



## **Minutes of the Council Meeting**

**Held at Llangyfelach Primary School, Llangyfelach**

**On Thursday, 9 July 2020 at 5.00pm.**

**Present:** Councillor P Gibson (Chair) presided

**Councillors:** P Baker, M Boyter, P R Crayford, M A Glover, D G Sullivan & M S Tribe

**Clerk to the Council:** Huw Evans

### **222 Apologies for Absence**

No apologies for absence were received.

### **223 Disclosures of Personal & Prejudicial Interests**

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, no interests were declared.

### **224 Minutes**

**Resolved** that the Minutes of the Council Meeting(s) held on the following date(s) be approved and signed as a correct record:

- i) 12 March 2020.
- ii) 4 May 2020.

### **225 Announcements of the Chair of Council**

#### **1) Huw Evans, Clerk to Llangyfelach Community Council**

The Chair of Council congratulated Huw Evans on his appointment as Clerk to Llangyfelach Community Council and welcomed him to his first meeting. Huw Evans commenced his employment as Clerk to the Council on 1 June 2020.

#### **2) Annual Meeting of Council**

The Chair of Council stated that he hoped that the Annual Meeting of Llangyfelach Community Council would be held in September 2020.

## **226 Public Question Time**

No questions were asked.

## **227 Internal Auditors Report for Year Ended 31 March 2020**

The Internal Auditor submitted his Internal Auditors Report for Year Ended 31 March 2020. The Internal Audit Report covered a number of areas; however the following require comment:

### **i) Petty Cash**

No formal petty cash arrangements exist. The former Clerk would ensure that everything had a receipt and that the due amount was paid by cheque.

The Council considered this and believe that the risk of implementing a petty cash system outweighs any risks associated with the current system; however it has asked the Clerk to ensure that any expense claims are submitted in a timely manner, preferably within a 3 month period.

### **ii) Internal Auditors Recommendations**

The Internal Auditor made two recommendations:

- a) The first related to the development of an Annual Spending Plan in line with the precept to ensure reserves do not become disproportionate to need.

Councillors were asked to consider items that could be included in the Spending Plan.

- b) The second related to the introduction of a robust budget making and monitoring process for 2020-2021.

**Resolved** that:

- 1) The Internal Auditor be thanked for his Internal Audit Report.
- 2) An Annual Spending Plan be included for the 2021-2022 budget.
- 3) The Clerk be authorised to purchase a dedicated software package to meet the recommendation of the Internal Auditor.

## **228 Annual Governance Statement 2019-2020 – Year Ended 31 March 2020**

The Clerk submitted the Annual Governance Statement 2019-2020 – Year Ended 31 March 2020. He outlined the content of the response together with the evidence to be submitted to the External Auditor.

**Resolved** that the Annual Governance Statement 2019-2020 – Year Ended 31 March 2020 be approved, signed and submitted to the External Auditor together with any evidence required to support the submission.

**229 Internal Auditor for Financial Year Ending 31 March 2021**

The Clerk submitted an information report which detailed the fact that Ronald Dolbear had been appointed for a 3-year term, with his term ending following his submission of his Internal Audit Report for the Financial Year Ended 31 March 2021.

**230 Reports of the Clerk**

The Clerk reported on the following:

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

**Resolved** that the payments as outlined in the report, made during the Covid-19 pandemic lockdown & transition period of Clerk to the Community Council be noted and retrospectively approved together with the following payments:

	£
Pentagon (Website)	280.08
Refund to Clerk (DJ) for Stationery	98.50
HMRC (DJ) (April 2020)	188.44
HMRC (DJ) (May 2020)	188.44

**b) Current Payments**

**Resolved** that the payments as outlined in the report be approved.

**c) Hire of Llangyfelach Parish Hall (2020-2021)**

The Chair stated that the annual payment to the Church for the hire of the Llangyfelach Parish Hall, also contained an element towards the electricity required to enable the defibrillator to work.

**Resolved** that a payment of £500 be made to Llangyfelach Church for the hire of the Parish Hall 2020-2021 and for the electricity.

**d) Payslip – Clerks Salary, Pension, HMRC etc.**

The Clerk stated that in order to ensure good governance, it would be prudent for an independent third party to prepare the Clerks monthly payslip. That third party shall calculate the monthly salary and all other relevant payments / deductions (HMRC, Pension etc.)

**Resolved** that H B Enoch & Owen (Chartered Accountants) be appointed.

**e) Local Government Pension Scheme (LGPS)**

**Resolved** that the Council apply to become a scheduled body within the Local Government Pension Scheme administered by Swansea Council, so that the Clerk can join the scheme.

**f) Clerk's Salary (Overtime) (June 2020)**

The Clerk has worked well in excess of his contractual hours during June 2020 due to having to prepare and submit the Annual Accounts and working through the laptop and emails. He has worked in excess of double that time.

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

**g) Council's Annual Accounts 2019-2020**

**Noted** that the Accounts have been signed off.

**h) Budget 2020-2021**

**Noted** that the Budget for 2020-2021 was approved by Council on 16 January 2020.

**i) Correspondence**

The actions / comments made as in relation to the correspondence reported:

<b>Correspondence</b>	<b>Actions / Comments</b>
Wales & West Utilities Safe and Warm Fund	Noted.
Weekly List of Planning Applications. 15-19 June 2020.	Noted.
Skatkraft. Pre-application Consultation – Upcoming Planning Application for an Energy Management Facility on land at East of the Swansea North National Grid Substation. <a href="http://www.statkraft.co.uk/swansea">www.statkraft.co.uk/swansea</a>	Noted.

**j) General Matters (Verbal)**

**i) Defibrillator**

**Resolved** that the Clerk:

- 1) Enquire about a maintenance contract for the defibrillator.
- 2) Enquire about registering the defibrillator.
- 3) Enquire with the Council's insurers about any liability implications of having the defibrillator.

**ii) Christmas Event - December 2020**

The Chair stated that the annual Llangyfelach Community Council Christmas Event was held on the first Friday of December. This would be Friday, 4 December 2020. He stated that careful consideration would need to be given as to what (if any) event could occur in December 2020.

**Resolved** that the matter be reviewed in September 2020.

**iii) Y Llwyni**

**Resolved** that the Clerk contact Swansea Council in order to get an update on the works to allow an asset transfer of the land at Y Llwyni to Llangyfelach Community Council.

**k) Bank Matters**

The Clerk stated that the bank accounts had been updated, to include the details of the new Clerk. He stated that the account could not be changed to include online banking due to the rules of Nat West Bank.

**Resolved** that:

- 1) The update be noted.
- 2) The Clerk be authorised to open a new Bank Account that allows online banking whilst retaining the two-signature approach for cheques.

**l) Business Finance Software**

**Resolved** that the Clerk be authorised to enter a 5-year contract with Edge IT for their AdvantEdge Business Finance software.

**m) Hardware Support**

**Resolved** that the Hardware Support Package used by the Council to support the Clerks laptop and printer be not renewed.

**n) Microsoft 365**

The Clerk stated that the laptop used Office 2010 which would cease to be supported by Microsoft later in 2020. He also highlighted the fact that the Council's documentation was on the laptop with no formal back up.

The Clerk explained that a Microsoft 365 Account would provide the latest software together with a cloud back-up solution.

**Resolved** that the Clerk be authorised to subscribe to a Microsoft 365 Account.

**o) Workplan 2020-2021**

**Resolved** that the Clerk create a draft Workplan 2020-2021 and submit it for consideration within 3 months.

**231 Swansea Council Issues**

The Clerk stated that he had no issues to report in relation to:

- General Matters.
- Planning Applications & Planning Matters.
- Highways, Footpaths, Cycleways & Bridleways.

**232 Next Council Meeting**

An Annual Meeting of Council shall be held in September 2020.

The meeting ended at 6.30pm

**Chair**