

## Items 7 to 13

Council - 11 April 2024

### Reports of the Clerk

#### 7. Payments, Receipts, Bank Account Transfers & Bank Reconciliation

- Payments (Expenditure). Paid in accordance with resolution of Annual Council of 11 May 2023 (Minute 23 “Constitutional Matters” refers).
- Determined by Council. Payments made following a decision of Council.
- Receipts (Income). Income received by Council.
- Bank Account Transfers.

<b>Payments (Expenditure)</b>	<b>£</b>
Clerk Salary (March 2024)	331.89
CCS Pension Fund (Clerk) (March 2024)	175.00
HMRC. PAYE Income Tax & NI. QTR 4 - 2023-2024	663.60
HB Enoch & Owen. Payroll Services & P60. QTR 4 - 2023-2024. Invoice 9304	77.40
Pentagon Design. Integrate Google Consent. Invoice 9884	84.00
-	
<b>Determined by Council</b>	
One Voice Wales. Training - March 2024. Invoice 7854. Council - 11 April 2024	152.00
One Voice Wales. Training - January 2024. Invoice 7697. Council - 11 April 2024	38.00
-	
<b>Receipts (Income)</b>	
Bank Interest (March 2024)	30.72
-	
<b>Bank Account Transfers</b>	
23.03.2024. Business Reserve Account to Current Account	1,000.00
25.03.2024. Business Reserve Account to Current Account	300.00

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

#### Recommended that:

- 1) The Payments, Receipts, Bank Account Transfers & Bank Account Monthly 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

Senedd Cymru. Focus group for youth representatives of community and town Councils
Senedd Cymru. New consultation: Senedd Cymru (Electoral Candidate Lists) Bill
One Voice Wales. Annual Financial Timetable of Actions
Swansea Council. South-West Wales Regional Transport Plan
Gallagher. Horizon - How to Navigate the Changing Risk Landscape
Urdd Gobaith Cymru. The Urdd's Fund for All
WHP Telecoms. Proposed Vodafone telecommunications installation - CS30804600 VF23518 Pavement o/s Bishop Vaughan R.C. School, Mynydd Garnlwyd Road
Welsh Blood Service. Sessions
Cabinet Office UK Government. Free Portrait of His Majesty The King for Community, Town and City Councils in Wales
Llais Cymru. Join a National Conversation with Llais
Centre for Digital Public Services Wales. Cyber Awareness Training Sessions

### 9. Delegates Feedback on Outside Bodies (Verbal)

Outside Body	Membership - Council 11 May 2023
Community / Town Council Forum	Councillor Mike Glover, Councillor Jamie Jewell & Clerk of Council
One Voice Wales Meetings including Swansea Area Committee	Councillor Mike Glover, Councillor Adrian Roberts & Clerk of Council
South Wales Police Meetings with Representatives of Community Councils including PACT Meetings	Councillor Mark Tribe
Swansea Rural Development Partnership	Councillor Paul Baker

### 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) Payments, Receipts, Bank Account Transfers & Bank Reconciliation. c) Correspondence. d) Delegates Feedback on Outside Bodies. e) Workplan. f) Swansea Council Matters: Planning & Highways. g) Training Plan. h) Llangyfelach Ward Councillor Update. <b>Additional Items. Discussed as required.</b>
May <b>Annual Meeting</b>	➤ 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	<ul style="list-style-type: none"> <li>➤ Christmas Newsletter.</li> <li>➤ Christmas Tree, Illuminations &amp; Festivities.</li> <li>➤ Remembrance Sunday.</li> <li>➤ Budget Monitoring.</li> </ul>
October	<ul style="list-style-type: none"> <li>➤ Review of Council Policies.</li> <li>➤ Christmas Newsletter.</li> <li>➤ Christmas Tree, Illuminations &amp; Festivities.</li> <li>➤ Remembrance Sunday.</li> </ul>
November	<ul style="list-style-type: none"> <li>➤ Consider Requests for Grants and Donations.</li> <li>➤ Christmas Newsletter.</li> <li>➤ Christmas Tree, Illuminations &amp; Festivities.</li> </ul>
December	<ul style="list-style-type: none"> <li>➤ Budget &amp; Precept for Next Financial Year.</li> <li>➤ Floral Decorations within the Community.</li> </ul>
January	<ul style="list-style-type: none"> <li>➤ Floral Decorations within the Community.</li> </ul>
February	<ul style="list-style-type: none"> <li>➤ Review of Standing Orders (Every 5 years).</li> <li>➤ Review of Financial Regulations (Every 5 years).</li> <li>➤ Personnel Committee - Clerk's Appraisal.</li> </ul>
March	<ul style="list-style-type: none"> <li>➤ Review of Asset Register.</li> <li>➤ Consider Requests for Grants and Donations.</li> </ul>
April	<ul style="list-style-type: none"> <li>➤ Annual Report.</li> <li>➤ Action Plan.</li> </ul>
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.

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