

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON 13th Apr 2021 VIA ZOOM AT 7.03 PM**

Present: Cllr Susan Rodaway (Chair) SR©, Cllr Ralph Cook RC, Cllr Lynda James LJ, Cllr Jean Marnell JM, Cllr Jeff Rogers JR, Cllr Sally Rogers SR, Cllr Malcolm Sims MS, Cllr Arthur Rogers AR, Cllr Rachel Carter RDC, Cllr Keith Atkins KA, Clerk, Admin Assistant, Member of Pennard FC.

Under the Public Bodies (Admission to Meetings) Act 1960 (S.1 (7) filming and recording of meetings by the press and the public is not permitted.

Apologies for Absence: Cllr Wes Weeks, Cllr Emma Roberts, Cllr Darran Hickery, Cllr Angela M Brunt

Apologies for Lateness: Cllr Malcolm Sims

Declaration of Interest: Cllrs Rodaway and A Rogers declared interests in points 8a and 8c

All votes will be named votes

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

The representative from Pennard FC explained that they wished to store a portable goal post purchased by them, secured to the side of the Garage over the summer. The goalpost will be sold on later in the year. He went on to explain this would help the club which is still very new.

1) 2021/51 Minutes of the Full Council Meeting held on 15th Mar 2021

Accuracy and approval

Proposed by JM seconded by RC and agreed by all

2) 2021/52 Minutes of the Covid 19 Sub Committee Meeting held on 22nd Mar 2021

a. For ratification

Proposed by JR seconded by AR agreed by all with 1 abstention RC

b. Accuracy and approval

Proposed by LJ seconded by SR© agreed by all who were present.

3) 2021/53 Minutes of the Planning Committee Meeting held on 24th Mar 2021

Accuracy and approval

Proposed by RC seconded by KA agreed by all who were present

4) 2021/54 Minutes of the Field Committee Meeting held on 29th Mar 2021

Accuracy and approval

Proposed by LJ seconded by REC agreed by all who were present

5) 2021/55 Minutes of the Finance and Employment Committee Meeting held on 29th Mar 2021

Accuracy and approval

Proposed by JR seconded by LJ agreed by all who were present

6) 2021/56 Minutes of the Covid 19 Sub Committee Meeting held on 1st Apr 2021

a. For ratification

b. Accuracy and approval

Deferred to May Full Council Meeting

7) 2021/57 Finance and Employment

- a) To approve payments for Apr 2021

Cllr James asked the Clerk to make sure the Hall Carpark was cleared of debris before paying the Roofing Invoice.

Proposed by LJ seconded by JR agreed by all

- b) To note closing balances Mar 2021

Noted

- c) To note receipt of Audit documentation for 2020-21

Noted

- d) Update of the new audit process

The Clerk explained that the new audit process had been delayed for a year due to the excessive back log faced by Audit Wales this year.

- e) To agree to appoint internal auditor

Various options and costs were discussed and it was agreed to ask the Auditor we have used in the past to conduct the internal audit this year as the change to the audit process has been postponed.

Proposed by SR© Seconded by JR agreed by all

Cllr Malcom Sims joined the meeting at 7.30 (due to technical difficulties)

It was proposed that item 10b be moved to this point

Proposed by SR© seconded by JR agreed by all

10) 2021/60 Field

- b) To discuss Pennard FC request for goal storage

The matter was discussed taking into account what had been said previously and it was proposed to allow Pennard FC to store one mobile goal post securely onto the side of the Garage at their own risk for this year.

Proposed by JM seconded by SR agreed by all

The Pennard FC member left the meeting at 7.40pm

- f) To agree audit time table

RFO to certify annual return no later than the 30/6/2021

Council to approve accounting statement no later than 30/6/2021

The Annual return and supporting info to be sent to the External Auditor by the 2/7/2021

The notice would be displayed from 6/8/2021 to 19/8/2021

Records would be made available for 20/8/2021 to 17/9/2021

Proposed by LJ seconded by RC agreed by all

- g) To agree to change the Bank Mandate

The Clerk reported that there are some signatory changes that need to be made.

Proposed by KA seconded by LJ agreed by all

- h) To give notice to amend Standing Orders at AGM

Noted

- i) To note funds movement between Budget headings in 2020-21 finances

Noted

j) To note amounts to be “ring fenced” from 2020-21 budget

Noted

8) 2021/58 Admin

a) Update on Volunteer Voice project

Cllr Rodaway gave an update showing the meeting the Pennard Community Matters side of the newsletter which was ready for distribution, a light touch final report had been requested by Welsh Govt and was in the process of being written, a second survey had also gone to the “Good Neighbours” to see if their views and feeling had changed over the course of the project. The Council had signed up for Tempo Time credits which were available to reward Good Neighbours for their efforts.

b) Update on PEFTA Scheme

The PEFTA assistant gave an update and reported that we could become a referral point so individuals could access the Red Café Food bank, this would be put on the next Covid Meeting. She also reported that individuals in our ward could access the Bishopston Grub Club. She was asked to advertise this on our social media page and keep it in mind for the next newsletter. An email had gone to all PEFTA members asking that we are informed of any situation changes with restrictions being eased. It was also recommended that we update them on the current funding level.

c) Update on Youth Project

Cllr Rodaway showed the meeting the Youth Project side of the newsletter and reported on the project which has now finished it’s development stage. Four people had signed up to be influencers to spread the work around the community to get more of their peers involved. There are also Tempo Time Credits available for this group from VocalEyes.

d) To agree attendance at joint OVW/SLCC conference in May

The agenda and conference details had been sent round and Cllrs Rodaway, A Rogers, James and the Clerk expressed a wish to take part, the cost of joining the Conference remotely was £45 each..

Proposed by SR© seconded by AR agreed by all

9) 2021/59 Burial Ground

a) Update on Burial Ground matters

A recent grant of right due to be issued for grave 407 was noted.

b) To discuss recent inspection and agree actions

Cllr J Rogers gave an update on the inspection which had taken place at the end of March several loose stones had been identified and staked to make safe whilst families were contacted, this would be done once we have received the inspection report.

10) 2021/60 Field

a) Update on Field matters.

No update

b) To discuss Pennard FC request for goal storage

Discussed earlier in the meeting

c) To agree field use timetable

The Clerk presented the field use timetable which she had produced in consultation with all field users.

Proposed by MS seconded by REC agreed by all

d) Update regarding Playground equipment bid

Swansea have agreed funding of £10,000 and the Clerk read out the reply from FiT regarding leasing an area to Swansea Council. They requested a copy of the Heads of Terms before continuing with the process. Cllr James agreed to look into what sort of lease was available or had been used by other Councils in the same position.

- e) To agree purchase of Basketball back board and hoop

The Clerk had obtained a quote from Wicksteed who were the suppliers of the main structure, it was agreed to replace the backboard and hoop at a cost of £762.23

Proposed by JR seconded by REC agreed by all

- f) To agree options for path around toddler area

Deferred awaiting third quote.

11) 2021/61 Environment

- a) Update on Environment matters

None not covered elsewhere.

- b) Community Garden update

Volunteers have started to come forward so the site can be cleared and prepared. Cllr Rodaway has contacted Swansea Community Growing regarding community composting.

12) 2021/62 Hall

- a) Update on Hall Matters

The Welsh Govt have announced that Community Halls could open from the 17 May, a hall meeting will be called later in the month to discuss how this can be safely achieved.

- b) To agree procedures for election use

Swansea Council Elections Dept will provide us with a risk assessment and all the necessary safety measures, it was agreed that the Covid sub committee were best placed to give this proper consideration.

13) 2021/63 Covid

- a) Update from Covid Meeting

Nothing other than that minuted and ratified earlier in the meeting.

14) 2021/64 Updates from Swansea Council

- a) Cllr. Lynda James

Cllr James presented the plans for the proposed yellow lines and “no access” road signs in Southgate.

Cllr Rodaway asked if we could request Warden visits from time to time, especially at weekends Cllr James agreed to pass the relevant contact details to the Clerk.

- b) Any other matters arising for discussion (any decisions required will be made at a future meeting).

- The Defibrillator at the park will require a sign at the opposite end of the pavilion indicating its position.
- The paths officer is waiting on permission from the Golf Club to access their land to remove the old boardwalk wood.
- The Green path opposite the golf club has been refurbished.
- Cllr Carter reported further parking problems in Pennard Drive originating from the new development; she also asked Cllr James if anything could be done about the severe drop kerbs on Linkside Dr.
- Cllr Rodaway reported severe pavement wear on Heatherslade Road.

- c) Vaccine/Covid update.

The Clerk showed the up to date information from Swansea’s website

15) 2021/65 Correspondence

The Clerk read out the email from Port Eynon Community Council regarding the proposed new development in the village as requested.

She also reported an incident of an abusive message which had been left anonymously on the Council mobile phone.

The meeting closed at 9.25pm

Financial Summary - Cashbook

Summary between 01/03/21 and 31/03/21 inclusive.

Balances at the start of the year

Ordinary Accounts

Current Account £81,780.70

Short Term Investment Accounts

Green Path £3,528.83

No 4 Account £78,941.35

Pavillion Account £39,420.82

Total £181,671.70

Balances at start of period

Ordinary Accounts

Current Account £86,676.96

Short Term Investment Accounts

Green Path £3,529.72

No 4 Account £78,960.78

Pavillion Account £39,552.43

Total £206,719.87

RECEIPTS	Net	Vat	Gross
Administration	£826.99	£0.00	£826.99
Burial	£2,410.00	£0.00	£2,410.00
Hall	£133.00	£0.00	£133.00
Total Receipts	<u>£3,369.99</u>	<u>£0.00</u>	<u>£3,369.99</u>

PAYMENTS	Net	Vat	Gross
Administration	£4,740.58	£169.94	£4,910.52
Burial	£1,548.83	£80.48	£1,629.31
FIELD	£990.45	£144.30	£1,134.75
Hall	£326.78	£47.03	£373.81
Total Payments	<u>£7,606.64</u>	<u>£441.75</u>	<u>£8,048.39</u>

Closing Balances

Ordinary Accounts

Current Account £81,997.64

Short Term Investment Accounts

Green Path £3,529.75

No 4 Account £78,961.35

Pavillion Account £39,552.73

Total £202,041.47

Signed _____
Chair

Clerk / Responsible Financial Officer