

**FINAL MINUTE OF THE ANNUAL MEETING OF PENNARD COMMUNITY COUNCIL
HELD
ON 10th MAY 2023
VIA ZOOM AT 7.03PM**

Present: Cllr Susan Rodaway SER, Cllr Darran Hickery DH, Cllr Lynda James LJ, Cllr Keith Atkins KA, Cllr Will Smith WS, Cllr Steve Sheriff SS, Cllr Cari Jones CJ, Cllr Leanne Richards LR, Cllr Rachel Carter REC, Cllr Elsbeth Rodaway ER, Clerk and Community and Grants Officer.

1. 2023/125a Election of Chair

Cllr Cook nominated Cllr Lynda James who agreed to stand seconded by Cllr Sheriff
Cllr Jones nominated Cllr Susan Rodaway who agreed to stand seconded by Cllr Carter.

Votes for LJ – LJ, WS, SS, RC

Votes for SER – SER, REC, LR, KA, DH, ER, CJ

Cllr Susan Rodaway was elected chair for 2023-24

2. 2023/126a Election of Vice Chair

Cllr Susan Rodaway nominated Cllr Hickery who agreed to stand seconded by Cllr
Carter

Agreed all with 2 abstentions SS, WS

3. 2023/127a Apologies for Absence: Cllr Karen Penny KP.

4. 2023/128a Declarations of Interest – REC declared an interest at point 17.

5. 2023/129a To review and agree the terms of reference for committees and sub committees.

These had been distributed prior to the meeting and no amendments were suggested

Proposed by REC seconded by DH agreed by all with 1 abstention SS

6. 2023/130a To appoint Designated Councillor for Finance (Chair of Finance, Employment and Policy committee)

Cllr Susan Rodaway nominated Cllr Hickery for the role who agreed to stand seconded
by Cllr Carter

7. 2023/131a Appointment of Committee Chairs and Vice Chairs- Finance, Employment and Policy, Planning, Land Management, Community Hall, Environment

Finance, Employment and Policy – Chair elected at point 6, KA was nominated as Vice Chair by SER seconded by ER agreed by all

Planning – RC was nominated as Chair by LJ seconded by DH agreed by all

KP had nominated as Vice Chair by SS seconded by CJ agreed by all

Land Management – KA was proposed as Chair by DH seconded by REC agreed by all

WS was proposed as Vice Chair by SS seconded by LJ agreed by all

Community Hall – LJ was proposed as Chair by DH seconded by KA agreed by all

WS was proposed as Vice Chair by SS seconded by LJ agreed by

WS LJ SS

CJ was proposed as Vice Chair by REC seconded by ER agreed by REC, LR, KA, RC, DH, SER, ER, CJ. – CJ was elected as Vice Chair.

Environment – REC was nominated as Chair by SER seconded by ER agreed by all

ER was nominated as Vice Chair by DH seconded by REC agreed by CJ, SER, REC, KA, ER, DH.

**SS nominated himself for Vice Chair Seconded by LJ agreed by LJ
WS LR RC SS**

ER was elected as Vice Chair.

8. 2023/132a Appointment of Committee Members - Finance, Employment and Policy, Planning, Land Management Community Hall, Environment

The Clerk advised Cllr Smith that as his business lease was up for renewal this year, it may be prudent for him not to stand as a member of the Hall Committee, he chose to ignore this advice and continues to be a member of that committee. The Full Membership list of all committees is attached to these minutes.

9. 2023/133a Appointment of Sub Committee members – Community Emergency sub-committee

The current membership consisting of Committee Chairs or if not available their Vice Chair or Committee member was proposed.

Proposed by ER seconded by LJ agreed by all with 1 abstention SS

10. 2023/134a Appointment of Working Group members – Hall Refurbishment, Community Hub, Climate Emergency and Biodiversity, Communication, Youth Provision, Community Garden, Accessibility

Proposed by REC seconded by KA agreed all.

See list attached.

11. 2023/135a To receive reports from previous representatives to outside bodies.

KA gave a report concerning the Parish Hall, SER reported on the One Voice Wales Community Forum and KA gave a report regarding his representation on the Charity Committee.

12. 2023/136a Appointments to outside bodies – Parish Hall (1), One Voice Wales Swansea Area Committee Meeting (1), PACP (1), Community Council Forum (3) Community Charity (4).

Representatives remained unchanged except for the One Voice Wales Swansea Area Committee, RC stepped down and CJ offered to take his place. See attached list.

Proposed by WS seconded by SS agreed by all.

13. 2023/137a To note receipt of new model standing order

An amendment was proposed: To note that we will be amending Standing Orders when we receive the new model standing order.

Amendment proposed by SS seconded by CJ agreed by all

Motion Proposed by REC seconded by LJ agreed by all

14. 2023/138a To review financial regulations

An amendment was proposed – **To accept previously reviewed Financial Regulations**

Amendment proposed by SS seconded by LJ agreed by all

Motion proposed by SS seconded by RC agreed by all

15. 2023/139a To affirm Pennard Community Councils criteria eligibility to use the General Power of Competency in 2023-2024.

As we now successfully met the eligibility criteria the affirmation was made.

Proposed by CJ seconded by RC agreed by all

16. 2023/140a To note renewal date for insurance and timetable for obtaining renewal quotes in respect of all insurable risks including building valuations.

A three-year contract had been signed in Sept 2022 in time for the 1st October renewal.

Noted.

17. 2023/141a To review and agree the Council's and/or staff subscriptions to other bodies;

Current subscriptions consist of membership of One Voice Wales, Society of Local Council Clerks, the Institute of Cremation and Cemetery Management, Caring for Gods Acre and the Information Commissioners Office. The Clerk gave a list of costs and explained the function of the SLCC. It was agreed to continue with the subscriptions.

Proposed by SER seconded by RC agreed by all with 1 abstention REC

18. 2023/142a To agree all current Council policies and procedures following review by the Clerk.

The Current policies had been distributed prior to the meeting, there were no questions or amendments suggested.

Proposed by DH seconded by ER agreed by all with 2 abstentions LJ and SS

19. 2023/143a Determining the time and date of ordinary meetings of the Council up to and including the next annual meeting of the Council.

The Dates which are attached below were discussed and agreed.

Proposed by ER seconded by SS agreed by all

20. 2023/144a To agree remuneration for councillors and those with other responsibilities

The remuneration process and the amended payments were discussed, the Clerk had already sent round the 2023-24 report to all.

The report stated:

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

Both these amounts were exempt of tax.

Councillor would still be able if they wished to opt out using the form provided by the Clerk before the end of the financial year.

It was agreed to maintain the status quo for other remunerations and not increase them:

Travel and subsistence expenses financial loss compensation will be paid at the current rate.

The remuneration for Chair and 1 member with specific duties would remain at £500

The remuneration for Councillor with Financial Responsibility would remain at £500

Remuneration to cover reimbursement of care costs in line with Remuneration policy.

An allowance of up to £30 for event attendance.

It was noted that these allowances were taxable

Proposed by DH seconded by RC agreed by all with 4 abstentions LR, WS, CJ, SS

21. 2023/145a To Review and agree Financial and Operational Risk Assessment

There were no amendments and the document was agreed

Proposed by WS seconded by SS agreed by all

22. 2023/146a To Approve List of Regular Monthly Payments for 2023/24

There were no amendments and the list was agreed.

Proposed by CJ seconded by LJ agreed by all

23. 2023/147a To note asset register for 2023-24 as of 10th May 2023

The register had been previously distributed for perusal; no amendments were suggested to the document.

Proposed it be noted by SS seconded by CJ agreed by all

Meeting Closed at 8.42pm

Hall Committee (10)

Cllr Lynda James (Chair)

Cllr Ralph Cook

Cllr Steve Sheriff

Cllr Elsbeth Rodaway

Cllr Susan Rodaway

Cllr Karen Penny

Cllr Cari Jones (VC)

Cllr Darran Hickery

Cllr Will Smith

Environment Committee (10)

Cllr Rachel Carter (Chair)

Cllr Darren Hickery

Cllr Lynda James

Cllr Steve Sheriff

Cllr Elsbeth Rodaway (VC)

Cllr Susan Rodaway

Cllr Cari Jones

Cllr Karen Penny

Cllr Will Smith

Cllr Leanne Richards

Planning Committee (8)

Cllr Ralph Cook (Chair)

Cllr Susan Rodaway

Cllr Jean Marnell

Cllr Darran Hickery

Cllr Cari Jones

Cllr Keith Atkins MBE

Cllr Karen Penny (VC)

Cllr Leanne Richards

Land Management (8)

Cllr Keith Atkins MBE (Chair)

Cllr Darren Hickery

Cllr Susan Rodaway

Cllr Will Smith (VC)

Cllr Rachel Carter

Cllr Jean Marnell

Cllr Karen Penny

Cllr Elsbeth Rodaway

Finance and Employment Committee (6)

Cllr Darren Hickery (Chair)

Cllr Lynda James

Cllr Susan Rodaway

Cllr Ralph Cook

Cllr Rachel Carter

Cllr Keith Atkins MBE (VC)

Emergency Sub Committee (6)

Cllr Darren Hickery (Chair)

Cllr Lynda James (VC)

Cllr Susan Rodaway

Cllr Ralph Cook

Cllr Rachel Carter

Cllr Keith Atkins MBE

Representatives on outside bodies in the Community

PARISH HALL

Cllr Keith Atkins MBE

ONE VOICE WALES - Swansea Area Committee

Cllr Cari Jones

PACP

Cllr Will Smith

COMMUNITY COUNCIL'S FORUM

Council Chair and Clerk

COMMUNITY CHARITY

Cllr Lynda James

Cllr Will Smith

Cllr Keith Atkins

working groups who are formed to look at certain tasks and report to the Committees

Hall Refurbishment Working Group

Cllr Lynda James

Cllr Ralph Cook

Cllr Keith Atkins MBE

Cllr Steve Sheriff

Cllr Susan Rodaway

Cllr Karen Penny

Cllr Cari Jones

Cllr Darran Hickery

Cllr Will Smith

Cllr Elsbeth Rodaway

Hall Tender Working Group

Cllr Lynda James

Cllr Ralph Cook

Cllr Keith Atkins MBE

Cllr Steve Sheriff

Cllr Susan Rodaway

Cllr Karen Penny

Cllr Cari Jones

Cllr Darran Hickery

Cllr Will Smith

Cllr Elsbeth Rodaway

Community Hub Working Group

Cllr Keith Atkins MBE

Cllr Will Smith

Cllr Susan Rodaway

Cllr Cari Jones

Cllr Elsbeth Rodaway

Cllr Steve Sheriff

Climate Emergency and Biodiversity Working Group

Cllr Cari Jones

Cllr Susan Rodaway

Cllr Rachel Carter

Cllr Steve Sheriff

Cllr Elsbeth Rodaway

Cllr Leanne Richards

Youth Working Group

Cllr Leanne Richards

Cllr Susan Rodaway

Cllr Elsbeth Rodaway

Cllr Darran Hickery

Community Garden Working Group

Cllr Cari Jones

Cllr Rachel Carter

Cllr Keith Atkins MBE

Cllr Leanne Richards

Cllr Darran Hickery

Cllr Susan Rodaway

Accessibility Working Group

Cllr Cari Jones

Cllr Susan Rodaway

Cllr Leanne Richards

Cllr Elsbeth

Dates for Meeting of Full Council During 2023/2024

Tues 13th Jun

Wed 12th Jul

Thur 14th Sept

Mon 16th Oct

Tues 14th Nov

Thur 14th Dec

Mon 15th Jan

Tues 13th Feb

Wed 13th Mar

Thur 11th Apr

Tues 7th May – Annual Meeting

Mon 13th May