

Items 7 to 19

Council - 12 January 2023

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 (December 2022)	426.13
CCS Pension Fund (Clerk) (December 2022)	166.80
HMRC. PAYE Income Tax & NI. QTR 3. 2022-2023	337.60
HB Enoch & Owen. Payroll Services. QTR ending 5 January 2023	39.60
Llangyfelach Stores. Selection Boxes x200	290.00
Tesco Stores (via Councillor Sharon Phillips). Selection Boxes x40	50.00
Determined by Council	
Donation. Wales Air Ambulance. Council – 8 December 2022	100.00
SLCC (Society of Local Council Clerks) Membership. Council – 8 December 2022	139.00
Llangyfelach Church. Warm Hub Partnership. Council - 10 November 2022	900.00
St John Ambulance Cymru. First Aid Cover. Council - 6 September 2022	92.40
Payments Raised at the Meeting	
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Recommended 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
Swansea Council for Voluntary Service (SCVS). Community Funding Events
Swansea Rural Development Partnership News. December 2022
Swansea Council. Swansea and Gower Local Access Forum
Older Peoples Commissioner for Wales. Newsletter
Swansea Council. Swansea Spaces (Warm Hubs) Fund
Swansea Rural Development Partnership. Llangyfelach draft survey to inform the RDP funded study

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	-
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	➤ Constitutional Matters.

	<ul style="list-style-type: none"> ➤ 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"> ➤ Review of Council Policies. ➤ 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. <p>➤ Finance Committee. Draft Budget - Next Year.</p>
December	<ul style="list-style-type: none"> ➤ Budget & Precept for Next Financial Year. ➤ Set Amount for Grants & Donations Policy.
To be confirmed	Agree the External Auditors Report.

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

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

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.

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

Following the resolution of Council on 8 December 2022, the Clerk has started organising the Christmas Event for Friday, 1 December 2023. The Clerk has asked Swansea Council to book their Christmas Sleigh; however, the booking will not be confirmed until February / March. St John Ambulance has been booked to provide First Aid Cover and the Clerk is in dialogue to book a Brass Band.

Recommended that the update be noted.

18. Llangyfelach Warm Hub – Partnership with Llangyfelach Church

As requested, the Clerk had submitted grant applications to Swansea Council and to the Mynydd y Gwair Community Fund, to gain support for the Llangyfelach Warm Hub. The Warm Hub was a partnership between the Community Council and Llangyfelach Church.

The Llangyfelach will be held each Thursday during December 2022 until end of March 2023. It is an opportunity for members of the community to attend the Llangyfelach Church Hall. Whilst there, they will be fed, be able to participate in games and other activities but also stay warm.

Swansea Council have given a grant of £1,200 in support of the Warm Hub. The Mynydd y Gwair Community Fund grant application was withdrawn as the Community Council cannot be funded twice for the same project.

Recommended that the update be noted.

19. Grants & Donations Policy

The Clerk referred to the Grants & Donations Policy re-adopted by Council on 14 January 2022. The Policy is attached as **Appendix A** to this report.

www.llangyfelachcommunitycouncil.org.uk/wip/wp-content/uploads/2022/11/Grants-Donations-Policy-2021Jan14.pdf

The Clerk has reviewed the Policy and suggests that it be readopted without change.

Recommend that:

- 1) The Grants & Donations Policy be re-adopted.
- 2) £1,000 be set as the maximum amount of grants and donations to be given out during the next financial year.

Huw Evans
Clerk to Llangyfelach Community Council