



Item No. 9

Llangyfelach Community Council – 9 July 2020

Council - 9 July 2020

Reports of the Clerk

A) Accounts for Payment / Financial Report

1) Payments made during the Covid-19 pandemic lockdown & transition period of Clerk to the Community Council.

Recommended that the payments below, made during the Covid-19 pandemic lockdown & transition period of Clerk to the Community Council be noted and retrospectively approved:

Payments (During Covid-19 & Transition Period)	£
Clerks Salary (DJ) (February 2020)	680.95
Clerk Salary (DJ) (March 2020)	680.95
HMRC (DJ) (February 2020)	188.44
HMRC (DJ) (March 2020)	188.44
Defibrillator (aadefib.com)	1,824.00
Play Equipment (HAGS)	21,047.64
SLCC (Society of Local Council Clerks) Annual Subscription	161.00
One Voice Wales Annual Subscriptions	363.00
Phillips Services Ltd. (Christmas Tree Lights)	2,399.99
Clerks Salary (DJ) (April 2020)	680.95
Clerk Salary (DJ) (May 2020)	680.95
Clerks BT / Broadband Expenses (DJ)	483.94
Clerks Mileage Expenses (DJ)	136.98
Clerks Postage Expenses (DJ)	28.80
Blank Group Ltd. Banner	90.00
Came & Co. Insurance (Payment Year 1) Effective Dates: 1 June 2020 to 31 May 2021. 3 Year Agreement (Ends 31 May 2023). Paid in order to ensure continuation of cover.	396.38

2) Current Payment

Recommended that the payment(s) below be approved:

Current Payment(s)	£
Postage (12 x 1 st Class Stamps)	9.12
Internal Auditor for the 2019-2020 Report	200.00

3) Hire of Llangyfelach Parish Hall (2020-2021)

Due to the Covid-19 Pandemic, the Community Council has been unable to use Llangyfelach Parish Hall.

Recommended that the Clerk liaise with Mr Stacey of Llangyfelach Church in order to agree the amount to be paid for 2020-2021 and subsequently pay that amount.

4) Payslip - Clerks Salary, Pension, HMRC etc.

In order to promote good governance and to ensure the financial integrity of the Community Council, it would be prudent for an independent third party to prepare the Clerks monthly payslip. The third party shall calculate the monthly salary and all other relevant payments / deductions (HMRC - National Insurance, Tax & Pension etc.)

Recommended that a suitable independent person / company be appointed to carry out this work.

5) Local Government Pension Scheme

An employer must automatically sign up their employee to a pension scheme.

Recommended that the Council signs the Clerk up to the Local Government Pension Scheme.

6) Clerks Salary (Overtime) (June 2020)

The Clerk is contracted to working 16 hours per month. He has worked in excess of 32 hours during June 2020 due to the need to prepare the Council's Annual Accounts and other Community Council work i.e. emails, Working through content on laptop, Reviewing software and hardware etc.

Recommended that the Clerk be paid 16 hours overtime for this work.

7) Council's Annual Accounts 2019-2020

The Clerk passed the Annual Accounts 2019-2020 to the Internal Auditor on 29 June 2020. Once cleared by the Internal Auditor, the Annual Accounts will need to be approved by the Council.

Recommended that an Extraordinary Meeting of Council be arranged as soon as possible once cleared by the Internal Auditor.

B) Budget 2020-2021

The budget for 2020-2021 as approved by Council on 16 January 2020 and outlined as **Appendix A** to this report be reviewed over the coming months due to the change of Clerk.

C) Correspondence (emailed to all Councillors)

Wales & West Utilities Safe and Warm Fund.

Closing Date for Applications is 11:59 am on 6 July 2020.

<https://www.wvutilities.co.uk/SafeandWarm/>

Weekly List of Planning Application Decisions. 15-19 June 2020

Statkraft

Pre-application Consultation – Upcoming Planning Application for an Energy Management Facility on land at East of the Swansea North National Grid Substation

All document may be viewed at www.statkraft.co.uk/swansea

D) General Matters (Verbal)

If required.

E) Finance Matters

On 14 June 2020, the Clerk electronically submitted an instruction to the Council's Bank asking that the former Clerk be removed from the accounts and that the new Clerk be added. He also advised the Bank of all of the new relevant contact details. This instruction was completed on the Bank's own formal online document and contained the signatures of all signatories to the Bank Accounts. To date, no response has been received from the Bank.

Recommended that the Clerk follow the issue up with the Bank.

F) ICT Matters

1) Business Finance Software

There are a number of Business Finance Software solutions available to assist the Clerk in his financial monitoring role. The Clerk asks for flexibility to choose the most appropriate Business Finance Software to suit his requirements. The selected solution will also require a training package for the Clerk.

Recommended that the Clerk procure the most appropriate Business Finance software together with the relevant training package.

2) Hardware Support

The Council currently pays an annual fee for hardware support for the Clerk's Laptop and Printer.

Recommended that the Hardware Support package be not renewed and that the Clerk review this decision within 12 months.

3) Microsoft 365

The majority of the Council's documentation exists on the Clerk's laptop. This is a potential risk should there be an issue with the laptop. Microsoft 365 is a software solution that would allow all of the Council's electronic documentation to be stored in the cloud, thereby providing a backup.

Cyngor Cymuned **Llangyfelach** Community Council

The Clerk's laptop uses Microsoft Office 2010 as its software. A notification has appeared on the laptop that Office 2010 will no longer be supported by Microsoft later in 2020. Microsoft 365, provides access to the latest version of Office in its price.

The current email package used on the Clerk's laptop is Windows Live Mail. This software has not been supported by Microsoft for a number of years. The Clerk has had to delete a large number of emails as they had been corrupted. Microsoft 365, provides access to the latest version of Outlook (email) in its price.

Recommended that the Clerk procure Microsoft 365 for an annual cost of £100-£130. The actual price is dependent on the package selected.

G) Workplan 2020/2021

It would be prudent to put a Community Council Workplan 2020/2021 and beyond in place. This will assist with agenda planning and allowing the Community Council a formal way to plan.

Recommended that the Clerk put together a Work Plan 2020/2021 and submit it to Council within 3 months.

Huw Evans
Clerk to Llangyfelach Community Council
30 June 2020