

Items 7 to 23

Council - 11 September 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 (July 2023)	426.13
CCS Pension Fund (Clerk) (July 2023)	168.49
Clerk Salary (August 2023)	425.93
CCS Pension Fund (Clerk) (August 2023)	168.49
One Voice Wales. Training. The Council Meeting (09.05.2023) Training (Cllr Sharon Phillips)	38.00
Determined by Council	
Donation to Swansea & West Welsh Gymnastics. (Council - 13 July 2023).	250.00
Payments Raised at the Meeting	
Receipts (Income)	
Bank Interest (July)	13.61
Bank Interest (August)	xxx
Precept	x

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
Groundwork Wales. Save Our Wild Isles Community Fund - Now Open!
Swansea Bay University Wales Health Board. Statement Minor Injuries Unit at Neath Port Talbot Hospital
Department for Levelling Up, Housing & Communities. The Community Ownership Fund- Round 3 Window 1
Thanks for 20 - News August 2023
Natural Resources Wales & Welsh Government. Delivery of the Nature Networks Map
Rural Anchor Team. New Funding for Rural Swansea
Llais Cymru. Communication and Engagement Update 10.08.2023
Public Services Ombudsman for Wales. Press release 09 08 2023 - Annual Report 2022-2023
Aquarius Mental Health. Civility & Respect Training - Swansea
One Voice Wales. Community Green Spaces - nominations call out
Rural Anchor Team. Crowdfund Swansea - funding for community projects
Swansea Rural Development Partnership News
RISE & Shine August 23: Changing Places Update
Cwmpas. Community Tourism Hack invitation
APSE Online Seminars - Making space for nature in our burial grounds
Swansea Replacement Local Development Plan – Call for Candidate Sites

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

- i) **Special Meeting of Community/Town Council Forum – 25 September 2023 @ 4.30pm**
Councillors Michael Glover & Jamie Jewell are the Council representatives on this body. The next meeting will be an opportunity to meet with representatives of the Local Democracy & Boundary Commission for Wales regarding the Community Review and Community / Town Council Size Policy.

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 & Receipts. c) Financial Report. d) Correspondence. e) Feedback from Delegates on Outside Bodies. f) Workplan.

	<p>g) Planning Applications & Planning Matters - Swansea Council.</p> <p>h) Highways, Footpaths, Cycleways & Bridleways - Swansea Council.</p> <p>i) Llangyfelach Ward Councillor Update.</p> <p>j) Training Plan.</p> <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. ➤ 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. The Training Matrix is attached as **Appendix A**.

Recommended that:

- 1) The update be noted.
- 2) The Training Matrix be checked by Councillors for accuracy and 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. Community Council Vacancy - Notice of Co-option

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

Recommended that the update be noted.

17. 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 is in the process of procuring a 20ft Nordman Fir Christmas Tree and will provide an update at the meeting. The Christmas Tree pit shall need to be checked for electrical safety.

Swansea Council had been informed of the event via their Organising an Event in Swansea webpage. <https://www.swansea.gov.uk/organisinganevent>

Recommended:

- 1) The Clerk in consultation with Councillor Sharon Phillips determine the number of Chocolate Selection Boxes required and be authorised to purchase them. If possible, the purchase is to be made on a sale or return basis.

- 2) The Clerk arrange an electrical safety inspection of the Christmas Tree pit.
- 3) The update be noted.

18. Christmas Newsletter

Traditionally, the Council produces the Llangyfelach Community Council's - Christmas Newsletter. This is distributed in December each year and contains of articles by the local Groups operating within the area. Councillors Peter Gibson and Paul Baker led the work for the previous newsletter.

Council needs to consider whether to continue with the newsletter and if so, the content and the lead Councillors to deliver it. If supported, the Clerk will need to send out letters seeking quotations.

Recommended. The views of Council are requested. If supported, the Clerk seek quotations and be delegated authority in consultation with Councillors Paul Baker & Peter Gibson to award the work to the most suitable quoter.

19. Remembrance Sunday

Remembrance Sunday is a day to commemorate the contribution of British and Commonwealth military and civilian servicemen and women in the two World Wars and later conflicts. Remembrance Sunday falls on 12 November 2023. Traditionally, the Council purchase a Poppy Wreath which the Chair of Council lays on behalf of the Community Council.

Recommended that a Poppy Wreath be purchased.

20. Microsoft 365 Subscription

The Clerk utilises Microsoft 365 as the software package and cloud storage for the Council's business needs. The cost is currently £79.00 per annum. Council resolved previously to continue with this annual subscription. The payment for 2023-2024 was paid on 1 September 2023.

Resolved that the annual subscription continue until the next review in 5 years.

21. General Data Protection Regulation (GDPR) / Data Protection Act 2018. Renewal Fee

The Council must pay an annual General Data Protection Regulation (GDPR) / Data Protection Act 2018 fee. The normal cost is £40; however, as the Council pays via direct debit, the fee is reduced to £35. The next payment is due on 10 October 2023.

Resolved that the spend be authorised and the update noted.

22. Daffodil Bulbs

Swansea Council offers its Councillors the opportunity to purchase sacks of daffodil bulbs for planting in the community. The cost is approximately £90.00 for a 25kg sack of daffodil bulbs which includes planting. A sack will cover between 4-5m². The deadline for 2023-2024 has passed; however, the Clerk has been in contact with Swansea Council to see whether the Community Council could partake in the scheme in the future.

Swansea Council confirmed that the Community Council could participate in the scheme for 2024-2025 onwards.

Recommendation. The views of Council are sought.

23. Street Naming & Numbering at Pentref Rhostir, Llangyfelach

Llanmoor Homes (www.llanmoor.co.uk) is the developer for the Pentref Rhostir, Llangyfelach development. The developer has asked the Council for suggestions for street naming. The developer states that from experience members of the Community often have far greater knowledge of the history of the area.

Recommendation. The views of Council are sought.

Huw Evans (PSLCC)
Clerk to Llangyfelach Community Council