

## Items 7 to 21

Council - 8 June 2023

### Reports of the Clerk

#### 7. 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 11 May 2023 (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>
Planning Aid Wales. Introduction to Planning (24.05.2023) Training (Cllr Mark Tribe).	38.50
<b>Determined by Council</b>	
Society of Local Council Clerks (SLCC) - Professional Development Scheme (PDS) Membership for Clerk. Annual Fee. (Council - 11 May 2023). <b>Note:</b> Fee was less than the £55 quoted at Council.	36.67
Zurich Insurance. Year 1 of 3-year deal. (Council - 11 May 2023).	351.32
Internal Auditor Fees. (Council - 11 May 2023).	300.00
Hire of Llangyfelach Church Hall 2023-2024. (Council - 11 May 2023)	495.00
<b>Payments Raised at the Meeting</b>	
-	-
<b>Receipts (Income)</b>	
Bank Interest	11.73

**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.

ii) **Paper & Ink**

The Clerk is running low of Printer Paper and Printer Ink.

- Printer Paper. 5 Reams of Printer Paper (80gsm). Cost approximately £30-35 including delivery.
- Printer Ink. Premium Compatible Epson T16XL – Big Bundle Deal (4 Black & 4 Multipacks) - Pack of 20 Cartridges. Cost £39.99.

**Recommended** that the Clerk be authorised to purchase Printer Paper & Printer Ink as outlined.

**9. Correspondence (emailed to all Councillors)**

One Voice Wales. Training
Swansea Council. Weekly Planning Applications
Swansea Council. Weekly Planning Decisions
Planning Aid Wales. Training & Events
Welsh Government. Smart Device awareness
Welsh Government. Climate Change Bulletin May 2023
Public Services Ombudsman for Wales. Quarterly newsletter May 2023
One Voice Wales. Innovative Practice Conference - Facing the Challenges of a Demanding Future
Ystadau Cymru. Assets Collaboration Programme Wales Phase 3 (ACPW3) Grant Scheme

**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.

<b>Council Date</b>	<b>Workplan Items</b>
All Dates	Standard Items. Discussed each month: a) PCSO Report. b) Record of Payments & Receipts. 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. <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	<ul style="list-style-type: none"> <li>➤ Review of Asset Register.</li> <li>➤ Consider Requests for Grants and Donations.</li> </ul>
April	<ul style="list-style-type: none"> <li>➤ Annual Report.</li> <li>➤ Action Plan.</li> </ul>
May <b>Annual Meeting</b>	<ul style="list-style-type: none"> <li>➤ Constitutional Matters.</li> <li>➤ Insurance Cover.</li> <li>➤ Hire of Church Hall.</li> <li>➤ Personnel Committee. 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> <li>➤ 6 Month Budget Monitoring.</li> </ul>
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>➤ 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 (Verbal)**

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

- i) Parking Issue on B4489, Swansea Road, Llangyfelach**  
Councillor Mark Tribe shall provide an update.
- ii) Speeding on B4489, Swansea Road, Llangyfelach**  
Councillor Mark Tribe shall provide an update.

## **14. 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.

**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. Hire of Llangyfelach Church Hall 2023-2024 & Council Diary**

Llangyfelach Church Hall has been hired for Council meetings during 2023-2024. The November Council Meeting shall be held on Tuesday, 7 November 2023.

**Recommended** that the update to the Council diary be approved.

**17. Llangyfelach Feasibility Study - A Rural Development Partnership (RDP) Funded Study**

Neil Stokes (Swansea Council) shall provide an update relating to the Llangyfelach Feasibility Study.

**Recommended** that the update be noted.

**18. Christmas Tree, Illuminations & Festivities.**

The Christmas Event shall be held on Friday, 1 December 2023. The Sleigh, First Aid Cover & Pontarddulais Brass Band have been booked. The Chair of Council asked that this item be placed on the agenda to allow further discussion.

**Recommended** that the update be noted.

**19. Model Standing Orders (Wales) 2023**

One Voice Wales have issued new Model Standing Orders (Wales) 2023. The new Model Standing Orders have been designed to comply with all relevant legislation including the Local Government & Elections (Wales) Act 2021.

They had been amended slightly by the Clerk to reflect local choice. The Model Standing Orders (Wales) 2023 (as amended by Council) are attached as **Appendix A** of the report.

**Recommended** that:

- 1) The Model Standing Orders (Wales) 2023 as amended by Council and set out in **Appendix A** of the report be adopted and published on the Council's Web site.

## **20. Bus Shelter - Heol Pentre Felen**

Councillor Mark Tribe, Llangyfelach Ward Councillor on Swansea Council is keen to have a Bus Shelter erected on Heol Pentre Felen. The location being the site of the existing Bus Stop between the junction of Ffordd Dewi and the junction of Cae Melyn, specifically outside 50-52 Heol Pentre Felen, Llangyfelach.

Councillor Tribe states that the popular Bus Stop is mainly used by our more aged residents who probably need more protection from the weather.

When installing a new Bus Shelter, Swansea Council's Transport Team is obliged to carry out a consultation with adjacent houses on both sides of the road. Councillor Tribe would be informed of any objections prior to a final decision being made.

The cost of a Bus Shelter depends on the chosen design. Councillor Tribe states that the options that he favours would be approximately between £4,700 - £5,311. Seating would add a further £300 to the cost.

Councillor Tribe states that he would fund 50% of the cost from his Swansea Council Community Budget if the Community Council match funded the remaining 50%.

**Recommendation.** The views of Council are sought.

## **21. Community Council Vacancy - Notice of Co-option**

The Notice of Co-option was placed on the Council website and in the Notice Board on 11 May 2023. Closing date for applications was noon on 29 May 2023. No applications were received. The Clerk shall re-advertise with an extended deadline. Councillors are asked to promote the vacancy and notice.

**Huw Evans (PSLCC)**  
**Clerk to Llangyfelach Community Council**