

Items 7 to 21

Council - 7 November 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 (October 2023)	319.73
CCS Pension Fund (Clerk) (October 2023)	168.49
Determined by Council	
ICO. GDPR / Data Protection Act 2018 Renewal Fee. Council - 11 September 2023.	35.00
Cllr Wendy Lewis, Armed Forces Champion – Swansea Council) Remembrance Day Wreath. Council - 11 September 2023.	25.00
SLCC. Clerk Training. FILCA (Financial Introduction to Local Council Administration) Qualification. Course Fee. Council - 12 October 2023.	144.00
Wales Air Ambulance Appeal 2023. Council - 12 October 2023.	100.00
Christmas Illuminations etc.:	
➤ Amazon UK. Costway. Lighted Santa Claus Christmas Decoration.	66.45
➤ Lights4fun. Lighted Skiing Moose, Nutcracker & Sledging Penguin.	288.98
➤ Amazon UK. BeamZ. High Power Snow Machine Christmas Party FX Storm Blizzard Blower 1800W 15L Fluid.	125.00
➤ Amazon UK. 40L of Snow Fluid.	69.98
Payments Raised at the Meeting	
Receipts (Income)	
Bank Interest (October)	14.43

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

Resolved that:

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

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
One Voice Wales. D-Day 80. 6 June 2024
Community Transport Organisation. Celebrate 'Community Transport Week' within the sector
Gallagher Insurance. Community Matters
One Voice Wales. Review of Democratic Health in the Community & Town Council Sector
Swansea Council. Lord Mayor's Charity Fund presents Swansea Male Choir - 20 December 2023 - 7pm
One Voice Wales & SLCC – Joint Event. 8 November 2023 @ 7.00pm
Public Services Ombudsman for Wales. Advice and advocacy bodies list on our website!
Swansea Council. Christmas Activity Grants for Older People
Utility Aid. Information
Independent Remuneration Panel for Wales. Community and Town Councils - Councillor Allowances - Homeworking arrangements and consumables
Swansea Council. Council Tax Reduction Scheme Consultation 2024 25

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

10. 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) 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. <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.
December	<ul style="list-style-type: none"> ➤ Budget & Precept for Next Financial Year. ➤ Set Amount for Grants & Donations Policy. ➤ Floral Decorations within the Community.
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.

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.

Council at its meeting on 12 October 2023, supported the Clerk's request to finance his to undertake the FILCA (Financial Introduction to Local Council Administration) qualification. The cost being £144. The Clerk has enrolled for the qualification. The Clerk has also recently passed the Train the Trainer course funded by the SLCC (Society of Local Council Clerks).

Recommended that 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 has arranged an annual safety inspection of the Christmas Tree pit. The Swansea Council's Event Planning webform has been completed. Councillor Mark Tribe has arranged for the PCSO's be assist with the event on 1 December 2023.

At the Council meeting on 12 October 2023, it was resolved that £300 be spent on appropriate Christmas illuminations. Councillor Mark Tribe stated that he would match fund the £300, taking the pot to £600. At the meeting the Clerk shall outline what was purchased and the exact cost spent.

At the last Council meeting, it was also resolved that the Clerk delay purchasing 300-350 Selection Boxes until after the next meeting of Council, as the price may reduce after Halloween and Bonfire Night.

Recommended that the update be noted.

15. Christmas Newsletter

Councillors Peter Gibson and Paul Baker are compiling the Christmas Newsletter. They will provide an update on progress at the meeting.

Recommended that the update be noted.

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 has purchased a Poppy Wreath which the Chair of Council lays on behalf of the Community Council.

Recommended that the update be noted.

17. 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.

18. Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2024-2025

The Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2024-2025 is currently out for consultation. The consultation period closes on 8 December 2023. The Draft Annual Report may be viewed at [Independent Remuneration Panel for Wales: draft annual report 2024 to 2025 | GOV.WALES](#)

The Council is asked to consider the draft report and whether a response to the consultation is required.

Recommendation. The views of Council are sought.

19. Floral Decorations within the Community

Over recent years, the Council has placed Floral Decorations within the Community having purchased them from Swansea Council. In February 2023, the Council further extended its floral decorations to include additional locations. Griffiths Waste Management Limited, Bryntywod have supported the Council by purchasing two Base Planters for use at Bryntywod.

Unfortunately, some areas within the community have been ruled out by Swansea Council on safety grounds or inadequate infrastructure.

Floral Decorations were placed at these locations within the community in 2023 at a cost of £4,803.45 (inclusive of VAT). Swansea Council have not published the prices for 2024 yet; however, it is prudent to consider what the Council wishes to do for 2024.

Item
Lamppost Baskets @ Heol Pentre Felen, Llangyfelach x14. Post No.: 1, 2, 4, 7, 8, 10, 12, 15, 17, 19, 21, 23, 28 & 30.
Llangyfelach Baskets @ Swansea Road, Llangyfelach x14. Post No.: 125, 126, 128, 131, 132, 133, 135, 136, 138, 140, 141, 144, 145 & 146.
Barrier Trough x2 Pengors Road
Three Tier Planter x1 Village Green
Base Planter x2 Bryntywod / A48 (Purchased by Griffiths Waste Management Ltd.)
Flowers & Watering x2 of the Base Planters @ Bryntywod / A48

Recommendation. The views of Council are sought.

20. Storage for Community Council Assets

Council at its meeting on 8 June 2023, instructed the Clerk to contact Llangyfelach Church to enquire about the possibility of storing some of the Community Council's assets in the Church buildings. The Clerk has contacted the Church and shall provide an update at the meeting.

Recommended that the update be noted.

21. 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, £250 of the budget has been allocated.

Two requests have been received.

i) Swansea & West Wales Gymnastics

Council at its meeting on 13 July 2023, considered a request from Swansea & West Wales Gymnastics. They 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 £1,000.

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

On 13 July 2023, Council expressed concern that in giving the full £1,000 it would leave nothing in the Grant & Donation pot for the two remaining meetings (November & March). Council resolved that:

- 1) *A donation of £250 be made.*
- 2) *The request be considered further at the Council Meeting scheduled for Tuesday, 7 November 2023.*

ii) 6th Llangyfelach Scout Group

6th Llangyfelach Scout Group have asked for a donation to enable them to purchase a petrol strimmer and ground maintenance equipment to maintain the land at the back of the Scout Hall. These works will enable young people to learn new skills outdoors and learn about the environment. This will help the Scouts to maintain the land to start planting wildflower seeds for biodiversity to encourage wildlife into the area. To assist their application, the Clerk mocked up an application form which they completed and is attached as **Appendix B**. Total donation requested being £750.

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 views of Council are sought.

Huw Evans (PSLCC)
Clerk to Llangyfelach Community Council