represent the Community Council at all PACT Meetings.

(B). City & County of Swansea Forum meetings with Community Councils.

RESOLVED that Councillor P. R. Crayford represent the Community Council at these meetings. In the absence of Councillor Crayford, the Clerk is authorised to represent the Council.

(C). One Voice Wales Meetings.

RESOLVED that Councillor M. S. Tribe represent the Council at these meetings. In the absence of Councillor Tribe, the Clerk is authorised to represent the Council.

Minute No. 32/2019. – Consideration of Payment of Annual Subscriptions.

Nothing was raised under this Minute.

NOTED.

Minute No. 33/2019. – Requirement to complete Page 3 of the Annual Return for the year ended 31 March 2019.

The Clerk referred to Page 3 of the above Annual Return, a copy of which had been forwarded to each Member for their consideration & completion at the June Council meeting.

RESOLVED to refer this matter to the next Council meeting.

Minute No. 34/2019. – Consideration of the Chairman's Allowance for 2018-19.

The Clerk referred to the fact that the Chairman normally paid for the Christmas confectionary to be distributed by Father Christmas at the annual Visit of Father Christmas to Llangyfelach. At the 2018 Visit of Father Christmas, the payment for the confectionary had been paid by the Council. In the circumstances Councillor Baker, the Chairman for the 2018-2019 financial year had requested that the sum of £110.00. (the cost of the confectionary) be deducted from his Chairman's Allowance for that year.

RESOLVED to pay the sum of £140.00. to Councillor P. Baker as his Chairman's Allowance for the year 2018-2019.

Minute No. 35/2019. – Consideration of the Chairman's Allowance for 2019-20.

Councillor P. Gibson, the Chairman of the Council for 2019-2020 informed Members he wished to refuse the payment of the sum of £250.00. for the Chairman's Allowance for 2019-2020.

NOTED & AGREED

Minute No. 36/2019. – To consider any matter relating to the Llangyfelach Ward.

(39/2019)

Nothing was raised under this Minute.

NOTED.

Minute No. 37/2019. – Correspondence from Came & Company regarding the renewal of the Council’s insurance policy - Quotations for Renewal of Council’s Insurance Policy.

The Clerk reported on the details of 3 No. Quotations for the Renewal of the Council’s Insurance Policy (from 1 June 2019 to 31 May 2020) received from Came & Company, together with a core cover comparison chart & other relevant documents. (Copies of which had been sent to every Member).

The Quotations were as follows:-

Insurance Company A.....	£350.59.
Insurance Company B.....	£877.32..
Insurance Company C.....	£904.74.

The above sums are inclusive of insurance premium tax at the prevailing rate, to which must be added Came & Company’s Administration fee of £50.00.

Came & Company having checked the three insurance providers & recommend that the Council accept Quotation A from Inspire for the total Annual Premium of £350.59.

RESOLVED:-

- (i). to accept Quotation A above from Inspire via Axa for the sum of £350.59 plus Came & Company’s Administration fee of £50.00 totalling £400.59.
- (ii). pay Came & Co. (the Council’s Insurance brokers) the sum of £400.59. (No VAT payable)

Minute No. 38/2019. – Latest information from the Information Commissioners Office on Data Protection. (Copies were Emailed to Members).

The Clerk recommended to Council that Members should read & implement ,if necessary, all correspondence from the ICO

NOTED

Minute No. 39/2019. – To consider any matters relating to Highways & Footpaths.

Nothing was raised under this Minute.

NOTED.

Minute No. 40/2019. – To consider & approve/determine (if thought appropriate) all

(40/2019).

Correspondence received, including Invoices etc. & Requests for Payment (See for details, tonight's Correspondence & separate Schedule of Payments Received, & Payments to be Made & Requests for Donations).

The Clerk referred to the system of reporting Correspondence. A total of 26 Items of Correspondence had been received as per the List of Correspondence with the Council's Agenda; of which 21 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. 2 . – Came & Company – Renewal of Council's Insurance Policy.

The Clerk referred to the renewal of the Council's Insurance policy, details of which had been Emailed to each Member on 3 May 2019. In the letter from Came & Company it requested that each Member read the attached documents.

NOTED.

(B).). Correspondence No. 3 . – Came & Company – Renewal of Council's Insurance Policy with "Inspire" Insurance Renewal Statement of Fact.

The Clerk referred to the renewal of the Council's above Insurance policy in (A) above, which states that the Council's Members are required to declare in writing to the Clerk that each Member complies with the Statement of Fact 2019, in the Inspire Insurance documents, in order that the Clerk can confirm to the Council's insurers that all the members do comply with this Statement of Fact.

RESOLVED to refer this matter to the next Council meeting, at which the Members can give the Clerk the relevant confirmation in writing that the Member does comply with the Inspire Statement of Fact 2019.

(C). Correspondence No. 4. – Came & Company - Quotations for Renewal of Council's Insurance Policy.

RESOLVED that the Council accept the Insurance Quotation from Inspire for the Council's insurance policy & pay Came & Company the sum of £400.59. (No VAT applicable).

(D). Correspondence No. 14. Councillors' Allowance (per Determination 40 of the Independent Review Panel for Wales Final Report for 2019/20). – Members's entitlement to £150.

The Clerk referred to Minute No. 224/2018. & requested that each Member notify him in writing, (as per the Opt Out proforma provided by One Voice Wales & sent to each Member for this meeting) whether they wished to be paid this allowance by the next Council Meeting.

(41/2019).

RESOLVED that each Member confirm to the Clerk, in writing whether they wished to be paid this allowance

(E). Correspondence No. 21. - St. John Cymru-Wales,

The Clerk referred to a Statement had been received from St. John Cymru-Wales, requesting the payment of this outstanding amount of £96.00. (Incl £16.00 VAT)

RESOLVED as per the April Council meeting (Minute No.12/2019 (C). to await the report on this matter from Councillor Sullivan.

Minute No. 41/2019 – New Method of Reporting Correspondence received to the Council.

Members discussed the existing method of reporting Correspondence to Council, they considered that as they as they were being sent copies of Correspondence, by Email, before the relevant Council meeting, there was no point in repeating this information.

In future, they only wished to have a list of correspondence that was relevant for discussion & on which they had to make a decision. If the new List of Correspondence did not include a matter, which they considered should be discussed, the relevant Member would notify the Clerk, the Friday before the Council meeting so that it can be added to the List of Correspondence.

RESOLVED that all future Correspondence for Council is to be dealt with as detailed above.

Minute No. 42/2019 – To consider matters, relating to Finance,

(1). 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 £15,768.22 and the Reserve Account at £21,960.17.

NOTED.

(2). Payments Received.

(A). City & County of Swansea (First part of Precept).....£8,000.00..

(3). Payments to be Made.

(A). Swan CD Ltd.

- (i).** Invoice No. 59634- Site maintenance agreement for Council computer, printers etc.....£192.00..... £32.00.
- (ii).** Invoice No. 59635 – Purchase & installation of Norton Security –I User.....£35.00.....£5.83.
- (iii).** Invoice No. 59638 – 2 No. Remanufactured HP 78A Black Laser Toners.....£70.00.....£11.67.

(42/2019).

- (iv). Invoice No. 59639 – 1 No. Remanufactured
Epson (Yellow) ink cartridge.....£6.00.....£1.00.

See May 2019 Council's Schedule of Payments to be Made.

RESOLVED that these payments be made.

Minute No. 43/2019. – To consider any other matters relating to Finance.

Nothing was raised under this Minute.

NOTED.

Minute No. 44/2019. – To consider any matters relating to the Christmas Festivities 2018.

Nothing was raised under this Minute.

NOTED.

Minute No. 45/2019. – Clerk's Matters.

- (A). The Clerk reported that he had received the Annual Return for the Year ended 31 March 2019 from the Council's External Auditors acting for the Welsh Auditor General for Wales, which must be completed by the Council, by no later than the June Council meeting.

NOTED.

- (B). To consider electronic Banking & for all Members to complete a new Bank Mandate.

RESOLVED:-

- (1). Not to consider electronic Banking.
- (2). All Members to complete a new Bank Mandate at the June Council meeting.
- (C). Authority for the Clerk to attend all meetings of One Voice Wales, such attendance to be an approved duty

AGREED.

- (D). Authority for the Clerk to attend & vote on behalf of the Council at meetings of the Community/Town Council's Forum, if the Council's representative is not present. The Clerk's attendance at such meetings to be an approved duty

AGREED.

(43/2019).

- (E). Authority for the Clerk to attend all Meetings of the Society of Local Council Clerks, such attendance to be an approved duty

AGREED.

- (F). Authority for the Clerk to offer, if he considers it appropriate, to the County Archivist for their safe keeping, any Council's Minutes prior to 31 March 2016. which are in his possession.

AGREED.

- (G). Authority for the Clerk to purchase minor office equipment, stationery & computer supplies etc. required for Council purposes. If the relevant cost is in excess of £100, then the Chairman of the Finance Committee's approval be first obtained

AGREED.

- (H). To grant, following consultation with the Council's Chairman of the Planning Committee, delegated powers to the Clerk to pass Observations, on behalf of the Council, on all Planning Matters received during the Council's summer recess & during the Christmas & New Year periods, if the time limit set by the LPA would be exceeded prior to the next Council meeting.

AGREED.

Minute No. 46/2019. – Purchase & Disposal of Books & Equipment etc.

- (A). Authority for the Clerk to dispose of various books & Council correspondence including planning applications etc. if he considers it appropriate.

AGREED.

- (B). Authority for the Clerk to dispose of items of Council equipment, not working & not economically repairable, to the City & County of Swansea's tip.

AGREED.

- (C). Authority for the Clerk to purchase Acts of Parliament, Welsh Government/Welsh Assembly Acts &/or publications/documents, of/from The Wales Audit Office, the Society of Local Council Clerks & One Voice Wales

AGREED.

Minute No. 47/2019. Planning Matters.

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

(44/2019).

The following planning applications were discussed and Observations passed at the Annual General Meeting of the Council, held at 7.00.p.m.on 9 May 2019 at the Llangyfelach Church Hall, Swansea Road, Llangyfelach, Swansea: -

Week No.	Plan.Appl.No.	Location.	Proposed Development.
15/2019.	-	-	-
16/2019.	-	-	-
17/2019.	-	-	-

N.B. From 1 June 2017 the City & County of Swansea are no longer providing hard copies of planning applications or the weekly list. Details of the planning applications can be viewed online at <http://property.swansea.gov.uk>

(B). Any Other Planning Matters.

None.

Minute No. 48/2019. – Date of Next Council Meeting.

RESOLVED that the next Council Meeting will be held on 13 June 2019.

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

Dated 13 June 2019.