

Items 7 to 19

Council - 13 July 2023

Reports of the Clerk

7. Record of Payments

The table outlines a list of payments.

- “Payments (Expenditure)” have been paid in accordance with the resolution of the Annual Council of 11 May 2023 (Minute 23 “Constitutional Matters” refers).
- “Determined by Council” outlines payments made following a previous decision of Council.
- “Payments Raised at the Meeting” require a decision of Council.
- Receipts (Income) outlines the income received by Council.

Payments (Expenditure)	£
Clerk Salary (June 2023)	425.93
CCS Pension Fund (Clerk) (June 2023)	168.49
HMRC. PAYE Income Tax & NI. QTR 1. 2023-2024	522.50
HB Enoch & Owen. Payroll Services. QTR 1. 2023-2024	41.40
One Voice Wales. Training. The Council Meeting (09.05.2023) Training (Cllr Sharon Phillips)	38.00
Determined by Council	
Printer Paper. 5 Reams of Printer Paper (80gsm). (Council - 8 June 2023).	27.99
Printer Ink. Premium Compatible Epson T16XL – Big Bundle Deal (4 Black & 4 Multipacks) - Pack of 20 Cartridges. (Council - 8 June 2023).	39.99
Payments Raised at the Meeting	
Receipts (Income)	
Bank Interest	11.43

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.

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
One Voice Wales. News Bulletin
Welsh Government. ITEC and Chwarae Teg Training Courses
Welsh Local Government Association. 20mph Communications and Engagement Toolkit
Swansea Council. Forthcoming Community Events
Planning Aid Wales. Meeting Community Needs in Wales
Swansea Council. 'Community Connections & Swansea Spaces: A collaborative learning event'
Arts Wales. Night Out Scheme
Keep Wales Tidy. Free garden packs from Local Places for Nature
Versus Arthritis. Arthritis of the Knee - Versus Arthritis Information Session - 18 July 2023
Welsh Government. Consultation on extending the term of office for the Older People's Commissioner for Wales from 4 to 7 years
Swansea Council. Swansea Local Development Plan - Review & Replacement
Natural Resources Wales. Opportunities for using nature-based solutions via NRW's new grant
Swansea Council. Tackling Poverty Presentation
Swansea Council. Invite : Informal celebration of the achievements of RDP LEADER grant programme in Swansea

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	<p>Standard Items. Discussed each month:</p> <ul style="list-style-type: none"> 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. <p>Additional Items. Discussed as required.</p>

May Annual Meeting	<ul style="list-style-type: none"> ➤ Constitutional Matters. ➤ Insurance Cover. ➤ Hire of Church Hall. ➤ Personnel Committee. 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. ➤ 6 Month Budget Monitoring.
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. ➤ Draft Budget - Next Year.
December	<ul style="list-style-type: none"> ➤ Budget & Precept for Next Financial Year. ➤ Set Amount for Grants & Donations Policy. ➤ Floral Decorations.
January	<ul style="list-style-type: none"> ➤ Floral Decorations within the Community.
February	<ul style="list-style-type: none"> ➤ Review of Standing Orders. ➤ Review of Financial Regulations. ➤ Personnel Committee - Clerk's Appraisal.
March	<ul style="list-style-type: none"> ➤ Review of Asset Register. ➤ Consider Requests for Grants and Donations.
April	<ul style="list-style-type: none"> ➤ Annual Report. ➤ Action Plan.
To be confirmed	Agree the External Auditors Report.

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

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

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. 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. The Clerk amended the model Standing Orders slightly to reflect local choice. Council adopted them on 8 June 2023; however, One Voice Wales have re-issued the Model Standing Orders (Wales) 2023 correcting some typographical errors and other minor issues.

Recommended that:

- 1) The Model Standing Orders (Wales) 2023 re-issued by One Voice Wales and amended by Council be adopted and published on the Council's Web site.

17. Community Council Vacancy - Notice of Co-option

The Notice of Co-option was placed on the Council website and in the Notice Board on 10 June 2023. Closing date for applications is 30 September 2023. Councillors are asked to promote the vacancy and notice.

18. Consider Requests for Grants & Donations

The Council allocated £1,000 of its 2023-2024 budget to its Grants & Donations Policy. To be eligible for a grant / donation applicants must comply with the conditions set out within the Policy.

<https://www.llangyfelachcommunitycouncil.org.uk/policy-procedures/>

Requests for applications are considered every 4 months (July, November & March). To date, during this financial year, £0 of the budget has been allocated.

Two requests have been received.

i) Llangyfelach Forget Me Not Club

The Llangyfelach Branch of the Forget Me Not Club which is a dementia friendly club operating out of Llangyfelach Church Hall on a weekly basis has asked for a donation to purchase an electronic bingo machine (£189.00) and large clock (£22.09) to assist the club in its activities. Total donation requested being £211.09.

The Clerk has been in contact with the local and regional representative and is awaiting further information to ensure that the request complies with the Council Policy. The information should be available at the Council meeting.

Recommendation. The view of Council is sought.

ii) **Swansea & West Wales Gymnastics**

Swansea & West Wales Gymnastics have asked for a donation to assist two of their gymnasts with the costs of travelling to and competing in Florida, USA. To assist their application, the Clerk mocked up an application form which they completed and is attached as **Appendix A**. Total donation requested being £211.09.

The Clerk has been in contact with the Organisation and has seen the financial records and management structure etc. required under the Policy.

Recommendation. The view of Council is sought.

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

The Christmas Event is scheduled for Friday, 1 December 2023. Father Christmas, the Sleigh, First Aid Cover & Pontarddulais Brass Band had been booked. Councillors are asked to consider some of the specifics of the event such as arranging a Christmas Tree and format of the event.

The Clerk shall provide a verbal update relating to the costume, grotto, and storage.

Recommendation. The view of Council is sought.

Huw Evans (PSLCC)
Clerk to Llangyfelach Community Council