



Minutes of the Meeting of Council

Held Remotely Via Microsoft Teams

On Thursday, 8 October 2020 at 6.00pm.

Present: Councillor P Gibson (Chair of Council) Presided

Councillors: P Baker, P R Crayford, P Gibson, D G Sullivan & M S Tribe

Clerk to the Council: Huw Evans

22 Apologies for Absence

Apologies for absence were received from Councillors M Boyter and M A Glover.

23 Disclosures of Personal & Prejudicial Interests

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

24 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) 9 September 2020.

25 Announcements of the Chair of Council

The Chair of Council made no announcements.

26 Public Question Time

The Clerk to the Council stated that public questions had to relate to items on the Agenda and must be submitted no later than noon on the previous working day prior to the Meeting.

He stated that no questions had been submitted.

27 Accounts for Payment

Resolved that the following payments be noted and retrospectively approved:

| | £ |
|---|--------|
| 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 |
| HB Enoch & Owen Ltd (Payroll Services) | 39.60 |
| Councillor Peter Gibson – Councillors Allowance | 150.00 |

28 Financial Reporting

a) Council Bank Accounts

The Clerk stated that he had made a formal complaint to the Bank in relation to their errors with the Council's Bank Accounts. Following investigation, the Bank found in favour of the Council and all issues had been rectified.

The Bank Accounts now allowed e-Banking and payments would soon be able to be made electronically, as such the Clerk proposed a system whereby, he could make payments electronically providing a sign off trail had been adhered to.

The Clerk also referred to the "AdvantEdge", Edge IT Finance Software Package, stating that he had received some training and that he would provide Bank Account Reconciliation reports to the Chair of Council and Chair of Finance on a monthly basis.

Resolved that the Clerk be authorised to make electronic payments providing permission has been given in writing (e-mail) from two of the three following Councillors: Chair of Council, Chair of Finance Committee, Councillor D G Sullivan.

29 Correspondence

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

| Correspondence | Actions / Comments |
|---|--|
| One Voice Wales. Remote Training Sessions for October 2020. | Resolved that the Clerk undertake any courses that he deems appropriate. |
| One Voice Wales. Remembrance 2020 Guidance. | Resolved that the Clerk purchase a wreath on behalf of the Council from the Royal British Legion. |

| | |
|---|---|
| <p>Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2020-2021.</p> <p>The Clerk outlined that the only change affecting Community / Town Councils was in relation to Costs of Care Payments.</p> | <p>Resolved that the Clerk respond to the IRPW consultation stating that the Council supports the proposals.</p> |
|---|---|

30 General Matters

No general matters were raised.

31 ICT Matters

a) Council's e-Mail Address

The Clerk stated that the Council's e-mail address had been amended to llangyfelachcc@outlook.com

32 Workplan 2020-2021 & Beyond

The Clerk presented a Workplan to the Council and stated that it was a living document which would constantly be developed. The Workplan would allow the Council to plan its work.

| Council Date | Workplan Items |
|-----------------------------------|---|
| November 2020 | <ul style="list-style-type: none"> i) Accounts for Payment. ii) Financial Report. iii) Correspondence. iv) General Matters. v) ICT Matters. vi) Workplan. vii) City and County of Swansea Issues. viii) Christmas Newsletter. ix) Christmas Festivities. |
| December 2020 | As above. |
| January 2021 | <ul style="list-style-type: none"> ➤ As Items i)–vii) above. ➤ Budget. |
| February 2021 | As Items i)–vii) above. |
| March 2021 | As Items i)–vii) above. |
| April 2021 | As Items i)–vii) above. |
| May 2021 Annual Meeting | <ul style="list-style-type: none"> ➤ As Items i)–vii) above. ➤ Constitutional Matters. |
| To be confirmed | <ul style="list-style-type: none"> ➤ To Agree the External Auditors Report and to approve the Annual Governance Statement. ➤ Budget Monitoring 2019-2020. ➤ Report from the PCSO. ➤ Reports of Delegate's on Outside Bodies. |

Resolved that:

- 1) The Workplan be noted.
- 2) The Clerk liaise with Matt Collins, PCSO (Police Community Support Officer) to establish a regular slot for the PCSO to address the Council.

33 Installation of a Playground at Llysgwyn / Bryn Glas, Llangyfelach

The Clerk reminded Councillors that the Council had purchased playground equipment to be installed at Llysgwyn / Bryn Glas; 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 supply and install would be £3,570.

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

34 Christmas Newsletter 2020

The Clerk stated that e-mails had been sent, inviting quotations to produce the Community Council's Community Newsletter 2020. Those returned quotations would require scrutiny by the Council.

Resolved that:

- 1) A Tenders Committee be established comprising the Chair of Council, Chair of Finance Committee and Councillor P Baker.
- 2) The Tenders Committee be delegated authority to scrutinise any quotations received and to award the contract on behalf of the Council.

35 Christmas Festivities 2020

The Clerk stated that e-mails had been sent, 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.

The Chair stated that due to the Covid-19 pandemic, the Council would not be able to have a formal turning on of the Christmas Lights event.

Resolved that the Tenders Committee be delegated authority to scrutinise any quotations received and to award the contract on behalf of the Council.

35 Grants, Donations & Payments

The Clerk submitted an information report outlining the Community Council powers to make grants, donations, and payments. The report referred to:

- Section 137(4) (A) of the Local Government Act 1972.
- Powers of Well-being (Local Government Act 2000).
- Making Grants or Donations to the Church NALC Guidance on Financial Assistance to the Church).
- Grants or Donations to Organisations that provide Recreational Facilities in or outside the Council's Area - Local Government (Miscellaneous Provisions) Act 1976, Section 19.

36 Llangyfelach AFC – Request for a Grant

The Clerk referred to the Council Meeting of 9 September 2020 wherein, the request for a grant from Llangyfelach AFC was first raised. This led to the Clerk being instructed to produce a Grants, Donations & Payments report outlining the relevant rules and legislation to be followed.

Resolved that

- 1) The Clerk contact Llangyfelach AFC to request the following:
 - i) An outline of the agreement with Felindre Hall Committee in relation to the length of lease that they have agreed to use the facility for.
 - ii) A copy of Llangyfelach AFC's latest audited accounts or a statement of accounts so that the Club's financial position can be assessed.
- 2) The request for grant to be discussed further when the information requested has been received.

37 Swansea Council Issues

a) General Matters

Councillor D G Sullivan asked that he use this standing item as an opportunity for him to update the Community Council on issues relating to Swansea Council in line with his work as the Councillor for Llangyfelach.

Resolved that tis request be agreed.

b) Planning Applications & Planning Matters

There were no issues.

c) Swansea Council - Highways, Footpaths, Cycleways & Bridleways

Resolved that the Clerk seek an update from Swansea Council on the following matters:

- i) Parking on Pavements.
- ii) Vehicles Speeding on Swansea Road / Need for Safe Crossing.
- iii) Hatched Area or Bollards Required around the Defibrillator.

38 Next Council Meeting

6.00pm on Thursday, 12 November 2020.

The meeting ended at 7.07pm

Chair