

Items 7 to 20

Council – 6 September 2022

Reports of the Clerk

7. Record of Payments

The table outlines a list of payments. The “Payments Raised at the Meeting” element of the table require a decision of Council. The payments were made in line with the Annual Council resolution of 19 May 2022 (Minute 23 “Constitutional Matters” refers).

Payments	£
Clerk Salary (August 2022)	413.81
CCS Pension Fund (Clerk) (August 2022)	162.06
One Voice Wales Training	70.00
Audit Wales. 2019-2020 Audit Fee	200.00
Audit Wales. 2020-2021 Audit Fee	465.00
Microsoft 365 Subscription	79.99
Determined by Council	
GDPR / Data Protection Act 2018. Data Protection renewal fee	35.00
Payments Raised at the Meeting	
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Resolved that:

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

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)

Swansea Rural Development Partnership News - July 2022
One Voice Wales. Managing meadows for Insects
Welsh Government. Resilient Communities Grant Update
Welsh Government. The section 6 biodiversity and ecosystem resilience duty
One Voice Wales. Training
Swansea Council – Weekly Planning Applications
Swansea Council – Weekly Planning Decisions
Planning Aid Wales - Training

Social Care Wales. Resourceful Communities Partnership Language & Accessibility Requirements
Welsh Government. St David Awards
Welsh Government. Nature Networks Fund
Audit Wales. Consultation on Fee Scales 2023-2024
Tenovus Cancer Care request for financial support
One Voice Wales. Innovative Practice Conference – 14 September 2022
One Voice Wales. Extending the Well-being of Future Generations Act's well-being duty
Welsh Government. A Fairer Council Tax Consultation
Welsh Government. Living Safely with COVID
Swansea Council Code of Conduct Training Presentation & Public Services Ombudsman for Wales Guidance

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. j) Training. k) Llangyfelach Ward Councillor Update. Additional Items. Discussed as required:
January	➤ Budget & Precept for Next Financial Year. ➤ Set Amounts for Grants & Donations Policy.
February	➤ Review of Standing Orders. ➤ Review of Financial Regulations. ➤ Personnel Committee - Clerk's Appraisal.
March	➤ Review of Asset Register. ➤ Consider Requests for Grants and Donations.
April	-
May	➤ Constitutional Matters.

Annual Meeting	➤ All Committees (Finance, Personnel). Elect Chair & Vice-Chair.
June	➤ Annual Governance Statement. ➤ Internal Auditors Report.
July	➤ Consider Requests for Grants and Donations. ➤ Christmas Tree, Illuminations & Festivities.
August	No Meetings.
September	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Remembrance Sunday. 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)

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

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

The Clerk will provide a verbal update.

15. Training (For Information)

The Community Council Training Plan adopted by Council on 9 June 2022 sets out the training requirements for Community Councillors and Staff. The monthly One Voice Wales Remote Training Schedule has been circulated. Councillors should regularly review their training requirements to meet the Training Plan. To attend training, liaise with the Clerk. The table outlines progress against the Community Council Training Plan:

Training	Date										
		P Baker	P Crayford	T Fenn	P Gibson	M Glover	J Jewell	S Phillips	A Roberts	M Tribe	H Evans (Clerk)
Code of Conduct. All. Within 6 Months of Election. Deadline 04.11.2022	20.06.2022	1	0	0	1	0	0	0	1	0	1
	29.06.2022	0	1	0	0	1	1	1	0	1	1

Understanding the Law. All. Within 6 Months of Election. Deadline 04.11.2022											
Chairing Skills. Chairs / Vice-Chairs & Clerk. Within 6 Months of Election	21.06.22			NA	NA		NA		NA	1	
The Council Meeting. All. Within 6 Months of Election											
Local Government Finance. All Finance Cttee & Clerk. Within 6 Months of joining Finance Cttee		NA		NA			NA		NA	NA	
The Council. All. Once within Council Term.											
The Councillor. All. Once within Council Term.											
Effective Staff Management. All Personnel Cttee. Within 6 Months of Election				NA		NA	NA		NA	NA	NA
The Council as an Employer. All Personnel Cttee. Within 6 Months of Election	28.06.2022			NA		NA	NA		NA	1	NA
Advanced Local Government Finance. All Finance Cttee & Clerk. Before end of Year 2 of Council Term		NA		NA			NA		NA	NA	
Introduction to Community Engagement. Two Cllrs. Once within Council Term		NA	NA	NA	NA		NA		NA		NA
Community Engagement Part 2. Two Cllrs. Once within Council Term		NA	NA	NA	NA		NA		NA		NA
Health & Safety. Two Cllrs & Clerk. Once within Council Term		NA		NA		NA	NA	NA	NA	NA	NA
Creating a Community Plan. Two Cllrs. Once within Council Term		NA	NA	NA	NA		NA		NA		NA
Information Management. Two Cllrs & Clerk. Once within Council Term			NA	NA	NA			NA	NA	NA	
Equality & Diversity. Two Cllrs. Once within Council Term		NA	NA	NA			NA	NA	NA	NA	
Mediation and Conciliation. Two Cllrs & Clerk. Once within Council Term		NA		NA	NA	NA		NA	NA	NA	
Planning. Two Cllrs. Once within Council Term			NA	NA	NA	NA	NA	NA	NA		
Training	Date	P Baker	P Crayford	T Fenn	P Gibson	M Glover	J Jewell	S Phillips	A Roberts	M Tribe	H Evans (Clerk)

Key:	1 - Attended	0 - Not Attended	NA - Not Applicable
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Resolved that the training update be noted.

16. Llangyfelach Ward Councillor Update (Verbal)

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

17. Christmas Tree, Illuminations & Festivities

Councillors Phil Crayford & Sharon Phillips and the Clerk shall provide a verbal update relating to their work on the Christmas Tree, Illuminations and Festivities following the resolutions of Council on 14 July 2022. Council is keen to reduce the cost of elements of the celebrations whilst maintaining the previous highlights. The Council resolutions being:

- “1) The Clerk liaise with the Insurer to ensure that the Council is adequately covered for its proposed Christmas Festivities specifically the tree and illuminations.*
- 2) The Clerk share the Christmas Tree and Illuminations specifications with Councillor Phil Crayford, Sharon Phillips, Peter Gibson & Mark Tribe.*
- 3) Councillor Sharon Phillips collect the Council’s Christmas Illuminations from storage for inspection.*
- 4) Councillors Phil Crayford (Chair of Council & Chair of Finance Committee), Sharon Phillips (Vice Chair of Council), Peter Gibson, Mark Tribe be delegated authority in consultation with the Clerk to:
 - i) Inspect the Christmas Tree pit to make it a better shape for future Christmas Trees.*
 - ii) Progress the Council’s Christmas Tree, Illuminations & Festivities planning.”**

Recommendation. The views of Council are sought.

18. 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.

19. 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 13 November 2022.

Recommended that:

- 1) A wreath be purchased, and the Chair of Council lay the wreath on behalf of the Community Council.
- 2) The silhouettes previously purchased be put on display.

20. Notice Board at Junction of Heol Pentre Felen & Bryn Hedydd, Llangyfelach

The Annual Council resolved that the Clerk investigate placing a Notice Board at the junction of Heol Pentre Felen & Bryn Hedydd, Llangyfelach near to the defibrillator. The Clerk is in contact with Swansea Council and finding suitable Notice Boards.

Recommended that the update be noted.

Huw Evans
Clerk to Llangyfelach Community Council