

## Items 7 to 21

Council - 9 March 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).

<b>Payments</b>	<b>£</b>
Clerk Salary (February 2023)	426.13
CCS Pension Fund (Clerk) (February 2023)	166.80
-	
<b>Determined by Council</b>	
-	
<b>Payments Raised at the Meeting</b>	
One Voice Wales Training. Inv-6868	35.00

**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
20's Plenty for Us. Diolch am 20/Thanks for 20 - Llangyfelach Community Council
Independent Remuneration Panel for Wales. Annual Report - February 2023
Welsh Blood Service
Swansea Greener Grid Park Consultation
Welsh Government. Request for Nominations for the Kings New Year 2024 Honours
Cyfle Cymru. Healthy Working Wales
1339 - Pre-Application Consultation - Base Station Upgrade - Tirfordd Farm
SMART Towns Upcoming Events

People's Practice Peer-to-Peer Network - Transition Towns
Briefing. Invitation to online launch of Welsh Water's Biodiversity Report
Continuing the Vision for the Bristol Channel & Severn Estuary: a request for stakeholder input
Welsh Government. Ministerial Review of Play Report
Welsh Government. Consultation on the Outdoor Education (Wales) Bill

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

## 11. 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) Workplan. g) Planning Applications & Planning Matters - Swansea Council. h) Highways, Footpaths, Cycleways & Bridleways - Swansea Council. i) Training. j) Llangyfelach Ward Councillor Update. <b>Additional Items. Discussed as required.</b>
January	➤ Floral Decorations within the Community.
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 <b>Annual Meeting</b>	➤ Constitutional Matters. ➤ 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	<ul style="list-style-type: none"> <li>➤ Review of Council Policies.</li> <li>➤ Christmas Newsletter.</li> <li>➤ Christmas Tree, Illuminations &amp; Festivities.</li> <li>➤ Remembrance Sunday.</li> </ul>
November	<ul style="list-style-type: none"> <li>➤ Consider Requests for Grants and Donations.</li> <li>➤ Christmas Newsletter.</li> <li>➤ Christmas Tree, Illuminations &amp; Festivities.</li> <li>➤ Floral Decorations.</li> <li>➤ Finance Committee. Draft Budget - Next Year.</li> </ul>
December	<ul style="list-style-type: none"> <li>➤ Budget &amp; Precept for Next Financial Year.</li> <li>➤ Set Amount for Grants &amp; Donations Policy.</li> <li>➤ Floral Decorations.</li> </ul>
To be confirmed	Agree the External Auditors Report.

## **12. Planning Applications & Planning Matters - Swansea Council**

## **13. Highways, Footpaths, Cycleways & Bridleways - Swansea Council**

## **14. 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 matrix has been updated and Councillors are asked to review it, prior to the Clerk reviewing the Training Plan. The matrix is attached at Appendix 14A.

One Voice Wales and the Society of Local Council Clerks have developed a Training Needs Survey 2023. The survey will be discussed at the meeting.

The Clerk is progressing with the CiLCA qualification, and three of the five modules have been completed.

### **Recommended that:**

- 1) The Training Plan matrix be agreed.
- 2) The Clerk respond to the Training Needs Survey 2023.
- 3) The Clerks progress with CiLCA be noted.

### **15. Llangyfelach Ward Councillor Update (Verbal)**

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

### **16. Floral Decorations within the Community**

The order for floral decorations within the community has been placed with Swansea Council. As part of the programme, two Base Planters have been ordered for the junction of the A48 & Bryntywod. Griffiths Waste Management Ltd have agreed to purchase the base units.

**Recommended** that:

- 1) The update be noted.
- 2) An email of thanks be sent to Griffiths Waste Management Ltd for their kindness.

### **17. Christmas Tree, Illuminations & Festivities**

The Christmas Event has been scheduled for Friday, 1 December 2023. First Aid cover had been booked with St John Ambulance. Pontarddulais Brass Band have also been booked. Councillor Sharon Phillips has booked the sleigh with Kay & Les Jones.

The Clerk shall provide an update on his dialogue with Swansea Council regarding the possibility of placing Pea Lighting on the Cherry Trees on the Village Green.

**Recommended** that the update be noted.

### **18. Consider Requests for Grants & Donations**

The Council allocated £1,000 of its 2022-2023 budget for its Grants & Donations Policy. To date £937.20 of the budget has been allocated.  
<https://www.llangyfelachcommunitycouncil.org.uk/policy-procedures/>

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

**Recommended** that the update be noted.

### **19. One Voice Wales Membership 2023-2024**

The Council's Membership of One Voice Wales ends on 31 March. A renewal membership letter has been received. The cost being £430. The benefits of membership of One Voice Wales are worthwhile as it provides excellent support, advice, and access to a training programme.

**Recommended** that the Council continue its One Voice Wales Membership.

## **20. Bank Signatories**

It is prudent to review the signatories to the bank on a regular basis. Currently the Clerk and Councillors Paul Baker & Peter Gibson can sign.

**Recommended** that Council review the current signatories and determine whether to add others.

## **21. Review of Asset Register**

The Asset Register has been reviewed. The Council's Assets on 28 February 2023 are outlined in the appendix. Depreciation Based at Less 20% Per Annum. Values shown do not include VAT.

**Recommended** that the Asset Register be noted.

**Huw Evans**  
**Clerk to Llangyfelach Community Council**