



## Item No's. 7 to 23

Council - 11 February 2021

### Reports of the Clerk.

#### 7. Community Council Vacancies

Llangyfelach Community Council comprises of 9 Councillors; however, there is a Community Council Vacancy. 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 being 7 February 2021.

The Council Summons was published prior to the closing date. Any expressions of interest received by the Clerk shall be circulated once the closing date has passed.

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

#### 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 (January 2021)	406.69
CCS Pension Fund (Clerk) (January 2021)	159.27
One Voice Wales - Training (November 2020) - Invoice 5416	90.00
Llangyfelach Parents, Teachers & Friends Association (PTFA) - Donation towards School Mural	1,500.00

#### 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)

Urdd Gobaith Cymru. Seeking a contribution towards future Eisteddfodau.
Keep Wales Safe Campaign (Welsh Government). Campaign Material. <a href="https://www.dropbox.com/sh/gpjr81tbgz0vw3/AABUdyACLGlnzFpSTMy19Pala?dl=0">https://www.dropbox.com/sh/gpjr81tbgz0vw3/AABUdyACLGlnzFpSTMy19Pala?dl=0</a>
HM Land Registry. Survey of Community & Town Councils in Wales.

Cyngor Cymuned **Llangyfelach** Community Council

One Voice Wales. Connecting with your local community. Communications Guide for Welsh Community & Town Councillors and their Clerks.
Census 2021 & Your Community.

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

**12. 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: a) PCSO Report. b) Record of Payments. c) Financial Report. d) Correspondence. e) Reports of Delegate's on Outside Bodies. f) General Matters. g) ICT Matters. h) Workplan. i) Llangyfelach Ward Councillor Update. j) Planning Applications & Planning Matters - Swansea Council. k) Highways, Footpaths, Cycleways & Bridleways - Swansea Council.  <b>Additional Items. Discussed as required:</b>
January 2021	➤ Budget for Next Financial Year. ➤ Set Precept. ➤ Set Amounts for Grants & Donations Policy.
February 2021	➤ Review Standing Orders & Financial Regulations. ➤ Clerk's Appraisal.
March 2021	➤ Review Asset Register.
April 2021	-
May 2021 <b>Annual Meeting</b>	➤ Constitutional Matters. ➤ All Committees. Elect Chair & Vice-Chair.
June 2021	➤ Annual Governance Statement. ➤ Internal Auditors Report.
July 2021	-
August 2021.	No Meetings.
September 2021	Finance Committee. 6 Month Budget Monitoring.
October 2021	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.
November 2021	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.
December 2021	➤ Finance Committee. Draft Budget for Next Year.
To be confirmed	Agree the External Auditors Report.

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

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

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

A verbal report shall be provided if required.

**15. 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. The Clerk has sent a chaser email.

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

The Chair met with an Officer of Swansea Council and has stated that the matter can be closed as a footpath is now in place.

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

The Councillors who met Ceri Davies (Swansea Council) on 15 January 2021 shall provide feedback.

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

**18. Defibrillator on Heol Pentre Felen**

Councillors Phil Crayford and Mike Glover met with Henry Gilbert of Heartbeat Trust UK to agree the exact location of the Defibrillator near the junction of Heol Pentre Felen and Bryn Hedydd.

It was proposed that Defibrillator be fixed to the wall owned by Mr & Mrs Ellis of 10, Clos Waun Wen Llangyfelach SA6 6EF. The Councillors spoke with the Ellis's who are fully supportive of the proposal.

Heartbeat Trust UK will also be placing signage in the vicinity to indicate that the Defibrillator is located at this location. Heartbeat Trust UK shall obtain all required permissions from Swansea Council.

**Recommended that:**

- 1) The Defibrillator be placed on the wall owned by Mr & Mrs Ellis of 10, Clos Waun Wen Llangyfelach SA6 6EF.
- 2) A letter of thanks be sent to Mr & Mrs Ellis thanking them for their co-operation and agreement.

## 19. Training (For Information)

The Clerk has circulated the monthly One Voice Wales Remote Training Schedule. Councillors and the Clerk should regularly review their training requirements and were urged to consider training as required. Should a Councillor wish to attend training they should liaise with the Clerk.

## 20. Review of Asset Register

It is good practice to review the asset register on an annual basis. The table sets out the Council's assets on 31 January 2021.

No.	Asset	Value New £	Year Bought	Current Value £
1	Notice Board	2,750.00	2006	96.00
2	Traffic Cones x 15	120.00	2017	49.15
3	HP LaserJet 1606dn Printer	200.00	2017	64.00
4	Father Christmas Grotto	800.00	2018	384.00
5	Dell Vostro 15 Laptop	560.00	2018	268.80
6	Epson Workforce WF-2750 Colour Printer	175.00	2018	89.60
7	Commemorative Bench	915.50	2020	732.40
8	Defibrillator	1,520.00	2020	1,216.00
9	Play Equipment - Y Llwyni	17,539.70	2020	14,031.76
	<b>Totals</b>	<b>24,580.20</b>	<b>-</b>	<b>16,931.71</b>

### Note:

- 1) Depreciation Based at Less 20% Per Annum.
- 2) Values shown do not include VAT.

### Printer – HP LaserJet P1606dn.

The Council's owns two Printers. The HP LaserJet P1606dn was purchased circa 2017. The Clerk has tried unsuccessfully to get this printer to work consistently despite updating software and drivers. It is suggested that the asset be written off and that the Clerk make do with the remaining Epson Printer.

**Recommended** that the Clerk be authorised to dispose of the HP LaserJet P1606dn Printer and that it be removed from the Council's Asset Register.

## 21. NHS, Social Care & Frontline Workers Day - 5 July 2021

Council of 14 January 2021 resolved that:

- i) Councillor Mark Tribe approach Llangyfelach Scouts to establish if they had a flagpole that could be used on 5 July 2021.
- ii) The Clerk obtain prices for a commemorative bench on the Village Green and a normal bench at Y Llwyni.

Councillor Tribe shall provide an update at the Meeting.

The Clerk obtained a price for a Commemorative Bench from the Company that supplied the previous bench. The Company have stated that should the Council require, the words "Thank You", can be replaced with "Diolch" on request. Visuals of the Commemorative Benches are shown below. The prices being:

- NHS & Keyworkers Rainbow design is £1,085 +VAT + Delivery.
  - Thank You design is £1,296 +VAT + Delivery.
  - Standards Bench is approximately £800 +VAT + Delivery.
- There would also be additional costs to install the benches.

**NHS & Keyworkers Rainbow Design**Decorative D



**Thank You Design.**



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

**22. Model Financial Regulations (Wales) 2019**

The Clerk outlined the Model Financial Regulations (Wales) 2019 as drafted by the National Association of Local Councils (NALC) and One Voice Wales (OVW).

**Recommended that:**

- 1) The Model Financial Regulations (Wales) 2019 be adopted.
- 2) The Clerk be delegated authority to amend the Financial Regulations in consultation with the Chair of Finance Committee and Chair of Council to reflect any specific Llangyfelach Community Council Regulations including Paragraphs 4.1 “Budgetary Control & Authority to Spend”, 6.22 “Petty Cash System” & 11.1 f “Standing Orders relating to Tenders” of the Financial Regulations. These have been highlighted in **yellow** for ease.
- 3) The Model Financial Regulations (as amended) be placed on the Council’s Web site.

**23. Model Standing Orders (Wales) 2018**

The Clerk outlined the Model Standing Orders (Wales) 2018 as drafted by the National Association of Local Councils (NALC).

**Recommended that:**

- 1) The Model Standing Orders (Wales) 2018 be adopted.
- 2) The Clerk be delegated authority to amend the Standing Orders in consultation with the Chair of Council to reflect any specific Llangyfelach Community Council Standing Orders.
- 3) The Model Standing Orders (as amended) be placed on the Council’s Web site.

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