



## Minutes of Meeting of Council

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

**On Thursday, 14 December 2023 at 6.00pm.**

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

**Councillors:** Paul Baker, Mike Glover, Jamie Jewell, Daniel Lorey, Sharon Phillips & Mark Tribe

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

**134 Apologies for Absence**

Apologies for absence were received from Councillors Julie Rees & Adrian Roberts.

**135 Disclosures of Personal & Prejudicial Interests**

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

**136 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:

- i) 7 November 2023.

**137 Announcements of the Chair of Council**

The Chair of Council thanked Councillor Paul Baker with his work in compiling the Christmas Newsletter. He also thanked everybody that assisted in the Christmas Event.

**138 Public Question Time**

There were no questions.

**139 Community Reports**

**i) PCSO (Police Community Support Officers) Report**

There was no update.

**ii) LAC (Local Area Co-ordinators) Report**

There was no update.

**140 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 (November 2023) including Backdated Pay from 1 April 2023	437.08
CCS Pension Fund (Clerk) (November 2023)	230.30
<b>Determined by Council</b>	
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<b>Payments Raised at the Meeting</b>	
Pentagon Design. Website Maintenance & Support. 01.11.2023-31.10.2024. Invoice No. 9741.	900.00
Clerk Salary (December 2023)	331.89
CCS Pension Fund (Clerk) (December 2023)	175.00
HMRC. PAYE IncomeTax & NI. QTR 3 – 2023-2024	724.80
HB Enoch & Owen. Payroll Services. QTR 3 – 2023-2024.	41.40
Audit Wales. 2022-2023 Audit Fees.	200.00
Pontarddulais Town Band. Christmas Event 1 December 2023	150.00
SLCC (Society of Local Council Clerks) Membership 2024	199.00
<b>Receipts (Income)</b>	
Bank Interest (November 2023)	14.49
Donation from Councillor Mark Tribe, Swansea Council using his Community Budget. Commitment made at Council on 12 October 2023	300.00

The Clerk provided an update on the Debit Card application stating that it should be received before Christmas.

The Clerk stated that the Council could increase its monthly Bank Interest if it moved funds between its Current & Business Reserve accounts. He sought permission to do so.

**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. The Clerk stated that he would transfer £8,500 into the Business Reserve Account.

**141 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.
Welsh Local Government Association (WLGA). Road Safety Strategy Consultation	Noted.
Swansea Council. Civic Christmas Celebration - Tuesday 12 December 2023, St Mary's, Swansea	Noted.
Senedd Cymru. Notification of Works M4 J45 Ynysforgan - J46 Llangyfelach Improvements	Noted.
One Voice Wales. Green Economy Conference - 22.11.23 Abertawe / Swansea	Noted.
Senedd Cymru. Minister's letter re. Asbestos Management	Noted.
Office of the Future Generations Commissioner. Cymru Can – Future Generations Cymru Strategy	Noted.
One Voice Wales & IRPW. Webinar - Monday 27 November 2023	Noted.
One Voice Wales. Cost of Living Crisis Team	Noted.
Silver Cross Scout Campsite. Thanks for the Donation & Pictures of the Constructed Lid	Noted.
Swansea Council. Swansea Spaces funding from the Enabling Communities Fund. Closes 26 November 2023	Noted.
Helping Hands Home Care Swansea. Adding a useful link to the website	Noted.
Urdd Gobaith Cymru. Urdd National Eisteddfod Maldwyn 2024. Request for donation	Noted.
Mid & West Wales Fire and Rescue Authority. Draft Community Risk Management Plan. Consultation	Noted.
Wales & West Utilities' Regional Business Planning stakeholder workshop. "Your Opportunity to help shape our Business Plan"	Noted.
Swansea Council. Presentations Provided at Community & Town Councils Forum - 22 November 2023	Noted.
Independent Remuneration Panel for Wales Draft Annual Report - February 2024	Noted.

Independent Remuneration Panel for Wales. Presentation	Noted.
One Voice Wales. National Awards Conference - 27 March 2024	Noted.
Gallagher Insurance. Community Matters: Winter Edition	Noted.
Senedd Cymru. New consultation: Local Government Finance (Wales) Bill	Noted.
20's Plenty for Us. Thanks for 20, Newsletter November 2023	Noted.
One Voice Wales. Minutes of Swansea Area Committee Meeting - 09.10.2023	Noted.
Audit Wales. November 2023 - Newsletter	Noted.
Public Services Ombudsman for Wales. Press Release. Equality and Human Rights Casebook	Noted.
Welsh Local Government Association (WLGA). Wales Climate Week - 4-8 December 2023	Noted.
Urdd Gobaith Cymru. Fund for All	Noted.
British Heart Foundation. Go Red campaign	Noted.
Seasons Greetings from the Lord Mayor of the City and County of Swansea	Noted.
Last Wishes Mobile Vet. Community Council Notice Board	<b>Resolved</b> that a poster be placed in the Notice Board
Urdd Gobaith Cymru - West Glamorgan	Noted.
Swansea Council. Swansea and Gower Countryside Access Plan	Noted.

**142 Feedback from Delegates on Outside Bodies**

There was no feedback.

**143 Workplan (For Information)**

The Council Workplan was presented.

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

There were no issues raised.

**145 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.

**Resolved** that the update be noted.

**146 Llangyfelach Ward Councillor Update**

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

**147 Christmas Tree, Illuminations & Festivities**

The Chair thanked everyone for assisting with the Christmas Event held on Friday, 1 December 2023. He stated that it had been an excellent event and that lessons should be learned to ensure it continues to grow on its success.

**Resolved** that:

- 1) The Christmas Event be arranged for Friday, 6 December 2024.
- 2) A letter of thanks be sent to the Sleigh owner together with a request to book it for 6 December 2024.
- 3) Councillor Daniel Lorey review the Risk Assessments.
- 4) The Pontarddulais Town Band and St John Ambulance (First Aid) be booked for 6 December 2024.
- 5) Councillor Sharon Phillips prepare a quotation to build a Sleigh.

**148 Storage for Community Council Assets**

The Clerk stated that further to the resolution of Council on 8 June 2023, he had contacted Llangyfelach Church to enquire about the possibility of storing some of the Community Council's assets in the Church buildings. The Church were prepared to support the request at a cost of £500 per annum. The Clerk stated that he had obtained other quotes and that the fee was in line with other providers.

**Resolved** that:

- 1) The Community Council's assets be stored at the Church at a cost of £500 per annum.
- 2) A large storage box be purchased to keep the assets with the Church.

**149 Society of Local Council Clerks (SLCC) Membership 2024**

The Clerk stated that his 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.

**Resolved** that the Clerks SLCC Membership fee be paid by Council.

**150 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.

**151 Permanent Placement of the Unknown Tommy & Unknown Women in War Silhouette**

The Chair stated that 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 stated that the silhouettes were regularly falling over due to the adverse weather and suggested a plinth be created to keep them in situ.

**Resolved** that Councillor Sharon Phillips report back on options to build a plinth or similar solution.

**152 Laptop for the Clerk**

The Clerk stated that Council had 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.

**Resolved** that the Clerk be authorised to purchase a new laptop for up to £1,000 inclusive of VAT.

**153 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.

Both groups had provided additional information as requested as was requested by Council on 7 November 2023.

**Resolved** that:

- 1) Swansea & West Wales Gymnastics be given a donation of £250.
- 2) 6<sup>th</sup> Llangyfelach Scout Group be given a donation of £750.

**154 Draft Budget 2024-2025**

The Clerk stated that a Community Council must calculate its budget requirement for a financial year in accordance with Section 50 of the Local Government Finance Act 1992 and issue a precept to the billing authority. The billing authority collects the precept (charge) on behalf of Town and Community Councils under Section 41 of the above Act.

Swansea Council has stated that the Council Tax Base 2024-2025 for Llangyfelach Community Council has been calculated as **969** Band D equivalent properties.

The Council met on 7 November 2023 and resolved that the Clerk prepare a Draft Budget 2024-2025 with no rise to the precept. The Clerk presented the draft budget for consideration. He stated that Earmarked Reserves had been created for Election Costs (£5,000) and Councillors Allowance (£6,000).

**Resolved that:**

- 1) Swansea Council be informed that the Precept for 2024-2025 be set at £30,000.
- 2) The Budget 2024-2025 as outlined in Appendix A of the report be approved and adopted subject to:
  - i) Grants & Donations being set at £1,500.
  - ii) Other Council Area Improvements being set at £1,500.
- 3) The amended Budget 2024-2025 being published on the Council's website.

**Next Council Meeting**

6.00pm on Thursday, 11 January 2024.

The meeting ended at 7.55p.m.

**Chair**