

Items 7 to 19

Council - 12 October 2023

Reports of the Clerk

7. Record of Payments, Receipts & Bank Reconciliation

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 (September 2023)	426.13
CCS Pension Fund (Clerk) (September 2023)	168.49
HMRC. PAYE Income Tax & NI. QTR 2. 2023-2024.	319.40
HB Enoch Owen. Payroll. QTR 2. 2023-2024.	41.40
One Voice Wales. Training. The Council (19.07.2023) & Local Government Finance (20.07.2023). Councillor Adrian Roberts.	76.00
Determined by Council	
Robert Morgan & Sons Ltd. Christmas Tree – Nordman Fir 22ft. (Council - 13 July 2023).	448.80
Microsoft 365 Subscription. (Council – 11 September 2023).	79.99
Payments Raised at the Meeting	
Receipts (Income)	
Bank Interest (September)	13.97

The Bank Accounts Monthly Reconciliation has been e-mailed to all Councillors.

Resolved that:

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

8. 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
Audit Wales. Consultation on Fee Scales 2024-25
One Voice Wales. Welsh Ombudsman's Public Consultation: Our Equality Plan 2023-2026
Swansea Bay University Health Board. The Bevan Commission - Public Conversation Events
Black Mountains College. Climate Adaptation Course for Parish and Town Councillors
Dangos. Financial awareness training in Wales
Welsh Blood Service. Blood Donations Required
Swansea Council. Customer Charter and Service Standards: have your say
Senedd Cymru. Consultation: Scrutiny of the Welsh Government Draft Budget 2024-25
Electrical Safety Fund Opening - 2023
One Voice Wales. Funding Update.
Swansea Council. A Second Opportunity to Apply for Rural Anchor Funding
Audit Wales. September Newsletter
Gower Power. Community Share Offer Live

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

i) One Voice Wales - Swansea Area Committee - 9 October 2023 @ 7.00pm

Councillors Michael Glover & Adrian Roberts are the Council representatives on this body.

10. 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) Community Reports: PCSO & LAC. b) Record of Payments, Receipts & Bank Reconciliation. c) Correspondence. d) Feedback from Delegates on Outside Bodies. e) Workplan. f) Swansea Council Matters: Planning Highways, Footpaths, Cycleways & Bridleways. g) Training Plan. h) Llangyfelach Ward Councillor Update. Additional Items. Discussed as required.
May Annual Meeting	➤ Constitutional Matters. ➤ Insurance Cover. ➤ Hire of Church Hall. ➤ Personnel Committee. 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	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Remembrance Sunday. ➤ Budget Monitoring.
October	➤ Review of Council Policies. ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Remembrance Sunday.
November	➤ Consider Requests for Grants and Donations. ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Floral Decorations. ➤ Draft Budget - Next Year.
December	➤ Budget & Precept for Next Financial Year. ➤ Set Amount for Grants & Donations Policy. ➤ Floral Decorations.
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.
To be confirmed	Agree the External Auditors Report.

11. Swansea Council Matters: Planning, Highways, Footpaths, Cycleways & Bridleways

12. Training Plan

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.

Recommended that:

- 1) The update be noted.

13. Llangyfelach Ward Councillor Update (Verbal)

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

14. Christmas Tree, Illuminations & Festivities

The Christmas Event is scheduled for Friday, 1 December 2023. Father Christmas, the Sleigh, First Aid Cover, and Pontarddulais Brass Band have been booked. A 22ft Nordman Fir Christmas Tree has been bought and the Clerk is arranging for a safety inspection of the Christmas Tree pit. The Clerk is also in the process of arranging the Chocolate Selection Boxes.

Councillor Mark Tribe has arranged for the PCSO's be assist with the even on 1 December 2023.

Councillors may wish to discuss other logistics linked to the event.

Recommended that:

- 1) The update be noted.

15. 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.

The Clerk has sought quotes from local businesses to print the newsletter and will give an update at the meeting.

Recommended that:

- 1) The print work be given to the most suitable quoter.

16. 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. The Clerk is in process of purchasing a Poppy Wreath which the Chair of Council lays on behalf of the Community Council.

Recommended that the update be noted.

17. 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.

18. Swansea Community Review

Councillors Peter Gibson and Jamie Jewell along with the Clerk of the Council attended the Special Meeting of the Community / Town Council Forum on 25 September 2023. The Local Democracy & Boundary Commission for Wales gave a presentation on the Swansea Community Review.

The first stage of the review is to ask all interested parties to consider the current community boundaries and submit their views on any changes required to create communities that provide for effective and convenient local government.

As part of the consultation, there is also the opportunity to amend community boundaries within Swansea. This is the chance to suggest corrections to those few properties that are in one Ward or Community but perhaps you feel would be best placed within another due to access etc. You must inform the LD&BCW if you wish those to be considered.

As part of the review, the Commission will have regard to:

- The creation, abolition or merging of Communities and Community wards.
- The name of the Community and, where warded, the name of Community wards.
- Where changes have been made to the boundaries of Communities or Community wards the number of Councillors representing the Community and, where warded, the number of Councillors per ward.

The Initial Consultation Period opened on 25 September 2023 and closes on 19 November 2023.

Further information relating to the review is available at <https://www.ldbc.gov.wales/reviews/09-23/swansea-community-review>

Consultation responses should be sent to consultations@boundaries.wales or in the post to: Local Democracy and Boundary Commission for Wales, Hastings House, Fitzalan Place, Cardiff, CF24 0BL.

Recommendation. The views of Council are sought.

19. Audit Wales - Completion of Audit 2021-2022 & 2022-2023

Audit Wales have completed the Audit of the Council's Accounts for 2021-2022 & 2022-2023. The Council received an Unqualified audit, meaning that in the opinion of Audit Wales, there are no concerns. Despite this, Audit Wales have made some recommendations which the Clerk shall address prior to the next Annual Return.

The Audit Return documents for 2021-2022 and 2022-2023 are outlined in **Appendix A** and **Appendix B**.

Recommended that:

- 1) The update be noted.
- 2) The Clerk ensure that the recommendations made by Audit Wales are addressed.

Huw Evans (PSLCC)
Clerk to Llangyfelach Community Council