

## Items 9 to 22

### Annual Meeting of Council - 11 May 2023

## Reports of the Clerk

### 9. Record of Payments

The table outlines a list of payments.

- The “Payments (Expenditure)” element have been paid in accordance with the resolution of the Annual Council of 19 May 2022 (Minute 23 “Constitutional Matters” refers).
- The “Determined by Council” element outlines payments made following a previous decision of Council.
- The “Payments Raised at the Meeting” element require a decision of Council.
- The Receipts (Income) element outlines the income received by Council.

<b>Payments (Expenditure)</b>	<b>£</b>
Clerk Salary (April 2022)	426.13
CCS Pension Fund (Clerk) (April 2022)	168.49
<b>Determined by Council</b>	
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<b>Payments Raised at the Meeting</b>	
Pentagon. Domain Hosting Renewal. <a href="http://www.llangyfelachcommunitycouncil.org.uk">www.llangyfelachcommunitycouncil.org.uk</a>	296.39
<b>Receipts (Income)</b>	
Swansea Council Precept	10,000.00
VAT Return 2022-2023	1,095.51
Bank Interest	9.42

**Resolved** that:

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

### 10. Financial Reporting (For Information)

- i) **Bank Accounts - Reconciliation**  
The Bank Accounts Monthly Reconciliation has been e-mailed to all Councillors.
- ii) **VAT Return 2022-2023**  
The VAT Return 2022-2023 had been received from HMRC.

## 11. Correspondence (emailed to all Councillors)

One Voice Wales. Training
Swansea Council. Weekly Planning Applications
Swansea Council. Weekly Planning Decisions
Planning Aid Wales. Training
Versus Arthritis Information Session on Inflammatory Arthritis (Rheumatoid & Psoriatic) - 26 April 2023
One Voice Wales. Local Places for Nature Questionnaire
One Voice Wales. Emergency Alerts
One Voice Wales. Nature Wise Eco Literacy Course (Moondance)
Welsh Blood Service. Can you help?
Mudiad Meithrin Clwb Cwtsh. Welsh Learner Sessions for Swansea beginning May 2023
Faye Whiley PhD Study. Attitudes Towards Species Reintroduction
Adam Davis on behalf of Tonia Antoniazzi. Funding advice day for residents and groups in Gower
One Voice Wales. Motions for 2023 Annual General Meeting
One Voice Wales. Written Statement: Democratic Health of Community and Town Councils

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

## 13. Workplan (For Information)

The Workplan is a living document that will continue to develop.

Council Date	Workplan Items
All Dates	<p>Standard Items. Discussed each month:</p> <ul style="list-style-type: none"> <li>a) PCSO Report.</li> <li>b) Record of Payments.</li> <li>c) Financial Report.</li> <li>d) Correspondence.</li> <li>e) Feedback from Delegates on Outside Bodies.</li> <li>f) Workplan.</li> <li>g) Planning Applications &amp; Planning Matters - Swansea Council.</li> <li>h) Highways, Footpaths, Cycleways &amp; Bridleways - Swansea Council.</li> <li>i) Llangyfelach Ward Councillor Update.</li> <li>j) Training Plan.</li> </ul> <p><b>Additional Items. Discussed as required.</b></p>
January	➤ Floral Decorations within the Community.
February	<ul style="list-style-type: none"> <li>➤ Review of Standing Orders.</li> <li>➤ Review of Financial Regulations.</li> <li>➤ Personnel Committee - Clerk's Appraisal.</li> </ul>
March	<ul style="list-style-type: none"> <li>➤ Review of Asset Register.</li> <li>➤ Consider Requests for Grants and Donations.</li> </ul>
April	➤ Annual Report.

	➤ Action Plan.
<b>May Annual Meeting</b>	<ul style="list-style-type: none"> <li>➤ Constitutional Matters.</li> <li>➤ Insurance Cover.</li> <li>➤ Hire of Church Hall.</li> <li>➤ All Committees (Finance, Personnel). Elect Chair &amp; Vice-Chair.</li> </ul>
June	<ul style="list-style-type: none"> <li>➤ Annual Governance Statement.</li> <li>➤ Internal Auditors Report.</li> </ul>
July	<ul style="list-style-type: none"> <li>➤ Consider Requests for Grants and Donations.</li> <li>➤ Christmas Tree, Illuminations &amp; Festivities.</li> </ul>
August	No Meetings.
September	<ul style="list-style-type: none"> <li>➤ Christmas Newsletter.</li> <li>➤ Christmas Tree, Illuminations &amp; Festivities.</li> <li>➤ Remembrance Sunday.</li> </ul> <p>Finance Committee. 6 Month Budget Monitoring.</p>
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> </ul> <p>➤ Finance Committee. Draft Budget - Next Year.</p>
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.

**14. Planning Applications & Planning Matters - Swansea Council (Verbal)**

**15. Highways, Footpaths, Cycleways & Bridleways - Swansea Council**

**16. Training**

The Training Plan adopted by Council on 13 April 2023 sets out the training requirements for Community Councillors and Staff. The monthly One Voice Wales, Planning Aid Wales and other relevant training schedules have been circulated. Councillors should regularly review their training requirements in line with the Training Plan & Training Matrix. To attend training, liaise with the Clerk.

**17. Llangyfelach Ward Councillor Update (Verbal)**

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

## **18. Certificate in Local Council Administration (CiLCA) Qualification**

The Clerk has achieved the Certificate in Local Council Administration (CiLCA) qualification. For the purposes of legislation, he is now a Qualified Clerk. The Personnel Committee held on 13 April 2023 recommended that the Clerk be paid an additional 24 hours pay on achieving the qualification. This recommendation was approved by Council on 13 April 2023.

The Society of Local Council Clerks (SLCC) organise a Professional Development Scheme (PDS). The Scheme aims to develop the Clerks career and grow their professional development. The cost of joining the Scheme is £55 per annum. Should Council resolve to pay the annual fee, the Clerk would become a Principal of the Society of Local Council Clerks and use the letter PSLCC after his name.

**Recommended that:**

- 1) The achievement of the Clerk be acknowledged.
- 2) The annual fee for the Clerk to join the Professional Development Scheme be paid.

## **19. Community Council Insurance**

The Council insurance is currently provided by Gallagher Insurance. The Insurance year runs from 1 June annually. The Clerk is in process of seeking renewal and other quotes and shall report back at the meeting.

**Recommended that:**

- 1) The update be noted.
- 2) The most appropriate insurance quote for the Council be approved.

## **20. Blachere Illuminations - Christmas Lights**

Councillors Peter Gibson & Julie Rees recently met with the representative of Blachere Illuminations. They shall provide feedback at the meeting.

**Recommended that the update be noted.**

## **21. Hire of Llangyfelach Church Hall 2023-2024**

The Clerk has made enquiries to hire Llangyfelach Church Hall for the Council to meet during 2023-2024. The hire fee is £45 per meeting and there are 11 meetings. The hire charge for the year being £495.

**Recommended that the Clerk be authorised to hire the Llangyfelach Church Hall for its meetings during 2023-2024 at a cost of £495.**

**22. Llangyfelach Feasibility Study – A Rural Development Partnership (RDP) Funded Study**

Councillors Paul Baker & Peter Gibson have been representing the Council with the Llangyfelach Feasibility Study. They shall provide feedback at the meeting.

**Recommended** that the update be noted.

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