



Minutes of Council

Held Remotely via Microsoft Teams

On Thursday, 11 February 2021 at 6.00pm.

Present: Councillor Peter Gibson (Chair of Council) Presided

Councillors: Paul Baker, Margaret Boyter, Phil Crayford, Tom Fenn, Mike Glover, Gareth Sullivan & Mark Tribe

Clerk to the Council: Huw Evans

114 Apologies for Absence

No apologies for absence were received.

115 Disclosures of Personal & Prejudicial Interests

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

116 Minutes of Council

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

- i) 14 January 2021.

117 Announcements of the Chair of Council

The Chair welcomed Community Councillor Tom Fenn to his first Council Meeting following his co-option at Council on 14 January 2021.

118 Public Question Time

The Clerk 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.

119 PCSO (Police Community Support Officers) Report

No report received.

120 Community Council Vacancies

The Clerk stated that the Notice of Co-option for the Community Councillor vacancy had been placed on the Council's website and on the notice board. One expressions of interest had been received by the Closing Date of 7 February 2021. The Clerk stated that Council was to consider co-opting Sharon Phillips as a Llangyfelach Community Councillor.

Resolved that:

- 1) Sharon Phillips be co-opted as a Councillor of Llangyfelach Community Council subject to her signing the Acceptance of Office form.

121 Accounts for Payment

The Clerk outlined 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
Pentagon Design. Website Maintenance and Support & Wordfence Subscription – Invoice 11989	1,440.00

Resolved that the payments be noted.

122 Financial Reporting**i) Bank Accounts - Reconciliation**

The Clerk stated that the Bank Accounts - Reconciliation information had been shared with all Councillors.

123 Correspondence

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

Correspondence	Actions
Urdd Gobaith Cymru. Seeking a contribution towards future Eisteddfodau.	Noted.
Keep Wales Safe Campaign (Welsh Government). Campaign Material. https://dropbox.com/sh/qpjr81tbgzm0vw3/AABUdyACLGlzFpSTMy10Pala?dl=0	Noted.
HM Land Registry. Survey of Community & Town Councils in Wales.	Noted.

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

124 General / ICT Matters

No General / ICT Matters were raised.

125 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.

Resolved that the Workplan be noted.

Council Date	Workplan Items
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. Additional Items. Discussed as required:
January	➤ Budget for Next Financial Year. ➤ Set Precept.
February	➤ Review Standing Orders, Financial Regulations, Asset Registers. ➤ Clerk's Appraisal.
March	-
April	-
May Annual Meeting	➤ Constitutional Matters. ➤ All Committees. Elect Chair & Vice-Chair.
June	➤ Annual Governance Statement. ➤ Internal Auditors Report.
July	-
August	No Meetings.
September	Finance Committee. 6 Month Budget Monitoring.
October	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.

November	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.
December	➤ Finance Committee. Draft Budget for Next Year.
To be decided	Agree the External Auditors Report.

126 Llangyfelach Ward Councillor Update

Councillor Gareth Sullivan provided an update on Llangyfelach Ward matters to report. He stated that he was working with Swansea Council to remove verges on Fairview Road.

127 Planning Applications & Planning Matters - Swansea Council

No Planning Applications & Planning matters were raised.

128 Highways, Footpaths, Cycleways & Bridleways - Swansea Council

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

The Clerk stated that Swansea Council would be arranging a site visit with Councillors Phil Crayford & Peter Gibson, so that a solution can be found. The Clerk shall seek an update from Swansea Council.

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

Councillors queried when the planned completion date was to complete the playground installation.

Resolved that the Clerk seek a completion date from Swansea Council and for a site meeting with Councillors Gareth Sullivan & Peter Gibson.

130 Playground at Fairview Road - Community Budget Capital - Play

Councillors Gareth Sullivan and Peter Gibson provided feedback following their meeting with an Officer of Swansea Council at the Fairview Road Playground on 15 January 2021. They stated that the intention was to replace and modernise the playground equipment on site.

Resolved that Councillors Gareth Sullivan and Peter Gibson continue working with Swansea Council to progress the modernisation of the park.

131 Defibrillator on Heol Pentre Felen

Councillors Phil Crayford and Mike Glover provided an update following their meeting with Henry Gilbert of Heartbeat Trust UK. They stated that the exact location of the Defibrillator near the junction of Heol Pentre Felen and Bryn Hedydd had been agreed.

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 confirmed that they had spoken with the Ellis's who were fully supportive of the proposal.

Heartbeat Trust UK would also be placing signage in the vicinity to indicate the location of the Defibrillator. Heartbeat Trust UK would obtain all required permissions from Swansea Council.

The Clerk stated that he had been in consultation with Heartbeat Trust UK regarding them taking over the day-to-day management of the defibrillator at Llangyfelach Church Hall.

Resolved 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.
- 3) The Clerk continue deliberations with Heartbeat Trust UK regarding them taking over the day-to-day management of the defibrillator at Llangyfelach Church Hall and provide a report to a future meeting.

132 Training

The Clerk reminded Councillors of the importance of training and reminded them of the monthly One Voice Wales training list which he had circulated. Should a Councillor wish to undertake a training course, they should notify the Clerk to arrange.

Resolved that the update be noted.

133 Review of Asset Register

The Clerk outlined the current Asset Register and outlined the importance of good governance in ensuring an annual review. 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
	Totals	24,580.20	-	16,931.71

Note:

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

The Clerk referred to the HP LaserJet P1606dn printer stating that he had been unsuccessful in getting the printer to work consistently despite updating software and drivers. He proposed that the asset be written off and that he make do with the remaining Epson Printer.

Resolved that:

- 1) The Asset Register be noted.
- 2) The Clerk be authorised to dispose of the HP LaserJet P1606dn Printer and that it be removed from the Council's Asset Register.

134 NHS, Social Care & Frontline Workers Day - 5 July 2021

The Clerk provided an update following the resolutions of Council of 14 January 2021. Councillor Mark Tribe had approach Llangyfelach Scouts and established that they did not have a flagpole that could be used on 5 July 2021. The Clerk outlined the prices for a commemorative bench on the Village Green and a normal bench at Y Llwyni.

Resolved that:

- 1) The Chair, Councillor Peter Gibson liaise with Llangyfelach Church to establish if they have a flagpole.
- 2) The Clerk liaise with Swansea Council about placing a flagpole on the Village Green outside the Plough & Harrow and to make enquiries for purchasing a flagpole.
- 3) The Clerk purchase a "NHS & Keyworkers Rainbow" design bench with the words "Diolch" and "Thank you" being added to it, subject to approval from Swansea Council to place the bench on the Village Green outside the Plough & Harrow alongside the Bus Shelter facing onto Swansea Road.
- 4) Swansea Council be asked to install the bench.
- 5) A bench is not placed in the vicinity of Y Llwyni; however, the issue to be considered again in the future.

135 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).

Resolved 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.
- 3) The Model Financial Regulations (as amended) be placed on the Council's Web site.

136 Model Standing Orders (Wales) 2018

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

Resolved 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.

137 Appraisal of the Clerk.

The Clerk stated that he commenced his duties on 1 June 2020 and suggested that in line with good governance, he be subject to an annual appraisal to oversee his performance. This could be done via the creation of a Personnel Committee.

He also suggested that a single Councillor be tasked with the day-to-day management of the Clerk. This person would lead on issues such as annual leave, sickness management, training etc. A person should also be identified to provide cover, should the Clerk be absent for issues such as sickness.

Details relating to Dispute Resolution can be found within the Clerk's Contract of Employment. However, a Grievance & Disciplinary Policy should be drafted and presented to Council.

Resolved that:

- 1) Councillor Paul Baker be appointed as the Councillor with day-to-day management of the Clerk.
- 2) A Personnel Committee be established comprising three Councillors with the following Terms of Reference:
 - i) To oversee the performance of the Clerk.
 - ii) To oversee and monitor the hours and holiday entitlement of the Clerk.
 - iii) To monitor and manage any sickness / absence of the Clerk.
 - iv) To manage any disciplinary or grievance issues (for or against) relating to the Clerk.
 - v) To manage the pay and training of the Clerk.
 - vi) To deal with any other issues referred by the Council.
- 3) The Members of the Personnel Committee being:
 - i) Chair of Council.
 - ii) Chair of Finance Committee.
 - iii) Councillor Paul Baker.
- 4) Jeremy Parkhouse (Democratic Services Officer with Swansea Council Clerk to Llanrhidian Higher Community Council) provide cover for the Clerk during periods of absence such as sickness.
- 5) The Clerk make enquiries of the Council Insurer to better understand the cover provided under the Insurance Policy should sickness cover be required.
- 6) The Clerk draft a Grievance & Disciplinary Policy and present to Council in due course.

Next Council Meeting

6.00pm on Thursday, 11 March 2021.

The meeting ended at 7.12pm

Chair