

Items 9 to 22

Annual Meeting of Council – 19 May 2022

Reports of the Clerk

9. Record of Payments

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).

The “Payments Raised at the Meeting” element of the table require a decision of Council.

Payments	£
Clerk Salary (April 2022)	414.01
CCS Pension Fund (Clerk) (April 2022)	162.06
Community Council Insurance – Gallagher Insurance	406.76
Determined by Council	
Internal Auditor. Council – 14 April 2022	300.00
Draig Arian Explorer Scouts. Donation. Council – 14 April 2022	100.00
Swansea Gymnastics. Donation. Council – 14 April 2022	250.00
Payments Raised at the Meeting	
-	
Receipts	
Mynydd y Gwair Community Fund. To promote the Platinum Jubilee within the Community.	500.00
Swansea Council Precept	8,000.00
VAT Return 2021-2022 from HMRC	1,284.92

Resolved that:

- 1) The Payments & Receipts be noted.
- 2) The Clerk be authorised to pay the Payments Raised at the Meeting.

10. Financial Reporting (For Information)

i) Bank Accounts - Reconciliation

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

11. Correspondence (emailed to all Councillors)

One Voice Wales. April 2022 - Training Dates
Swansea Council for Voluntary Service. Mynydd y Gwair support for Queen's Jubilee
City and County of Swansea. Decision List Week ending 8 April 2022
One Voice Wales. Planting for Pollinators
City and County of Swansea. Decision List Week ending 15 April 2022
One Voice Wales. Celebrating Rural Wales Event 9&10 June 2022
One Voice Wales. Announcing a new name for the Wales Co-operative Centre
One Voice Wales. Ramblers Cymru Spring into action to give nature a boost
City and County of Swansea. Co-option of Community / Town Councillors - WG Statutory Guidance
One Voice Wales. Age Friendly Wales; an update on our Strategy for an Ageing Society - April 2022
One Voice Wales. Welsh Public Sector Asbestos Management Assurance Process (WAMAP) Questionnaire
One Voice Wales. Change of training dates
Swansea Rural Development Partnership News - May 2022
Welsh Public Sector Asbestos Management Assurance Process (WAMAP) Questionnaire
Renew Wales Workshop
Future Wales: the national plan 2040 - Newsletter - May 2022
Courses and events from Plantlife Cymru
One Voice Wales. Councillor Induction Session
One Voice Wales. Free Training Places for Councillors 2022-2023
Climate Change Newsletter
Swansea Council. Results of Community and Town Council Elections / Expenses

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

13. General / ICT Matters (Verbal)

14. Workplan (For Information)

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.

	<ul style="list-style-type: none"> 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 of Standing Orders. ➤ Review of Financial Regulations. ➤ Personnel Committee - Clerk's Appraisal.
March	<ul style="list-style-type: none"> ➤ Review of 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. ➤ Christmas Tree, Illuminations & Festivities.
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.

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

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

17. Training (For Information)

The monthly One Voice Wales Remote Training Schedule had been circulated. 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.

18. Llangyfelach Ward Councillor Update (Verbal)

Councillor Mark Tribe, Llangyfelach Ward Councillor on Swansea Council shall provide a verbal update relating to his Ward work.

19. Playground at Fairview Road – Provision of Two Benches

The Clerk is continuing to seek a builder to install the two concrete plinths.

Recommended that:

- 1) The Clerk of Council in consultation with the Chair of Council and Chair of Finance Committee be delegated authority to direct award the work to a builder.

20. Council Priorities & Spending Plan 2022-2023

It is good governance for the Council to define its Priorities and Spending Plan for the forthcoming year. Such a plan will assist in setting the Community Council precept. Items that could be considered include:

- i) To continue to work with Swansea Council / Third Sector Organisations / Private Businesses to improve the appearance of the area by working with the Llangyfelach Ward Member and other relevant parties.
- ii) Making Llangyfelach Community Council a Defibrillator Friendly area with Defibrillators currently located at Junction of Heol Pentre Felen & Bryn Hedydd, Llangyfelach Church Hall & Griffiths Waste Management, Bryntywod.
- iii) Providing Floral Planters.
- iv) Christmas Illuminations & Christmas Tree.
- v) Christmas Newsletter.
- vi) Working with the Community.

Council needs to outline its priorities for the forthcoming years so that it can budget and plan accordingly.

Recommended that: The views of Council are sought.

21. Clerk's Mobile Telephone Number

The Clerk has been using his personal mobile telephone number for all work relating to the Community Council. This means that the Clerk's personal number is advertised widely on the Council's website etc.

The Clerk should be provided with a sim only deal allowing the Council to have a dedicated number at the cost of the Council. Packages cost in the region of £10-£15 per month and are payable via direct debit. The Clerk suggests a monthly rolling deal which may be cancelled with one months' notice.

Recommended that the Clerk be authorised to purchase a sim only deal at a cost of approximately £10-£15 per month and that the Council commit to regular payments via direct debit.

22. Community Council Insurance

The Council insurance is currently provided by Gallagher Insurance. The Council signed up to a 3-year deal in July 2020. The Insurance year runs from 1 June each year. The payment for year 3 has recently been paid. The premium was £406.76.

At the end of this period (3 May 2023), the Clerk will seek new quotes.

Recommended that:

- 1) The update be noted.

Huw Evans
Clerk to Llangyfelach Community Council