



Minutes of Annual Meeting of Council

Held: Multi-Location Meeting: At: Llangyfelach Church Hall, Llangyfelach & Remotely via Microsoft Teams

On Thursday, 19 May 2022 at 6.00pm.

Present:

Councillors: Paul Baker, Phil Crayford, Tom Fenn, Peter Gibson, Mike Glover, Jamie Jewell, Sharon Phillips, Adrian Roberts & Mark Tribe

Clerk to the Council: Huw Evans

1 Election of Chair of Council

Resolved that Councillor Phil Crayford be elected as Chair of Council for the Municipal Year 2022-2023.

Councillor Phil Crayford (Chair) Presiding

2 Election of Vice-Chair of Council

Resolved that Councillor Sharon Phillips be elected as Vice-Chair of Council for the Municipal Year 2022-2023.

3 Apologies for Absence

There were no apologies for absence.

4 Disclosures of Personal & Prejudicial Interests

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, the following interests were declared:

- 1) Councillor Tom Fenn declared a Personal & Prejudicial Interest in Minute 15 "Planning Applications & Planning Matters - Swansea Council" specifically in relation to the Planning Appeal - 17 Clos Sant Teilo Llangyfelach Swansea SA5 7HG". He withdrew from the meeting during its consideration.

5 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 April 2022.

6 Announcements of the Chair of Council

i) Former Councillor Margaret Boyter

The Chair of Council referred with sadness to the recent death of former Councillor Margaret Boyter. He paid tribute to her time as a Community Councillor. Those present stood in silence as a mark of sympathy and respect.

ii) Former Councillor Gareth Sullivan

The Chair of Council paid tribute to former Councillor Gareth Sullivan's time as a Councillor. He had been a founding member of the Community Council which was formed on 15 November 1979.

Resolved that Councillor Phil Crayford source a thank you gift in recognition of his service to Llangyfelach.

iii) Councillors Jamie Jewell & Adrian Roberts

The Chair of Council welcomed newly elected Councillors Jamie Jewell & Adrian Roberts to their first Council meeting.

iv) Outgoing Chair of Council, Councillor Mike Glover

The Chair of Council thanked the outgoing Chair of Council (Councillor Mike Glover) for his excellent work during the past term.

7 Public Question Time

There were no questions.

8 PCSO (Police Community Support Officers) Report

There was no report.

9 Record of Payments

The Clerk outlined those payments made since the last meeting of Council. The payments were made in line with Minute 23 "Constitutional Matters 2021-2022" of the Annual Council held on 13 May 2021. The "Payments Raised at the Meeting" element of the table required 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	
Clerk Salary (May 2022)	414.01
CCS Pension Fund (Clerk) (May 2022)	162.06
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

i) Bank Accounts - Reconciliation

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

Resolved that the Bank Accounts – Reconciliation report be noted.

11 Correspondence

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

Correspondence	Actions
One Voice Wales. April 2022 - Training Dates	Noted.
Swansea Council for Voluntary Service. Mynydd y Gwair support for Queen's Jubilee	Resolved that £112.80 of the £500 donation be used to fund the Platinum Jubilee flag and the remaining £387.20 be given to Llangyfelach Church to fund their Platinum Jubilee celebrations.
City and County of Swansea. Decision List Week ending 8 April 2022	Noted.
One Voice Wales. Planting for Pollinators	Noted.
City and County of Swansea. Decision List Week ending 15 April 2022	Noted.
One Voice Wales. Celebrating Rural Wales Event 9&10 June 2022	Noted.

One Voice Wales. Announcing a new name for the Wales Co-operative Centre	Noted.
One Voice Wales. Ramblers Cymru Spring into action to give nature a boost	Noted.
City and County of Swansea. Co-option of Community / Town Councillors - WG Statutory Guidance	Noted.
One Voice Wales. Age Friendly Wales; an update on our Strategy for an Ageing Society - April 2022	Noted.
One Voice Wales. Welsh Public Sector Asbestos Management Assurance Process (WAMAP) Questionnaire	Noted.
One Voice Wales. Change of training dates	Noted.
Swansea Rural Development Partnership News - May 2022	Noted.
Welsh Public Sector Asbestos Management Assurance Process (WAMAP) Questionnaire	Noted.
Renew Wales Workshop	Noted.
Future Wales: the national plan 2040 - Newsletter - May 2022	Noted.
Courses and events from Plantlife Cymru	Noted.
One Voice Wales. Councillor Induction Session	Noted.
One Voice Wales. Free Training Places for Councillors 2022-2023	Noted.
Climate Change Newsletter	Noted.
Swansea Council. Results of Community and Town Council Elections / Expenses	Noted.

12 Feedback from Delegates on Outside Bodies

There was no feedback.

13 General / ICT Matters

There were no matters raised.

14 Workplan (For Information)

The Council Workplan was presented.

15 Planning Applications & Planning Matters - Swansea Council

- i) Planning Appeal - 17 Clos Sant Teilo Llangyfelach Swansea SA5 7HG

Resolved that no further comments be made.

16 Highways, Footpaths, Cycleways & Bridleways - Swansea Council

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

Resolved that the Clerk seek an update from Swansea Council.

17 Training

The Clerk referred to the One Voice Wales training list and urged Councillors to undertake training. He reminded Councillors that they should undertake the Code of Conduct and Induction training available.

Resolved that the update be noted.

18 Llangyfelach Ward Councillor Update

Councillor Mark Tribe, Llangyfelach Ward Councillor submitted a verbal report outlining his work within the Ward.

19 Playground at Fairview Road – Provision of Two Benches

The Clerk stated that he was continuing the quest to find a builder to install the two concrete plinths; however, to date had failed.

Resolved that:

- 1) The Clerk of Council in consultation with the Vice-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

The Clerk stated that it was good governance for the Council to define its Priorities and Spending Plan. Such a plan would assist in setting the Community Council precept.

Resolved that the following items be approved as Council Priorities & Spending Plan 2022-2023:

- 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.
- vii) Placing Community Council Notice Boards in vicinity of Bryntywod and Heol Pentre Felen.
- viii) To maintain a Welsh National flag flying on Llangyfelach Church Tower.

21 Clerk's Mobile Telephone Number

The Clerk stated that he had been using his personal mobile telephone number for all work relating to the Community Council. This meant that the Clerk's personal number was advertised widely on the Council's website etc.

He proposed that he 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 suggested a monthly rolling deal which may be cancelled with one months' notice.

Resolved 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 Clerk stated that the Council insurance was 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.

Resolved that the update be noted.

23 Constitutional Matters 2022-2023

The Clerk stated that the Council operates within a legal framework which was outlined within the report. He stated that the Council had to consider the issues outlined within the Constitutional Matters report.

He stated that the Independent Remuneration Panel for Wales (IRPW) defined Llangyfelach Community Council as a Group C Council as it has Income or Expenditure below £30,000. It is also a Group 4 Council as its Electorate of 1,974 is within the 1,000-4,999 range.

Resolved that:

- 1) The Independent Remuneration Panel for Wales' Annual Report be noted together with the determinations in relation to Community and Town Councils.
- 2) Determination 43 relating to "Contribution towards Costs of Care and Personal Assistance (CPA)" be noted.
- 3) Determination 44 relating to "*Communities 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*" be noted.
- 4) Determination 45 "Payments for members undertaking a senior role is an annual amount of £500 as set out in [Table 11](#) of the IRPW Annual Report" be not made.
- 5) Determination 46 "Payments in respect of travel costs" be made.
- 6) Determination 47 "Payments for overnight stays for attending approved duties" be made.
- 7) Determination 48 "Payments for financial loss compensation at the prescribed rates for attending approved duties be made.
- 8) Determination 49 "Payments to for attendance allowance for members" be not made.
- 9) Determination 50 "Payment to the Mayor or Chair of the Council up to a maximum of £1,500 per annum. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed" be not made.
- 10) Determination 51 "Payment to the Deputy Mayor or Deputy Chair of the Council up to a maximum amount of £500 per annum. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed be not made.
- 11) Determination 52 "The application of the Remuneration Framework by relevant Group is contained in in [Table 11](#) of the IRPW Annual Report" be noted.
- 12) Determination 53 "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" be noted.

- 13) A Finance Committee be appointed.
- i) The Finance Committee shall comprise 4 Councillors: Chair of Council, Vice-Chair of Council, Councillor Peter Gibson & Councillor Mike Glover.
 - ii) The Finance Committee Terms of Reference shall be:
 "To consider all matters relating to Finance and to make recommendations to Council".
- 14) A Personnel Committee be appointed:
- i) The Personnel Committee shall comprise 4 Councillors: Chair of Council, Vice-Chair of Council, Councillor Paul Baker & Councillor Peter Gibson.
 - ii) The Personnel Committee Terms of Reference shall be:
 - a) To oversee the performance of the Clerk.
 - b) To oversee & monitor hours and holiday entitlement of the Clerk.
 - c) To monitor and manage any sickness / absence of the Clerk.
 - d) To manage any disciplinary or grievance issues (for or against) relating to the Clerk.
 - e) To manage the pay and training of the Clerk.
 - f) To deal with any other issues referred by the Council.
- 15) The schedule of Council Meetings as outlined below be agreed:

9 June 2022	10 November 2022	9 March 2023
14 July 2022	8 December 2022	12 April 2023
8 September 2022	12 January 2023	11 May 2023 (Annual)
13 October 2022	9 February 2023	-

Note: The sequence predominantly being 6.00pm on the 2nd Thursday of each month. Meetings are not usually held during August.

- 16) Councillors be allocated to serve on Outside Bodies as outlined below:

Outside Body	Membership
Community / Town Council Forum	Councillor Phil Crayford & Clerk of Council
One Voice Wales Meetings including Swansea Area Committee	Councillor Mark Tribe & Clerk of Council
South Wales Police Meetings with Representatives of	Councillor Mark Tribe

Community Councils including PACT Meetings	
Swansea Rural Development Partnership	Councillor Paul Baker

- 17) The Clerk of the Council be delegated authority to respond directly to Swansea Council in relation to Planning Application & Planning Matters subject to the process outlined in the report being followed.
- 18) The Clerk of the Council be delegated authority to make payments providing permission has been given in writing (e-mail) from two of the four following Councillors: Chair of Council, Vice-Chair of Council, Vice-Chair of Finance Committee & Councillor Peter Gibson.
- 19) The Clerk e-mail the Bank Account Reconciliation Reports to all Councillors on Monthly basis.
- 20) The Chair of Council, Vice-Chair of Council, Vice-Chair of Finance Committee & Councillor Peter Gibson be delegated authority to accept quotations / tenders on behalf of the Council in consultation with the Clerk.

Next Council Meeting

6.00pm on Thursday, 9 June 2022.

The meeting ended at 7.35 p.m.

Chair