

Items 7 to 15

Council - 13 April 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 (March 2023)	425.93
CCS Pension Fund (Clerk) (March 2023)	166.80
HMRC - PAYE Income Tax & NI Contributions	319.60
HB Enoch Owen. Payroll Services. P60 & Payroll Submission to HMRC	74.10
Bowen Hopkins Ltd. Christmas Light Check & Repair	156.00
-	
Determined by Council	
Llamau - Donation (Council - 9 March 2023)	100.00
Macmillan Cancer Support - Donation. (Council - 9 March 2023)	100.00
Payments Raised at the Meeting	
-	-

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
Planning Aid Wales. The Value of Planning in Welsh Communities Network Event
Welsh Government. Digital Health of Community & Town Councils

Swansea Council. Local Government Pension Scheme (LGPS) - Employer Contribution Rates 2023/2024
Welsh Government. Childcare & Playwork Community Mentors Wanted
20's Plenty for Us. Thanks for 20
Swansea Council. Swansea Local Development Plan Review & Replacement
Welsh Government. Planning Policy Wales: Net Benefit for Biodiversity & Ecosystems Resilience
Welsh Government. Consultation - Penn Review response (Local Authority Ethical Standards Framework and Code of Conduct)
Welsh Government. Written Statement on Electoral Reform

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) Llangyfelach Ward Councillor Update. j) Training Plan. Additional Items. Discussed as required.
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	➤ Annual Report. ➤ Action Plan.
May Annual Meeting	➤ 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	<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. ➤ Floral Decorations. <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. ➤ Floral Decorations.
To be confirmed	Agree the External Auditors Report.

12. Planning Applications & Planning Matters - Swansea Council

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

14. Llangyfelach Ward Councillor Update (Verbal)

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

15. Training Plan

The Local Government & Elections (Wales) Act 2021 placed a duty on each Community Council to adopt a Training Plan within six months of the Ordinary Election held on 5 May 2022. Llangyfelach Community Council adopted its Training Plan on 9 June 2022. On 26 September 2022, One Voice Wales published Guidance on Preparing a Council's Training Plan Including a Model Plan Template.

The Clerk has reviewed the Training Plan and taken on board the Guidance issued by One Voice Wales. A new Training Plan (**Appendix A**) has been drafted and is recommended for adoption.

Recommended that:

- 1) The Training Plan be adopted by Council.

Huw Evans
Clerk to Llangyfelach Community Council