

Items 7 to 20

Council - 14 December 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 (November 2023) including Backdated Pay from 1 April 2023	437.08
CCS Pension Fund (Clerk) (November 2023)	230.30
-	
Determined by Council	
-	
Payments Raised at the Meeting	
Pentagon Design. Website Maintenance & Support. 01.11.2023-31.10.2024. Invoice No. 9741	900.00
-	
Receipts (Income)	
Bank Interest (November)	14.49
Donation from Councillor Mark Tribe, Swansea Council using his Community Budget. Commitment made at Council on 12.10.2023	300.00

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

The Council has two bank accounts. One is a Current account earning no interest. The other is a Business Reserve account which earns interest. To maximise interest, it is proposed that the Clerk be permitted to move funds between the accounts as required.

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 move funds between the accounts as required to seek to maximise interest.

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
Welsh Local Government Association (WLGA). Road Safety Strategy Consultation
Swansea Council. Civic Christmas Celebration - Tuesday 12 December 2023, St Mary's, Swansea
Senedd Cymru. Notification of Works M4 J45 Ynysforgan – J46 Llangyfelach Improvements
One Voice Wales. Green Economy Conference - 22.11.23 Abertawe / Swansea
Senedd Cymru. Minister's letter re. Asbestos Management
Office of the Future Generations Commissioner. Cymru Can – Future Generations Cymru Strategy
One Voice Wales & IRPW. Webinar - Monday 27 November 2023
One Voice Wales. Cost of Living Crisis Team
Silver Cross Scout Campsite. Thanks for the Donation & Pictures of the Constructed Lid
Swansea Council. Swansea Spaces funding from the Enabling Communities Fund. Closes 26 November 2023
Helping Hands Home Care Swansea. Adding a useful link to the website
Urdd Gobaith Cymru. Urdd National Eisteddfod Maldwyn 2024. Request for donation
Mid & West Wales Fire and Rescue Authority. Draft Community Risk Management Plan. Consultation
Wales & West Utilities' Regional Business Planning stakeholder workshop. "Your Opportunity to help shape our Business Plan"
Swansea Council. Presentations Provided at Community & Town Councils Forum - 22 November 2023
Independent Remuneration Panel for Wales Draft Annual Report - February 2024
Independent Remuneration Panel for Wales. Presentation
One Voice Wales. National Awards Conference – 27 March 2024
Gallagher Insurance. Community Matters: Winter Edition
Senedd Cymru. New consultation: Local Government Finance (Wales) Bill
20's Plenty for Us. Thanks for 20, Newsletter November 2023
One Voice Wales. Minutes of Swansea Area Committee Meeting - 09.10.2023
Audit Wales. November 2023 - Newsletter
Public Services Ombudsman for Wales. Press Release. Equality and Human Rights Casebook
Welsh Local Government Association (WLGA). Wales Climate Week – 4-8 December 2023

9. Delegates Feedback on Outside Bodies (Verbal)

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) Delegates Feedback on Outside Bodies. e) Workplan. f) Swansea Council Matters: Planning & Highways. g) Training Plan. h) Llanyfelach Ward Councillor Update. Additional Items. Discussed as required.
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. ➤ 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

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 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 took place on 1 December 2023. Councillors are asked to provide feedback from the event, to ensure that there is continuous learning for the 2024 event. The date and format etc. for 2024 event needs to be considered.

Recommended that the Christmas Event be scheduled for the first Friday of December (6 December 2024) and the Clerk seek to book a Sleigh, a Brass Band and First Aid cover.

15. 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 Church have asked for £500 per year. This is cheaper than the other commercial storage options available.

Recommended that the storage option provided by the Church be accepted and the Clerk be authorised to pay.

16. Society of Local Council Clerks (SLCC) Membership 2024

The Clerk's Membership of the Society of Local Council Clerks (SLCC) lapses on 31 December. The renewal membership letter has been received. Membership allows access to The Clerk magazine, conferences, courses, specialist advice notes, guidance notes and model documents. The cost being £199.

Recommended that:

- 1) The Clerks SLCC Membership fee be paid by Council.

17. Appropriate Sum under Section 137(4) (A) of the Local Government Act 1972 - Section 137 Expenditure Limit for 2024-2025 (For Information)

The Welsh Government have provided formal notification that the appropriate sum for the purposes of section 137(4) (a) of the Local Government Act 1972 (the 1972 Act) for Community and Town Councils in Wales for 2024-2025 is £10.81 per elector.

Section 137(1) of the 1972 Act permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes.

18. Permanent Placement of the Unknown Tommy & Unknown Women in War Silhouette

In 2021 the Council purchased two silhouettes from the RNLI (Royal British Legion Industries) for use on the Village Green during the period commemorating Remembrance Day & Remembrance Sunday. The silhouettes are "Unknown Tommy" & "Unknown Women in War".

The Chair of Council has asked that the Council consider the permanent placement of the silhouettes on the Village Green.

Recommendation. The views of Council are sought.

19. Laptop for the Clerk

Council purchased a Dell Vostro 15 laptop for the former Clerk to use back in 2018. The current Clerk has been using it but believes that it is coming towards end of life with several of the keys on the keyboard not always working on the initial stroke. The Clerk's view is that the laptop needs to be replaced.

The Clerk has carried out some research and asks for a budget of up to £1,000 inclusive of VAT to enable a new laptop to be purchased.

Recommendation. The views of Council are sought.

20. 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 had been received. The Clerk has seen the financial records and management structure etc. of the Organisations as required under the Policy.

Both requests were considered by Council on 7 November 2023; however, Council resolved that 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) 6th Llangyfelach Scout Group to provide a breakdown of the equipment costs which total the donation request of £750.

The response from each Organisation is outlined below:

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.

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.*

Response from Swansea & West Wales Gymnastics

“Lilia Stabler

Target amount £3,000. Amount raised £1,500.

Fundraising events completed:

*Race night, *Raffles on Facebook, Bag packing with the gym, Donations from friends and family, Donation from the Community Council.*

Future events planned:

Spot the ball / raffles, Continue raffles on Facebook through donations from the local community, Christmas Fayre at the local primary school.

Callie-Anne Knuszka

Target amount £3,000. Amount raised £1,300.

Fundraising events completed:

Sponsored walk (through the local walking club), Council donations, Business sponsors, Scratch cards, Personal contributions, Raffles.

Future events planned:

Continue with raffles / spot the ball, continue to email companies for sponsors.”

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 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. Their application form is attached as **Appendix B**. Total donation requested being £750.

Response from 6th Llangyfelach Scout Group

“Hyundai 173cc Self Propelled Wheeled Grass Trimmer Heavy Duty 60cm Cutting Width. £599.99.

Hyundai 52cc Backpack Petrol Leaf Blower, 170mph Air Speed, Stroke. £149.99.”

Recommendation. The views of Council are sought.

**Huw Evans (PSLCC)
Clerk to Llangyfelach Community Council**