

Items 7 to 20

Council - 10 November 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 (October 2022)	414.01
CCS Pension Fund (Clerk) (October 2022)	162.06
Pentagon Design – Website Security	90.00
Robert Morgan & Sons Ltd. Christmas Tree	288.00
Determined by Council	
Wales Building your CiLCA Portfolio. Training for the Clerk. Council -14 July 2022	300.00
Payments Raised at the Meeting	
-	

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)

One Voice Wales. Training
Swansea Council. Weekly Planning Applications
Swansea Council. Weekly Planning Decisions
Planning Aid Wales. Training
Welsh Government. Well-being of Future Generations Stakeholder Forum
One Voice Wales. The importance of Community & Town Councils in building resilient places for nature
Planning Aid Wales. Introduction to Planning Enforcement

Independent Remuneration Panel for Wales (IRPW). Draft Annual Report – 2023-2024
One Voice Wales. Independent Monitoring Board, Parc Prison, Bridgend – new Members needed
Welsh Government. Electoral Administration and Reform White Paper
Welsh Parliament. Report on community assets
Urdd National Eisteddfod Sir Gaerfyrddin 2023 (Carmarthenshire)
Dyfed-Powys Police. Welsh Language being used in online fraud attempts
One Voice Wales. Sustainable Farming Scheme Outline Proposals for 2025
Joint One Voice Wales / SLCC Event - 9 November 2022
Boundary Commission for Wales (BCfW) - Revised Proposals for Wales' new Parliamentary Constituencies
One Voice Wales. Conference on Biodiversity. 27 October 2022
South Wales Police and Crime Commissioner Annual Community Survey

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 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	➤ 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) Footpath linking Swansea Road (B4489) to Heol Fach

The Clerk stated that he had raised the issue of the footpath linking Swansea Road (B4489) to Heol Fach. Swansea Council's Active Travel Team had responded stating that they would bear they issue in mind when looking to improve on existing active travel provision along the A48.

Recommended that the update be noted.

15. Training

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.

One Voice Wales & the Society of Local Council Clerks (SLCC) recently shared their "Guidance on Preparing a Council's Training Plan Including a Model Plan Template". The Clerk is reviewing the Training Plan and will bring an updated Training Plan for consideration is due course.

The Training Plan and the Councillors & Clerks progress on training is outlined on its website. www.llangyfelachcommunitycouncil.org.uk

Recommended that the 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 to be held on Friday, 2 December 2022. The Clerk has booked First Aid cover from St John Ambulance for the event.

Fencing is required to be placed around the base of the Christmas Tree. It is proposed that Picket Fencing be purchased for the purpose. Councillor Sharon Phillips shall provide an approximate cost for the fence.

Recommended that:

- 1) Picket fencing be purchased for the base of the Christmas Tree.
- 2) The update be noted.

18. Christmas Newsletter

Councillors Peter Gibson and Paul Baker are co-ordinating the content of the newsletter and will arrange its distribution throughout the Community Council area.

Recommended that the update be noted.

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. The Chair of Council will lay on behalf of the Community Council.

Recommended that the update be noted.

20. Community Council Notice Boards in Llangyfelach

The Community Council currently has one notice board located on the Village Green outside the Church Hall / Plough & Harrow. The Council resolved at its Annual Meeting that the Clerk investigate costs and logistics of placing a Notice

Board at the junction of Heol Pentre Felen & Bryn Hedydd, Llangyfelach near to the defibrillator and possibly one in Bryntywod.

The existing notice board is used to display formal notices, a copy of the Annual Audit Return and the contact details of the Council & Community Councillors. Formal notices tend to be a single side of A4 paper as is the contact details sheet; however, the Annual Audit Return tends to be 8 x A4 pages.

Costs for a Notice Board of this size ranges vastly (approximately £850-£2,000) depending on what it is made of and whether the Council wishes to brand it. Four examples are set out below:

In addition to the purchase price, a street licence to erect the sign is required and there is the cost of installation. If Swansea Council installed the Notice Board, the cost would be approximately £550.

The issue of additional Notice Boards was considered at Council on 13 October 2022; however, the item was deferred to allow Councillor Paul Baker to investigate alternative methods of funding them.

Recommendation. The views of Council are sought.

21. Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2023-2024

The Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2023-2024 is currently out for consultation. The consultation period closes on 1 December 2022. The new format of the Annual Report means that only new determinations are outlined. The Draft Annual Report may be viewed at <https://gov.wales/independent-remuneration-panel-wales-draft-annual-report-2023-2024>

The only new determination relating to Community / Town Councillors is the Panel's view that members of Community and Town Councils should not be out of pocket for carrying out their duties. They therefore propose:

- i) Basic payment for extra costs of working from home**
All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power, and broadband) of working from home.
- ii) Set payment for consumables**
Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

The Panel welcomes feedback on their Draft Annual Report and some additional questions.

Recommendation. The views of Council are sought.

22. Council Website

The Council's website should be reviewed to ensure that its content is relevant and up to date. Councillors are asked to review content and to inform the Clerk of changes / updates that are required. The website may be viewed at www.llangyfelachcommunitycouncil.org.uk

Recommended that Councillors review the content of the website and inform the Clerk of any updates required.

23. Consider Requests for Grants & Donations

The Council allocated £1,000 of its 2022-2023 budget for Grants & Donations as part of its Grants & Donations Policy. To date £837.20 of the budget has been allocated. The Policy may be viewed at <https://www.llangyfelachcommunitycouncil.org.uk/policy-procedures/>

No requests for Grants & Donations had been received this quarter.

Recommended that the update be noted.

24. Community Council Vacancy

Llangyfelach Community Council comprises of 9 Councillors; however, there is a Community Council Vacancy. A Notice of Vacancy was published on 22 September 2022; however, no requests for an election were made to the Returning Officer, Swansea Council within the statutory period.

A Notice of Co-option was placed on the Council's Website and Notice Board on 15 October 2022. The Notice of Co-option sought expressions of interest for people interested in becoming a Llangyfelach Community Councillor. The Closing Date for applications was noon on 31 October 2022. Applicants were asked to include:

- i) The contribution you believe you could make to the Council.
- ii) The personal qualities that you would bring to the role.
- iii) A copy of your CV.

The Council Summons was published prior to the closing date. Any expressions of interest received by the Clerk shall be circulated once the closing date has passed.

Recommendation. Council is asked to consider the Expressions of Interest and to Co-opt as they see fit.

Huw Evans
Clerk to Llangyfelach Community Council