



Item No's. 6 to 14

Council – 8 October 2020

Reports of the Clerk

6. Accounts for Payment

The table outlines those payments made since the last meeting of Council.

Recommended that the following payments be noted and retrospectively approved:

Payments	£
Ink Factory	44.99
HMRC - Quarter 2 (July-September) - 2020-2021 - Clerk	310.60
Clerk Salary (September 2020) & Back Pay	450.32
CCS Pension Fund (Clerk) (September 2020)	143.56

7. Financial Reporting (For Information)

a) Council Bank Accounts (For Information)

The Clerk submitted a formal complaint to the Bank. The Bank's Complaints Team found in favour of the Council and are working to resolve their errors. The Clerk will update further at the Meeting.

The Clerk has not been able to switch Banks for e-Banking because Banks are not currently opening new Business Accounts due to Covid-19.

8. Correspondence (emailed to all Councillors)

One Voice Wales. Remote Training Sessions for October 2020.

One Voice Wales. Remembrance 2020 Guidance.

9. General Matters (Verbal) (If Required)

10. ICT Matters (For Information)

a) Council’s e-Mail Address

The Council’s e-Mail address has been amended to llangyfelachcc@outlook.com

11. Workplan 2020-2021 & Beyond (For Information)

The Workplan is a living document that the Clerk will continue to develop over the coming months.

Council Date	Workplan Items
November 2020	i) Accounts for Payment. ii) Financial Report. iii) Correspondence. iv) General Matters. v) ICT Matters. vi) Workplan. vii) Christmas Newsletter. viii) Christmas Festivities. ix) City and County of Swansea Issues.
December 2020	As above.
January 2021	As Items i)–vi) and ix) above.
February 2021	As Items i)–vi) and ix) above.
March 2021	As Items i)–vi) and ix) above.
April 2021	As Items i)–vi) and ix) above.
May 2021 Annual Meeting	i) Constitutional Matters. ii) As Items i)–vi) and ix) above.
To be confirmed	i) To Agree the External Auditors Report and to approve the Annual Governance Statement. ii) Budget Monitoring 2019-2020. iii) Report from the PCSO. iv) Reports of Delegate’s on Outside Bodies.

12. Installation of a Playground at Y Llwyni, Llangyfelach

The Clerk reminded Councillors that the Council had purchased playground equipment to be installed at Y Llwyni; however, installation had been delayed due to the Covid-19 pandemic.

Swansea Council had confirmed that they were hoping to commence installation in mid-October 2020. As part of that installation, Council would be required to fund “Safety Surface grass mats”. The cost to the Council would be £3,570. This cost includes supply and install.

Recommended that a payment of £3,570 be made to Swansea Council for the supply and installation of the Safety Mats.

13. Christmas Newsletter 2020

Letters had been sent out, inviting quotations to produce the Community Council's Community Newsletter 2020. Those returned quotations will require scrutiny by the Council.

Recommended that the Chair of Council and Councillor P Baker be delegated authority to scrutinise any returning quotations and to award the contract on behalf of the Council.

14. Christmas Festivities 2020

Letters had been sent out, inviting quotations to provide a Christmas Tree and Illuminations and to install them on the green outside of the Plough and Harrow during the Christmas Period. The Tree to be illuminated from the first Friday in December.

Recommended that the Chair of Council, Chair of Finance Committee and an additional Councillor (to be agreed by Council) be delegated authority to scrutinise any returning quotations and to award the contract on behalf of the Council

Huw Evans
Clerk to Llangyfelach Community Council