



## Item No's. 8 to 22

Council - 14 January 2021

### Reports of the Clerk

#### 8. Record of Payments (For Information)

The table outlines those payments made since the last meeting of Council. The payments were made in line with the Council resolution of 8 October 2020 (Minute 28 "Financial Reporting - a) Council Bank Accounts" refers).

| Payments   | £        |
|--|----------|
| Clerk Salary (December 2020)   | 406.89   |
| CCS Pension Fund (Clerk) (December 2020)   | 159.27   |
| PAYE Income Tax & NI Contributions (Oct-Dec 2020)  | 305.00   |
| HB Enoch & Owen Payroll Services (QTR ending 5 Jan 2021)                                 | 39.60    |
| EDGE IT Systems. Finance Software Band Upgrade. Band 0 to Band 1. Allows up to £50k p.a. | 74.40    |
| Phillips Services (Wales) Ltd. Christmas Tree & Illuminations                            | 2,399.99 |

#### 9. Financial Reporting (For Information)

##### a) Bank Accounts - Reconciliation

The Bank Accounts Monthly Reconciliation has been e-mailed to all Councillors.

#### 10. Correspondence (emailed to all Councillors)

|  |
|--|
| One Voice Wales. Remote Training Sessions for January 2021.  |
| Sight Loss Cymru. Sight Loss Awareness Training.   |
| University of Southampton. Covid-19 preventative behaviour and symptoms study.   |
| One Voice Wales. Volunteering Recovery Grant.  |
| Institute of Welsh Affairs. Understanding Welsh Places Project Launch.   |
| One Voice Wales and Save a Life Cymru. Importance of Learning CPR (Cardio Pulmonary Resuscitation) and using a defibrillator.  |
| Tonia Antoniazzi MP. Member of Parliament for Gower. Openreach Community Fibre Partnership.  |
| NHS, Social Care & Frontline Workers Day - 5 July 2021.  |
| Local councils, communities and others throughout Wales are being encouraged to play a leading role in NHS, Social Care & Frontline Workers Day on 5 <sup>th</sup> July 2021, a unique day of celebration and commemoration of those that work twenty-four hours a day, seven days a week without any thought of their own safety. |

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They are asked to do this by agreeing to raise a unique flag at 10am; participate in the Two-Minute Silence at 11am, the Nation's Toast at 1pm, Afternoon Tea at 4pm, the ringing of church bells 73 times with each ring representing a year in the 73 years of the NHS at 8pm, from within their local communities, as a 'tribute' to the Heroes of the NHS, Social Care and those that work so tirelessly on the frontline.

Audit Wales. Your town, your Future! Review on the future of Welsh towns.

**11. General Matters (Verbal) (If Required)**

**12. ICT Matters (If Required)**

**13. Workplan (For Information)**

The Workplan is a living document that will continue to develop.

| <b>Council Date</b>               | <b>Workplan Items</b>  |
|-----------------------------------|--|
| All Dates                         | Standard Items. Discussed each month:<br>a) PCSO Report.<br>b) Record of Payments.<br>c) Financial Report.<br>d) Correspondence.<br>e) Reports of Delegate's on Outside Bodies.<br>f) General Matters.<br>g) ICT Matters.<br>h) Workplan.<br>i) Llangyfelach Ward Councillor Update.<br>j) Planning Applications & Planning Matters - Swansea Council.<br>k) Highways, Footpaths, Cycleways & Bridleways - Swansea Council.<br><br><b>Additional Items. Discussed as required:</b> |
| January 2021                      | ➤ Budget for Next Financial Year.<br>➤ Set Precept.<br>➤ Set Amounts for Grants & Donations.   |
| February 2021                     | ➤ Review Standing Orders, Financial Regulations, Asset Registers.<br>➤ Clerk's Appraisal.  |
| March 2021                        | -  |
| April 2021                        | -  |
| May 2021<br><b>Annual Meeting</b> | ➤ Constitutional Matters.<br>➤ All Committees. Elect Chair & Vice-Chair.   |
| June 2021                         | ➤ Annual Governance Statement.<br>➤ Internal Auditors Report.  |
| July 2021                         | -  |
| August 2021.                      | No Meetings.   |

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|                 |   |
|-----------------|---|
| September 2021  | Finance Committee. 6 Month Budget Monitoring.                             |
| October 2021    | ➤ Christmas Newsletter.<br>➤ Christmas Tree, Illuminations & Festivities. |
| November 2021   | ➤ Christmas Newsletter.<br>➤ Christmas Tree, Illuminations & Festivities. |
|                 | ➤ Finance Committee. Draft Budget for Next Year.                          |
| To be confirmed | Agree the External Auditors Report.                                       |

**14. Llangyfelach Ward Councillor Update (Verbal)**

Councillor Gareth Sullivan, Llangyfelach Ward Councillor on Swansea Council will provide a verbal update relating to his Ward work.

**15. Planning Applications & Planning Matters - Swansea Council (Verbal)**

A verbal report shall be provided if required.

**16. Highways, Footpaths, Cycleways & Bridleways - Swansea Council**

**a) Hatched Area or Bollards Required around the Defibrillator, Llangyfelach Church Hall**

The Clerk contacted Swansea Council as instructed. Swansea Council shall contact Councillors P Crayford & P Gibson directly regarding the site meeting.

**17. Playground at Llysgwyn / Bryn Glas, Llangyfelach**

The Clerk contacted Swansea Council as instructed. Swansea Council have acknowledged the request for a quote to provide a footpath to be installed from the gate entrance of the Playground to the play equipment. They shall provide a quote in due course.

**18. Playground at Fairview Road - Community Budget Capital - Play**

Councillor Gareth Sullivan met with Councillor R Francis-Davies, Councillor Andrew H Stevens, and Jayne Hunt of Swansea Council on 4 January 2021. The meeting was in relation to the Playground at Fairview Road and the financing of various leisure projects on site.

A further meeting has been set for 15 January 2021 between Ceri Davies of Swansea Council's Leisure Section and representatives of Llangyfelach Community Council.

To take advantage of Swansea Council's Community Budget Capital - Play, the Council needs to discuss the Playground at Fairview Road, have detailed plans and a coted planned scheme submitted before the end of the current financial year.

**Recommendation.** The view of Council is sought.

**19. Defibrillator on Heol Pentre Felen**

The Clerk instructed Heartbeat Trust UK to place a Defibrillator on the junction of Heol Pentre Felen & Bryn Hedydd. The Defibrillator will be situated as close to the wall to utilise the illumination from the streetlight. Heartbeat Wales UK shall liaise directly with Councillors Phil Crayford and Mike Glover on exact location. Heartbeat Wales UK shall also obtain all relevant permissions etc. from Swansea Council and will invoice the Council for the work in sue course.

**Recommended** that the update be noted.

**20. Llangyfelach Primary School – Parents, Teachers & Friends Association (PTFA) - Request for a Grant**

The Clerk reminded Council, that Llangyfelach Primary School PTFA had asked the Council for a donation towards their School Mural, which they estimated would cost £1,700 approximately. As instructed, the Clerk contacted the PTFA and asked for the following information:

- i) An outline of their relationship with Llangyfelach Primary School. An email from the Head Teacher confirming that the PTFA is working.
- ii) A copy of the PTFA's latest audited accounts or a statement of accounts so that the Council can assess the PTFA's financial position.

The Clerk also informed the PTFA that should Council resolve to provide them with a donation, then they would have to provide a certified written statement within 12 months of the grant detailing how the money was spent.

Should the Council award a grant, it would be doing so under the "Power of Well-being (Local Government Act 2000). Its objective being "The promotion or improvement of the social well-being of their area".

Such a grant is financially limited and must form part of the same financial limit as Section 137 of the Local Government Act 1972. That limit being £15,982.72 for the whole of the 2020-2021 financial year. This figure is calculated as £8.32 per elector and there being 1,921 electors in the Llangyfelach Community Council area on 1 April 2020.

**Recommendation.** The view of Council is sought.

**21. Community Council Vacancies**

Llangyfelach Community Council comprises of 9 Councillors; however, there are 2 Community Council Vacancies. A Notice of Co-option was placed on the Council's Website and on its Notice Board to seek expressions of interest. The Closing Date was 31 December 2020.

Two expressions of interest have been received. These are set out below:

**Melanie Williams**

*I have lived in Llys Penpant, Llangyfelach for 15 years but was brought up near here, in Tirdeunaw and was married in Llangyfelach church many moons ago. I have recently retired from teaching in Portmead Primary school where I was fortunate to teach for 23 years. Whilst there, I served a short period of time on the Governing Body as a Teacher governor.*

*I have many interests which include walking, swimming, reading, photography and looking after my grandson who attends Llangyfelach primary school.*

*Now that I have the freedom from work commitments, I feel I would like to become more involved in the life of the community in which I live. I would offer my commitment to attend meetings and my experience from my time spent in education and any other support that might be asked of me.*

*I would gladly embrace any training and would strive to support the council in all its endeavours.*

**Major Tom Fenn RAMC**

*Clos Sant Teilo, Llangyfelach*

**The contribution you believe you could make to the Council.**

*I have lived in Llangyfelach for 7 years with my wife, Rebecca who is a local GP, and two children. I would like the opportunity to join the Llangyfelach Community Council to help represent and improve the local community.*

*If appointed to the council I would like to offer my help and experience to the current members in two key domains:*

**Health and well-being.** *As a doctor I would be keen to help promote measures benefiting the health and well-being of our local community. Building upon the excellent work of the council members in securing defibrillators I would look to expand training programs, local first aid courses and explore a community first responder scheme. The COVID-19 pandemic has demonstrated the importance of maintaining physical and mental health and risks of social isolation- there may be opportunities to utilise the medical and care backgrounds of local residents in a volunteer community scheme.*

**Community engagement.** *I would like to better understand how the council communicates decisions with the residents of Llangyfelach and how matters that resonate with the community are brought to the members attention for discussion. There may be scope to improve information flow through alternate social media platforms or more frequent newsletters.*

**The personal qualities that you would bring to the role.**

*As a GP and serving regular Army officer I value honesty, hard work and commitment. I am the clinical lead for a busy military training establishment in Brecon and have experience leading and working within diverse teams. I have experience in policy making, community engagement and understand the importance of clear, concise communication. I believe as a society we*

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*have the obligation to look after our most vulnerable and those without a voice; an active community council is one way to achieve this locally.*

*I have previously worked in Brynhyfryd and The Grove GP surgeries as well as Morriston Hospital so feel I have some understanding of the stressors and issues impacting local people and their families.*

*I am a keen sportsman; playing cricket for Morriston and have recently joined Morriston Golf Club.*

**Your availability for attending meetings. Council meets on the 2nd Thursday of the Month at 6.00pm.**

*I will be able to attend all meetings.*

**Recommendation.** Council are asked to consider the Expressions of Interest and to Co-opt as they see fit.

## **22. Training (For Information)**

The table outlines the training courses recently attended or scheduled to be attended by Councillors or the Clerk.

| <b>Course</b>                      | <b>Date</b>     | <b>Attendee</b>    |
|------------------------------------|-----------------|--------------------|
| Local Government Finance. Module 6 | 5 January 2021  | Councillor M Tribe |
| Code of Conduct. Module 9          | 12 January 2021 | Councillor M Tribe |
| Understanding the Law. Module 4    | 25 January 2021 | Councillor M Tribe |

**Huw Evans**  
**Clerk to Llangyfelach Community Council**