



## Minutes of Meeting of Council

**Held At / Via: Multi-Location Meeting - Llangyfelach Church Hall, Llangyfelach & Microsoft Teams**

**On Tuesday, 7 November 2023 at 6.00pm.**

**Present:** Councillor Peter Gibson (Chair) presiding

**Councillors:** Paul Baker, Mike Glover, Daniel Lorey, Sharon Phillips, Julie Rees, Adrian Roberts & Mark Tribe

**Clerk to the Council:** Huw Evans (PSLCC)

### **112 Apologies for Absence**

Apologies for absence were received from Councillor Jamie Jewell.

### **113 Disclosures of Personal & Prejudicial Interests**

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, no interests were declared.

### **114 Minutes of Council**

**Resolved** that the Minutes of the Council Meeting(s) held on the following date(s) be approved and signed as a correct record subject to the day of the meeting being amended to "Thursday":

- i) 12 October 2023.

### **115 Announcements of the Chair of Council**

The Chair welcomed Community Councillor Daniel Lorey to his first meeting of Council.

### **116 Public Question Time**

There were no questions.

### **117 Community Reports**

- i) **PCSO (Police Community Support Officers) Report**  
There was no update.
- ii) **LAC (Local Area Co-ordinators) Report**  
There was no update.

**118 Record of Payments, Receipts & Bank Reconciliation**

The Clerk outlined those Payments and Receipts made since the last meeting of Council. The payments were made in line with Minute 23 “Constitutional Matters” of the Annual Council held on 11 May 2023. He also stated that the Bank Accounts - Reconciliation information had been shared with all Councillors.

<b>Payments (Expenditure)</b>	<b>£</b>
Clerk Salary (October 2023)	319.73
CCS Pension Fund (Clerk) (October 2023)	168.49
<b>Determined by Council</b>	
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
Low Cost Printing. Christmas Newsletter. 1,200 A5 Copies x 48pages.	1,574.00
<b>Payments Raised at the Meeting</b>	
-	-
<b>Receipts (Income)</b>	
Bank Interest (October)	14.43

The Clerk sought permission to apply for a Debit Card, to assist him when making certain payments.

**Resolved that:**

- 1) The Payments, Receipts & Bank Reconciliations be noted.
- 2) The Clerk be authorised to pay the Payments Raised at the Meeting.
- 3) The Clerk be authorised to apply for a Debit Card for the current account.

**119 Correspondence**

The actions / comments made as in relation to the correspondence reported:

<b>Correspondence</b>	<b>Actions</b>
One Voice Wales. Training	Noted.
Swansea Council. Weekly Planning Applications	Noted.
Swansea Council. Weekly Planning Decisions	Noted.
Planning Aid Wales. Training & Events	Noted.
One Voice Wales. News Bulletin	Noted.
One Voice Wales. D-Day 80. 6 June 2024	Noted.
Community Transport Organisation. Celebrate 'Community Transport Week' within the sector	Noted.
Gallagher Insurance. Community Matters	Noted.
One Voice Wales. Review of Democratic Health in the Community & Town Council Sector	Noted.
Swansea Council. Lord Mayor's Charity Fund presents Swansea Male Choir - 20 December 2023 - 7pm	Noted.
One Voice Wales & SLCC – Joint Event. 8 November 2023 @ 7.00pm	Noted.
Public Services Ombudsman for Wales. Advice and advocacy bodies list on website!	Noted.
Swansea Council. Christmas Activity Grants for Older People	Noted.
Utility Aid. Information	Noted.
Independent Remuneration Panel for Wales. Community and Town Councils - Councillor Allowances - Homeworking arrangements and consumables	Noted.
Swansea Council fr Voluntary Services (SCVS) Fuel Poverty: New Localgiving £5m grant - please promote	Noted.
Swansea Council. Enabling Communities Fund 2023/24 – Closing date Sunday 26 November 2023	Noted.
National Charity Tender. Video	Noted.
National Pay Agreement 2023/2024	Noted.
Heartbeat Wales Charity. Defibrillator Maintenance & Unlocking	<b>Resolved</b> that the Clerk contact Heartbeat Wales to see what action is required to unlock the defibrillator cabinet and to ensure adequate insurance cover.

Swansea Council. Council Tax Reduction Scheme Consultation 2024 25	Noted.
Smart Towns Wales Programme	Noted.

**120 Feedback from Delegates on Outside Bodies**

There was no feedback.

**121 Workplan (For Information)**

The Council Workplan was presented.

**122 Swansea Council Matters: Planning, Highways, Footpaths, Cycleways & Bridleways**

There were no issues raised.

**123 Training Plan**

The Clerk stated that the Training Plan was adopted on 13 April 2023. It 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 Clerk stated that he had commenced the FILCA (Financial Introduction to Local Council Administration) qualification. The qualification is administered by the SLCC (Society for Local Council Clerks).

**Resolved that:**

- 1) The update be noted.

**124 Llangyfelach Ward Councillor Update**

Councillor Mark Tribe, Llangyfelach Ward Councillor submitted a verbal report outlining his work within the Ward.

**125 Christmas Tree, Illuminations & Festivities**

The Clerk stated that the Christmas Event was scheduled for Friday, 1 December 2023. Father Christmas, the Sleigh, St John Ambulance Cymru First Aid Cover & Pontarddulais Brass Band had been booked and a 22ft Nordman Fir Tree purchased. The Clerk stated that he had completed Swansea Council's Event Planning webform. The Clerk outlined the equipment that had been purchased for the Christmas Event

Councillor Julie Rees confirmed that car parking had been reserved for St John Ambulance and Pontarddulais Town Band at Bethel Chapel.

Councillors discussed the timings and specific details of the event. The event shall commence at 17.30, with Father Christmas leaving Heol Pentre Felen, Llangyfelach at 17.50.

**Resolved** that:

- 1) The update be noted.
- 2) The invoices for the Christmas Event equipment be forwarded to Councillor Mark Tribe as he had committed to fund 50% of the spend from his Swansea Council Community Budget.
- 3) The Clerk purchase 300 small Selection Boxes and 20 Hi-Vis Waistcoats.

## **126 Christmas Newsletter**

The Chair of Council stated that the proof had been signed off and had been sent for printing. 1,200 A5 copies with 48 pages in had been ordered. The Clerk stated that the invoice for £1,574.00 had been paid.

**Resolved** that the update be noted.

## **127 Remembrance Sunday**

The Clerk stated that 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 Poppy Wreath had been purchased and the Chair of Council shall lay it on behalf of the Community Council.

**Resolved** that the update be noted.

## **128 Swansea Community Review**

The Clerk outlined the Swansea Community Review currently being undertaken by the Local Democracy & Boundary Commission for Wales. The Initial Consultation Period opened on 25 September 2023 and closes on 19 November 2023.

He explained the process of the review and urged people to read about the review at <https://www.ldbc.gov.wales/reviews/09-23/swansea-community-review> and submit consultation responses to [consultations@boundaries.wales](mailto:consultations@boundaries.wales) or in the post to: Local Democracy and Boundary Commission for Wales, Hastings House, Fitzalan Place, Cardiff, CF24 0BL.

**Resolved** that the Clerk reply to the consultation stating that the Llangyfelach Community boundary should mirror the Llangyfelach (Swansea Council) Ward boundary.

**129 Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2024-2025**

The Clerk stated that the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2024-2025 was 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](#)

**Resolved** that the update be noted.

**130 Floral Decorations within the Community**

The Clerk stated that Swansea Council had outlined the price for floral decorations 2024-2025. The price being £5,313 (inclusive of VAT). The locations being:

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

Councillors asked that the Clerk arrange for the Three Tier Planter on the Village Green to be relocated to the opposite side of the green.

**Resolved** that the Swansea Council be asked to provide floral decorations as outlined above at a cost of £5,313.

**131 Storage for Community Council Assets**

The Clerk stated that further to the resolution of Council on 8 June 2023, he had contact Llangyfelach Church to enquire about the possibility of storing some of the Community Council's assets in the Church buildings. The Clerk was awaiting a response from the Church.

**Resolved** that the update be noted.

## 132 Consider Requests for Grants & Donations

The Clerk stated that Council had allocated £1,000 of its 2023-2024 budget to be utilised under its Grants & Donations Policy. The Policy states that Grant & Donation requests be considered on a 4-monthly basis at the Council Meetings in July, November & March. To date during this financial year, £250 of the Grants & Donations budget has been allocated. The Policy may be viewed at <https://www.llangyfelachcommunitycouncil.org.uk/policy-procedures/>

Two requests had been received. The Clerk stated that he had seen the financial records and management structure etc. of the Organisations as required under the Policy.

### i) Swansea & West Wales Gymnastics

Swansea & West Wales Gymnastics have asked for a donation of £1,000 to assist two of their gymnasts with the costs of travelling to and competing in Florida, USA.

Council had initially considered this request on 13 July 2023 and resolved to give £250; however, Council also resolved to reconsider the request at its November meeting.

### ii) 6<sup>th</sup> Llangyfelach Scout Group

6<sup>th</sup> Llangyfelach Scout Group have asked for a donation of £750 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 ensure that the outside area is clear from overgrowth and thereby enable young people to learn about the environment and to develop new outdoor skills. This will help the Scouts to maintain the land to start planting wildflower seeds for biodiversity to encourage wildlife into the area.

**Resolved** that both requests be deferred until the next meeting of Council scheduled for 14 December 2023 to enable additional information to be provided:

- i) Swansea & West Wales Gymnastics to provide details of fundraising, amounts raised to date including the target amount required.
- ii) 6<sup>th</sup> Llangyfelach Scout Group to provide a breakdown of the equipment costs which total the donation request of £750.

## 133 Draft Budget & Precept Considerations 2024-2025

The Clerk stated that in accordance with the Local Government Finance Act 1992, the Community Council must agree a budget and set a precept for the following financial year. In preparation of that process, it is considered good governance to ensure regular Budget Monitoring.

In setting a Budget, Council should consider its spending plans, and ambitions for the new financial year together with deciding whether to raise the Precept to deliver its ambitions.

The Clerk referred to the bank balances held by the Council. Council considered the report and the need to earmark budget for specific projects as previously outlined.

**Resolved** that the Clerk prepare a Draft Budget 2024-2025 with no rise to the precept.

**Next Council Meeting**

6.00pm on Thursday, 14 December 2023.

The meeting ended at 8.03p.m.

**Chair**