

**FINAL MINUTES OF THE MEEING OF THE COVID 19 SUB COMMITTEE
HELD ON THE 30th NOVEMBER 2022 AT 7.08PM**

Present: Cllr Darran Hickery DH (Chair), Cllr Susan Rodaway SER, Cllr Ralph Cook RC Cllr Cari Jones CJ, the Clerk

Apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.

Apologies were received from Cllr Keith Atkins and Cllr Jean Marnell due to family commitments.

Council resolved to accept their apologies.

Proposed by SER seconded by DH agreed by all

Declarations of interest: None

All votes will be named votes

Questions from the Public relating to items on this agenda (limited to 10 minutes)

None

1. To review and update Hall covid risk assessment for recommendation to full council

The covid risk assessment for the hall was examined discussed and amended. It was also suggested that when users book the small hall they are asked to walk round the building to the front to use the toilets located in the foyer until the renovation works are completed.

It was proposed that the amended Covid risk assessment be recommended to Full Council

Proposed by CJ seconded by DH agreed by all

2. To agree update to Hall booking forms

Based on the new covid risk assessment the hall booking forms were also amended for recommendation to Full Council.

Proposed by CJ seconded by RC agreed by all

3. To agree Community Council Hall usage risk assessment for recommendation to Full Council.

A user risk assessment was drawn up and discussed for recommendation to Full Council. It was felt only fair that we as users should draw up the same documentation expected of other hall users.

Proposed by CJ seconded by DH agreed by all

The meeting closed at 7.46pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/10/22 and 31/10/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account £40,704.57

Short Term Investment Accounts

Green Path £3,530.11
No 4 Account £136,973.20
Pavillion Account £39,556.72
Total £220,764.60

Balances at start of period

Ordinary Accounts

Current Account £59,221.82

Short Term Investment Accounts

Green Path £3,530.50
No 4 Account £136,988.21
Pavillion Account £39,561.06
Total £239,301.59

RECEIPTS	Net	Vat	Gross
Administration	£4,094.20	£0.00	£4,094.20
FIELD	£741.00	£0.00	£741.00
Hall	£822.50	£0.00	£822.50
Total Receipts	<u>£5,657.70</u>	<u>£0.00</u>	<u>£5,657.70</u>

PAYMENTS	Net	Vat	Gross
Administration	£7,292.97	£76.75	£7,369.72
Burial	£429.25	£84.84	£514.09
FIELD	£1,334.04	£243.45	£1,577.49
Hall	£1,240.05	£166.25	£1,406.30
Total Payments	<u>£10,296.31</u>	<u>£571.29</u>	<u>£10,867.60</u>

Closing Balances

Ordinary Accounts

Current Account £54,004.27

Short Term Investment Accounts

Green Path £3,530.65
No 4 Account £136,994.03
Pavillion Account £39,562.74
Total £234,091.69

Signed _____

Chair

Clerk / Responsible Financial Officer

Pennard Community Council

2021- 2022 Regular Payments											
Detail	Oct-22				YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	CHQ/BACS/DD/
	PF	BG	CH	ENV							Dr Card
Octopus Pavilion Electricity	19.57								19.57		DD Local Govt Act 1972 S133
Dwr Cymru	32.50		16.70						49.20		DD Local Govt Act 1972 S133
Good Energy (Hall Gas)			16.88						16.88		DD Local Govt Act 1972 S133
Swansea CC - Rates			78.00						78.00		DD Local Govt Act 1972 S133
ground rent									0.00		i/n Local Govt Act 1972 S133
Swansea CC - Waste disposal charges									0.00		DD Local Govt Act 1972 S133
Lloyds Bank (Monthly Service Charge)							8.70		8.70		DD Local Govt Act 1972 S111
Octopus Electricity for Hall			201.92						201.92		DD Local Govt Act 1972 S133
Internet for Hall (2mth)			42.19						42.19		Local Govt Act 1972 S133
Vodafone						31.40			31.40		DD Local Govt Act 1972 S111
Voxi						10.00			10.00		DD Local Govt Act 1972 S111
HMRC						930.10			930.10		Payroll Local Govt Act 1972 S111
Employee costs						3027.62			3027.62		Payroll Local Govt Act 1972 S111
Home Working Allowance						26.7			26.70		Payroll Local Govt Act 1972 S111
Youth worker 1 (Leader) (12hr)									0.00		i/n
youth worker 2 (12hr)									0.00		i/n
Smart Pension						173.94			173.94		Payroll Local Govt Act 1972 S111
Smart Pension Admin Fee						15.00			15.00		Payroll Local Govt Act 1972 S111
Payrol back up						1.40			1.40		DD Local Govt Act 1972 S111
Ground Maintenance	901.66	422.5	86.12						1410.28		i/n Local Govt Act 1972 S133
Line paint	90.65								90.65		Local Govt Act 1972 S133
Play equipt repairs	89.66								89.66		Local Govt Act 1972 S133
Cleaning			348.24			232.16			580.40		i/n Local Govt Act 1972 S133
Cleaning Materials									0.00		Local Govt Act 1972 S133
Zoom						14.39			14.39		DD Local Govt & Elections (Wales) Act 2021 s47
Street Light in BG Car Park (SWALEC)		6.75							6.75		DD Highways Act 190 S301
ground rent			150						150.00		i/n Local Govt Act 1972 S142
Web hosting Krystal						4.99			4.99		DC Local Govt Act 1972 S142
leberra						3.99			3.99		DC Local Govt Act 1972 S111
PEFTA								700.3	700.30		DC Local Got Act 1972 S137
Grave Digging									0.00		i/n Local Authorities Cemtries Order 1977 S.214(6)
Google Storage						1.33			1.33		DD Local Govt Act 1972 S142
Training						35.00			35.00		i/n Local Govt Act 1972 S111
phone case						7.49			7.49		Local Govt Act 1972 S111
Stationery						-9.98			-9.98		Local Govt Act 1972 S111
refreshents						17.87			17.87		Local Govt Act 1972 S145
insurance						1936.59			1936.59		Local Govt Act 1972 S111
wreath						23.98			23.98		DC Local Govt Act 1972 S145
Risk assessment	200		300			100.00			600.00		DC Local Govt Act 1972 S111
TOTAL	1334.04	429.25	1240.05	0.00	0.00	6583.97	8.70	0.00	700.30	10296.31	

