



Item No's. 7 to 21

Council – 14 October 2021

Reports of the Clerk

7. 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 Annual Council resolution of 13 May 2021 (Minute 23 “Constitutional Matters” refers).

Payments	£
Clerk Salary (September 2021)	406.89
CCS Pension Fund (Clerk) (September 2021)	159.27
HMRC PAYE Income Tax & NI Contributions (July-September 2021)	305.00
H B Enoch Owen Payroll Services (QTR ending 5 October 2021)	39.60
Wordfence Website Security Licence Annual Subscription	90.00
Determined by Council	
NHS & Keyworkers Rainbow Commemorative Bench. (Council - 11 March 2021)	1,508.40
Floral Decorations (Swansea Council). (Council – 10 June 2021)	757.00

8. Financial Reporting (For Information)

i) Bank Accounts - Reconciliation

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

9. Correspondence (emailed to all Councillors)

One Voice Wales. Remote Training Sessions – September & October 2021
Swansea Active Travel Have Your Say
Elections Wales. Draft Local Elections (Communities) (Wales) Rules 2021
Planning Aid Wales breakfast training session 30th September 2021 8.30-10.30am
One Voice Wales Information Highlights – September 2021
Welsh Government Tax Conference. 03.11.2021
Royal British Legion Industries. Preparation for Remembrance 2021
One Voice Wales. Remote Training Sessions. September & October 2021
Mudiad Meithrin - Clwb Cwtsh - Online Sessions for Welsh Learners in the City and County of Swansea Autumn 2021
One Voice Wales Older People's Commissioner's Newsletter
Swansea Council - Decision List Week ending 10 September 2021
One Voice Wales and Keep Wales Tidy Webinar 15 September 2021

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One Voice Wales. Changing for the Future" in Swansea Bay University Health Board
Swansea Council. Review of the Statement of Principles Gambling Act 2005 (Gambling Policy)
One Voice Wales. Facebook Marketplace - Increase in scams
One Voice Wales. Open Consultation on Proposed Guidance on "Principles of Good Administration" and "Good Records Management"
One Voice Wales. Welcoming the public to the countryside and coast - survey
One Voice Wales. Farmer & Landowner survey - Our Living Trails
One Voice Wales. Together for our Planet / The National Lottery Community Fund
Taking Part in the Queen's Platinum Jubilee Beacons - 2 June 2022
Welsh Government. Councillor smart survey to town and community councillors.
Wales Institute of Social and Economic Research and Data. September 2021 Newsletter
Planning Aid Wales. Autumn Events 2021
Swansea Active Travel. Drop-In Sessions
McDonalds. Offer to support a Litter Pick
Ystadau Cymru (YC) Awards 2021. Nominations
Welsh Government. Publication of new Technical Advice Note (TAN) 15 and Flood Map for Planning
Welsh Government. Consultation on local taxes for second homes and self-catering accommodation

10. Feedback from Delegates on Outside Bodies (Verbal) (For Information)

11. General / ICT Matters (Verbal)

12. Workplan (For Information)

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

Council Date	Workplan Items
All Dates	Standard Items. Discussed each month: a) PCSO Report. b) Record of Payments. c) Financial Report. d) Correspondence. e) Feedback from Delegates on Outside Bodies. f) General / ICT Matters. g) Workplan. h) Planning Applications & Planning Matters - Swansea Council. i) Highways, Footpaths, Cycleways & Bridleways - Swansea Council.

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	j) Training. k) Llangyfelach Ward Councillor Update. Additional Items. Discussed as required:
January	➤ Budget for Next Financial Year. ➤ Set Precept. ➤ Set Amounts for Grants & Donations Policy.
February	➤ Review Standing Orders & Financial Regulations. ➤ Personnel Committee - Clerk's Appraisal.
March	➤ Review Asset Register. ➤ Consider Requests for Grants and Donations.
April	-
May Annual Meeting	➤ Constitutional Matters. ➤ All Committees (Finance, Personnel). Elect Chair & Vice-Chair.
June	➤ Annual Governance Statement. ➤ Internal Auditors Report.
July	➤ Consider Requests for Grants and Donations.
August	No Meetings.
September	Finance Committee. 6 Month Budget Monitoring.
October	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Remembrance Sunday.
November	➤ Consider Requests for Grants and Donations. ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.
December	➤ Finance Committee. Draft Budget for Next Year.
To be confirmed	Agree the External Auditors Report.

13. Planning Applications & Planning Matters - Swansea Council (Verbal)

i) Proposed 5G Telecommunications Installation for H3G UK

Stakeholders have been informed of the proposed installation prior to the submission of a formal planning application. The application will be in the name of CK Hutchison Networks (UK) Ltd who will be responsible for construction of the site, the Operator will be H3G better known as Three.

Site Name/Address: Mynydd Gelli Wastad Road Streetworks, Pant Lasau, Morriston, Swansea, Wales, SA6 6NU

NGR: E: 266101 N: 200160

Type of Installation: Proposed 15.0m Phase 8 monopole c/w wraparound cabinet at base and associated ancillary works.

Recommended: The views of Council re sought.

14. Highways, Footpaths, Cycleways & Bridleways - Swansea Council

i) Road Safety - Crossing B4489 at Junction of Swansea Road & Pengors Road, Llangyfelach

The Clerk has emailed the Leader of Swansea Council seeking an update on the crossing. A verbal update as to the response will be provided at the meeting.

Additionally, the Clerk is in correspondence with Officers of Swansea Council regarding the possibility of placing "Slow" signs designed by the local School pupils on some lighting columns in the vicinity.

Recommended that the update be noted.

ii) Vehicles Parking on Pavement on B4489, Swansea Road

At the meeting on 9 September 2021, Councillor Peter Gibson expressed concern at the indiscriminate parking on pavements on the B4489, Swansea Road. The parked vehicles were regularly blocking the pavement making it difficult and sometimes impossible for pedestrians to pass without having to go onto the road.

As instructed the Clerk has raised the issue with the PCSO and with Swansea Council. Both have responded stating that they will seek to address the problem.

Resolved that the update be noted.

15. Training (For Information)

The Clerk referred to 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.

16. Llangyfelach Ward Councillor Update (Verbal)

Councillor Gareth Sullivan, Llangyfelach Ward Councillor on Swansea Council shall provide a verbal update relating to his Ward work. Update to include:

- Daffodil Bulbs.

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

Councillor Gareth Sullivan, Llangyfelach Ward Councillor on Swansea Council shall provide a verbal update at the meeting.

18. Defibrillators within the Llangyfelach Community Council Area

Discussions between the Council, Heartbeat Trust UK and other relevant parties are continuing.

i) Defibrillator at Griffiths Waste Management, Bryntywod

The Defibrillator Cabinet and Defibrillator has recently been installed on the fence of Griffiths Waste Management at Bryntywod.

To promote the recent installation and to highlight the kindness and foresight shown by Griffiths Waste Management, it is proposed that a representative(s) from Llangyfelach Community Council and Griffiths Waste Management take part in a photo opportunity to promote the defibrillators placement throughout the Community. It will show what the Council can do when working with others.

Recommended that:

- 1) The update be noted, and Councillor Phil Crayford be thanked for his work to make it possible.
- 2) The Clerk contact Griffiths Waste Management and thank them for granting permission to erect a Defibrillator on their fence.
- 3) A photo opportunity with representatives from the Community Council and Griffiths Waste Management be arranged to promote the defibrillator

ii) Defibrillator Leaflet

Heartbeat Trust UK suggest that the Council considers printing a leaflet setting out how to use a defibrillator and that it be distributed to each household within the Community Council area. Heartbeat Trust UK use a company for the design; however, the Council would require three quotes for the printing and distribution costs. There are currently 1,103 households within the Community Council area.

Recommended that the Clerk obtain the quotations and proceed to print and distribute the A5 leaflet in accordance with the Council's Financial Regulations.

19. Christmas Newsletter

Traditionally, the Council produces the Llangyfelach Community Council's - Community Newsletter. This is distributed in December each year and contains of articles by the local Groups operating within the area. Councillors Peter Gibson and Paul Baker led the work for the previous newsletter.

Council needs to consider whether to continue with the newsletter and if so, the content and the lead Councillors to deliver it. If supported, the Clerk will need to send out letters seeking quotations.

Recommended. The views of Council are requested.

20. Christmas Tree, Illuminations & Festivities

Traditionally, the Council places a Christmas Tree and Illuminations on the Green adjacent to the Plough & Harrow. Christmas Festivities have also been arranged in the past.

Council needs to consider what it wishes to do for Christmas 2021. If supported, the Clerk will need to send out letters seeking quotations.

Recommended. The views of Council are requested.

21. Remembrance Sunday

Remembrance Sunday is a day to commemorate the contribution of British and Commonwealth military and civilian servicemen and women in the two World Wars and later conflicts. Remembrance Sunday falls on 14 November 2021.

Recommended that a wreath be purchased, and the Chair of Council lay the wreath on behalf of the Community Council.

22. IRPW (Independent Remuneration for Wales) Draft Annual Report 2022

The IRPW Draft Annual Report 2022 is currently out for consultation. The key elements relating to Community / Town Councils is set out in **Appendix A** below. The full report may be viewed at <https://gov.wales/independent-remuneration-panel-wales#content>

Recommended. The views of Council are requested.

Huw Evans
Clerk to Llangyfelach Community Council



Appendix A

Extract from IRPW Draft Annual Report 2022

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities. This and the fact that not all electoral areas have councils, has made establishing remuneration arrangements more difficult to achieve than for other relevant authorities. For this reason, the Panel decided to undertake a fundamental review ready for implementation effective from the elections on 5 May 2022.
- 13.2 The Panel decided that in carrying out the review it was vital to engage comprehensively with community and town councils and representative organisations together with a commitment to consult on the proposals emanating from the review. The result of this consultation was a significant degree of support for the new proposals and therefore the Panel has decided to introduce the new Framework as set out in this section.
- 13.3 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.4 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.5 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.
- 13.6 Members should receive monies to which they are properly entitled as a matter of course.

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- 13.7 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.8 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel continues to make the contribution towards costs of care and personal allowance mandatory for all members of community and town councils as set out in Determination 43.
- 13.9 Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.
- 13.10 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.11 Table 12 sets out the actions that community and town councils must take annually in respect of each determination that follows.

Table 9: Community and Town Council Groupings

The current groups are:

Community and Town Council Group	Income or Expenditure in 2020-2021 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.12 These are based solely on finance. We acknowledge the view of many respondents that this was restrictive and limiting. Therefore 5 Groups will be established based on the size of the council's electorate.

Table 10

Group number	Size of Electorate
Group 1	Electorate in excess of 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

- 13.13 In addition, there will be a second factor for determining which group the council will be placed. Where income or expenditure exceeds £200,000 a year, it will be moved upwards to the next group.

Payments towards costs and expenses

- 13.14 The Panel continues to mandate a payment of £150, except for councils in Group 5 where it will be optional, as a contribution to costs and expenses for members of community and town councils.
- 13.15 Receipts are not required for these payments.

Determination 44: Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.

Taxation

- 13.16 The issue of the taxation of the £150 payment has been raised on many occasions and included in the responses to the recent consultation. As has been made clear the Panel has no remit in respect of matters of taxation but has been kept informed of the discussions between the Welsh Government and HMRC to establish a possible exemption applying to all community and town councils. If there is a positive outcome, it will not be within the timescale of this draft Report. However, if it is achieved before the publication of the final Report the Panel will take the opportunity to restructure the arrangements for this payment and if appropriate adjust by determination the amount to be paid.

Senior roles

- 13.17 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore set out the determinations for senior role in table 11 below.
- 13.18 In all cases, a councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.
- 13.19 Where a person is a member of more than one community or town council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

Contribution towards costs of Care and Personal Assistance

13.20 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel's determinations in [Section 10](#) apply to Community and Town Councils.

Reimbursement of travel costs and subsistence costs

13.21 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.

Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. ⁷ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 46: If a community or town Council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Compensation for financial loss

13.22 The Panel has retained the facility which councils may pay as compensation to their members where they incur financial loss when attending approved duties. Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

Determination 47: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- **Up to £55.50 for each period not exceeding 4 hours**
- **Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours**

⁷ Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Attendance Allowance

- 13.23 One of the points raised in the responses to the consultation should be the inclusion of an attendance allowance. The Panel acknowledges that in some cases this might be a valuable addition to support the work of a council. It is therefore included as an option for all councils.

Determination 48: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

Councils that intend to introduce an attendance allowance must set out the details of the scheme and publish them on their website.

Civic Head and Deputy Civic Head

- 13.24 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the ambassador representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.
- 13.25 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and official clothing – we consider these to be the council's civic budgets.
- 13.26 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.

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- 13.27 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and official clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.28 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.29 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.30 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

Determination 49: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 50: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 51: The application of the Remuneration Framework by relevant Group.

Table 11

Type of payment	Requirement
Group 1	(Electorate over 14,000)
Basic Payment	Mandatory for all Members
Senior Role Payment	Mandatory for 1 member; optional for up to 7
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Costs of Care	Mandatory
Group 2	(Electorate 10,000 to 13,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Mandatory for 1 member; optional up to 5
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory

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Type of payment	Requirement
Group 3	(Electorate 5,000 to 9,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 4	(Electorate 1,000 to 4,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 5	(Electorate less than 1,000)
Basic Payment	Optional
Senior Role Payment	Optional
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subs	Optional
Cost of Care	Mandatory

Making Payments to Members

- 13.31 Table 12 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.32 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.33 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.34 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.35 When payments take effect from is set out in paragraphs 13.37 to 13.39 below.
- 13.36 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 12

Determination Number	Is a decision required by council?
<p>44 Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.</p>	<p>No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.</p> <p>This does not apply to councils in Group 5. The council must decide whether to adopt the payment and if so, it must be available for all members.</p>
<p>45 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.</p>	<p>Yes – the payment of travel costs is optional.</p>
<p>46 If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.</p>	<p>Yes – the payment of overnight subsistence expenses is optional.</p>
<p>47 Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.</p>	<p>Yes – the payment of financial loss compensation is mandatory if claimed</p>
<p>48 Determination 47: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.</p> <p>A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p> <p>Councils that intend to introduce a system of attendance allowances must set out the details of the scheme and publish on their website.</p>	<p>Yes – the payment of attendance allowance is optional.</p>
<p>49 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.</p>	<p>Yes – the payment to a civic head is optional.</p>
<p>50 Community and town councils can provide a payment to the deputy mayor or deputy chair of the</p>	<p>Yes – the payment to a deputy civic head is optional.</p>

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Determination Number	Is a decision required by council?
council up to a maximum amount of £500.	
51 The application of the Remuneration Framework by relevant Group	
52 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.

13.37 All members are eligible to be paid the £150 as set out in Determination 44 and Table 11 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date.

13.38 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 49 and 50 are payable from the date when the member takes up the role during the financial year.

13.39 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

13.40 Payments in respect of Determinations 45, 46, 47 and 48 are payable when the activity they relate to has taken place.

13.41 As stated in paragraph 13.7 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Determination 52: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town Council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

Publicity requirements

13.42 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at [Annex 4](#). The Panel is concerned that a significant number of councils are still in breach of this requirement.