

Items 7 to 18

Council – 13 January 2022

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 (December 2021)	406.69
CCS Pension Fund (Clerk) (December 2021)	159.27
HMRC – PAYE Income Tax & NI Contributions	305.00
HB Enoch Owen – Payroll Services	39.60
Determined by Council	
Llangyfelach Stores. Selection Boxes. Council - 11 November 2021	225.00
St John Ambulance Cymru. First Aid Cover. Council - 11 November 2021	50.00
SLCC (Society of Local Council Clerks) Membership. Council - 9 December 2021	134.00
Marie Curie. Donation. Council - 9 December 2021	200.00
Wales Air Ambulance Cymru. Donation. Council - 9 December 2021	200.00

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. The Queen’s Platinum Jubilee Beacons. 22 June 2022
Insignia UK. The Queen's Jubilee is just a few months away!
One Voice Wales. The Residential Use Work Welsh Courses return for 2022
Mudiad Meithrin. Clwb Cwtsh Free Online Welsh Language Sessions for Learners in Swansea commencing January 2022
One Voice Wales. Policy Announcements at the Compulsory Purchase Association (CPA) Wales National Conference 2021
One Voice Wales. Dyfed Powys Police - Top Tips for a happy and safe cyber Christmas leaflet
National Grid. Western Gas Network Upgrade
One Voice Wales. Welsh Tax Acts etc. (Power to Modify) Bill

Public Sector Executive. Working from home: The Guide to Protecting your Data
Swansea Council. Swansea RDP News
One Voice Wales. Laying of the Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021
One Voice Wales. Funding available for nationally important heritage in Wales and the UK
One Voice Wales. Shaping Wales Future - National Stakeholder Forum
One Voice Wales. Welsh Government Councillor remuneration and citizen engagement in Wales - reports
One Voice Wales. Correspondence from the Minister for Social Justice - TCC CTCh
Swansea Council. Swansea Council - Weekly List 50 - week ending 10 December 2021
One Voice Wales. Training - January, February & March 2022
Marie Curie. Marie Curie Donation Receipt
One Voice Wales. NHMF Covid-19 Response Fund in Wales
One Voice Wales. Advertisement - Chair to the Independent Remuneration Panel for Wales
One Voice Wales. The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils
Planning Aid Wales. Latest news and information from Planning Aid Wales
Swansea Council. Swansea Council - Business Improvement Grant (BIG) - Llangyfelach
One Voice Wales. Welsh Government draft budget 2022-23
One Voice Wales. December update of guide to taking part – The Queen’s Platinum Jubilee Beacons 2 June 2022
One Voice Wales. Song for the Commonwealth & the Queen’s Platinum Jubilee Beacons 2 June 2022

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.

	<ul style="list-style-type: none"> h) Planning Applications & Planning Matters - Swansea Council. i) Highways, Footpaths, Cycleways & Bridleways - Swansea Council. j) Training. k) Llangyfelach Ward Councillor Update. <p>Additional Items. Discussed as required:</p>
January	<ul style="list-style-type: none"> ➤ Budget & Precept for Next Financial Year. ➤ Set Amounts for Grants & Donations Policy.
February	<ul style="list-style-type: none"> ➤ Review Standing Orders & Financial Regulations. ➤ Personnel Committee - Clerk's Appraisal.
March	<ul style="list-style-type: none"> ➤ Review Asset Register. ➤ Consider Requests for Grants and Donations.
April	-
May Annual Meeting	<ul style="list-style-type: none"> ➤ Constitutional Matters. ➤ All Committees (Finance, Personnel). Elect Chair & Vice-Chair.
June	<ul style="list-style-type: none"> ➤ Annual Governance Statement. ➤ Internal Auditors Report.
July	<ul style="list-style-type: none"> ➤ Consider Requests for Grants and Donations.
August	No Meetings.
September	<ul style="list-style-type: none"> ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Remembrance Sunday. <p>Finance Committee. 6 Month Budget Monitoring.</p>
October	<ul style="list-style-type: none"> ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Remembrance Sunday.
November	<ul style="list-style-type: none"> ➤ Consider Requests for Grants and Donations. ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.
December	<ul style="list-style-type: none"> ➤ Finance Committee. Draft Budget for Next Year.
To be confirmed	Agree the External Auditors Report.

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

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

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

The Clerk is preparing a submission to Swansea Council's Recovery Fund - Community Section.

Recommended 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.

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. Grants & Donations Policy

The Clerk referred to the Grants & Donations Policy adopted by Council on 14 January 2021. The Policy is attached as **Appendix A** to this report.
<https://www.llangyfelachcommunitycouncil.org.uk/wp/wp-content/uploads/2021/02/Grants-Donations-Policy-2021Jan14.pdf>

Recommend that:

- 1) The Grants & Donations Policy be re-adopted.
- 2) The Council set the maximum amount of grants and donations to be given out during the next financial year.

Huw Evans
Clerk to Llangyfelach Community Council