

**FINAL MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 11th Dec 2024
AT 7.00PM**

Present: Cllr Susan Rodaway SER(Chair), Cllr Lynda James LJ, Cllr Rachel Carter REC, Cllr Will Smith WS, Cllr Cari Jones, Cllr Steve Sheriff SS, Clerk, Community and Grants Officer.
Richard Beynon

Apologies for absence: Cllrs Leanne Richards, Christos Georgakis, Elsbeth Rodaway and Cai Carter due to sickness and previous commitments.

Absent: Cllr Mark Parkinson, Cllr Ralph Cook

Declarations of interest: None

All votes will be named votes

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

Richard asked if the Planning Committee would be meeting to discuss the Green as the deadline of the 16th only related to objections it was agreed that the Clerk would write indicating that we had no objects and were in support of the application.

Cllr Sheriff joined the meeting at 7.10pm

Swansea Council Report from Cllr Lynda James

Cllr James gave her report which included:

- The status of the Green Path project:
This has stalled whilst waiting on a section 38 to be applied for and the funding will need to be sought again once this is complete.
- Christmas vouchers and blankets are available for community members who need them.
- The large sink hole at the back of Pennard Dr is awaiting repair, there are discussions going on as to who is responsible for the repairs
- A request has been made for litter picking to be conducted on the airport road.

a) Questions from Councillors (Limited to 10 Minutes)

Cllr Jones explained the problems she viewed with the gates installed between Pennard Dr and Pennard Rd, she had already written to Cllr James.

Cllr Rachel Carter mentioned the Catering Trucks outside the Premier and asked if Trading Standards could be contacted to check licenses.

1) 2024/109 To receive and sign the minutes of the Full Council Meeting held on the on the 13th Nov 2024 previously circulated

Accuracy and approval

**With a typo correction Proposed by REC seconded by LJ agreed by all with 1 abstention
SS**

2) 2024/110 To receive and sign the minutes of the Hall Committee Meeting held on the on the 12th Nov 2024 previously circulated

Accuracy and approval

Proposed by LJ seconded by SER agreed by all with 2 abstentions WS and SS

3) 2024/111 To receive and sign the minutes of the Finance Employment and Policy Committee Meeting held on the on the 2nd Dec 2024 previously circulated

Accuracy and approval

Proposed by LJ seconded by REC agreed by all with 2 abstentions WS and SS

4) 2024/112 To receive and sign the minutes of the Hall Committee Meeting held on the on the 2nd Dec 2024 previously circulated

Accuracy and approval

Proposed by LJ seconded by CJ agreed by all with 2 abstentions WS and SS

5) 2024/113 Admin

a) To consider co-option of new community councillor for Southgate.

Richard Beynon had met with Councillor before the meeting start, to answer the usual questions posed to potential Community Councillors and it was agreed to invite him to join the Community Council

Proposed by SER seconded by CJ agreed by all with 1 abstention SS

b) To receive update regarding the Christmas festival.

The Clerk gave an update on the Christmas festival and reported on the Kittle event which had been a great success.

c) To receive update from Council Surgery held on the 7th Dec.

Postponed to January meeting due to reschedule

6) 2024/114 Finance and Employment

a) To agree payments for Dec 2024

Proposed by SER seconded by REC agreed by all with 2 abstentions WS and SS

b) To note closing balances Nov 2024

Noted

c) To note Grant applications made or in production this month and the results received.

Christmas Festival - £6139

Winter Warmer Support - £1500

Awaiting news of the Solar Panel Application.

d) PEFTA update

Currently supporting 7 households increasing to 8 by Christmas. The Clerk and Community and Grants Officer had had a great meeting with the LAC for Ilston who had given some good pointers.

e) To note date of next Finance Employment and Policy meeting to review 25-26 Budget

8th Jan at 7.30pm

7) 2024/115 Land Management

a) To receive update regarding the Field and Burial ground

The Clerk gave an update

b) To agree renewal of SSE contract for burial ground carpark.

It was agreed to continue with this supplier.

Proposed by SER seconded by REC agreed by all

c) To agree contractor to repair unsafe memorial stones.

The Clerk had obtained some estimates

Company A - £1260

Company B - £550
Company C - £695.83

The quotes were discussed and Company B was chosen. Company B was revealed to be Hitchings Memorials.

Proposed by SER seconded by WS agreed by all

8) 2024/116 Environment

a) To receive update on Environment and Youth matters and agree actions.

Cllr Carter gave an update regarding the meeting with Swansea MAD, the young people have been really engaged and have partaken in lots of different activities. Cllr Cai Carter had popped along to the latest session and had discussed the work of the council answering any questions that the young people had. It was all very positive.

To carry on with another 12 sessions Swansea MAD had proposed a cost of £3790, it was agreed that this would be beneficial to the young people in the community and that funding would be made from the

Youth budget - £750, Youth participatory budget - £1500, it was also agreed to transfer £2000 from reserves to cover the remaining costs.

Proposed by SER seconded by REC agreed by all

b) To receive Newsletter update

The Clerk gave an update reporting that all of the streets had been covered and had received their newsletters, the feedback had been very positive from everyone who had read their copy.

c) To receive update on Community Garden

Cllr Carter gave an update reporting that the new Garden co-ordinator had run 3 volunteer session which had gone very well with everyone working really hard. She was pleased with how well the Co-ordinator was working with everyone, a real team player. The sheds and poly tunnels would be the next big purchase.

9) 2024/117 Hall

a) To receive update on Hall repairs and maintenance due this month.

The rear path would be worked on and completed during the Christmas break when the hall and car parks would be quiet.

10) 2024/118 Correspondence

The Clerk referred to a couple of emails she had received

1 appertaining to the need for added meeting equipment this had also been a conversation in the street.

1 from an ex-Councillor asking how many staff we had, what they did, and how much the Clerk was paid along with questions regarding spend - this had been dealt with by the Clerk who had referred them to the payment details which appear on every set of Full Council minutes detailing spend by Committee.

She advised that all feedback from the newsletter regarding meeting equipment etc would be collated and reported at the January meeting

Meeting closed at 8.40pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/11/24 and 30/11/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account £47,753.51

Short Term Investment Accounts

No 4 Account £138,694.43

Pavillion Account £43,627.52

PEFTA A/C prev Green Path £3,733.90

Total £233,809.36

Balances at start of period

Ordinary Accounts

Current Account £58,271.64

Short Term Investment Accounts

No 4 Account £167,734.59

Pavillion Account £21,807.19

PEFTA A/C prev Green Path £1,787.61

Total £249,601.03

RECEIPTS	Net	Vat	Gross
Administration	£14,889.34	£0.00	£14,889.34
FIELD	£624.00	£0.00	£624.00
Hall	£973.75	£0.00	£973.75
Total Receipts	<u>£16,487.09</u>	<u>£0.00</u>	<u>£16,487.09</u>

PAYMENTS	Net	Vat	Gross
Administration	£7,397.08	£73.71	£7,470.79
Burial	£373.80	£73.27	£447.07
FIELD	£2,660.35	£517.68	£3,178.03
Hall	£1,235.49	£181.17	£1,416.66
Environment	£7,434.61	£1.83	£7,436.44
Total Payments	<u>£19,101.33</u>	<u>£847.66</u>	<u>£19,948.99</u>

Closing Balances

Ordinary Accounts

Current Account £51,505.74

£51,505.74

Short Term Investment Accounts

No 4 Account £167,886.24

Pavillion Account £25,506.91

PEFTA A/C prev Green Path £1,240.24

£194,633.39

Total £246,139.13

Pennard Community Council												
Monthly Payments	Nov-24										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity Pavillion	28.66									28.66	DD	Local Govt Act 1972 S111
Dwr Cymru	50.50		93.50							144.00	DD	Local Govt Act 1972 S111
Octopus Gas			172.39							172.39	DD	Local Govt Act 1972 S111
Swansea CC - Rates										0.00	DD	Local Govt Act 1972 S111
ground rent										0.00	i/n	Local Govt Act 1972 S111
Grave Digging										0.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Plaque engraving										0.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Ground Maintenance	2160.21	363.87	71.75							2595.83	i/n	Local Govt Act 1972 S111
Street Light in BG Car Park (SSE)		9.93								9.93	DD	Highways Act 190 S301
Memorial Stone Risk Assessment equipt										0.00	i/n	Local Authorities Cemeteries Order 1977
Cleaning	224.00		448							672.00	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges										0.00	DD	Local Govt Act 1972 S111
Professional services										0.00	i/n	Local Govt Act 1972 S111
Professional services refund										0.00		
Electrical Testing										0.00		
Cleaning Material			76.87							76.87	i/n	Local Govt (Misc Provisions) Act 1976 s19
Octopus Electricity for Hall			162.49							162.49	DD	Local Govt Act 1972 S111
Internet for Hall			55.28							55.28	DD	Local Govt & Elections (Wales) Act 2021 s47
Subscription										0.00	DC	Local Govt Act 1972 S111
Land Rent										0.00	DC	Local Govt Act 1972 S111
Repairs and maintenance	196.98		170.21							367.19	i/n	Local Govt Act 1972 S111
Insurance										0.00		Local Govt Act 1972 S111
Waste Collection Hall										0.00	i/n	Local Govt Act 1972 S111
Cleaning Contribution			-15.00							-15.00	i/n	Local Govt Act 1972 S111
Window Cleaning										0.00	i/n	Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							8.45			8.45	DD	Local Govt Act 1972 S112
Vodafone						29.07				29.07	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						1138.11				1138.11	Payroll	Local Govt Act 1972 S112
Employee costs						4221.84				4221.84	Payroll	Local Govt Act 1972 S112
Youth Engagement										0.00		
Home Working Allowance and Exp						26.7				26.70	Payroll	Local Govt Act 1972 S112
Smart Pension						215.89				215.89	Payroll	Local Govt Act 1972 S112
Smart Pension Admin Fee						22.00				22.00	DD	Local Govt Act 1972 S112
Payrol back up						2.21				2.21	DD	Local Govt Act 1972 S112
Zoom						15.59				15.59	DD	Local Govt & Elections (Wales) Act 2021 s47
Poppy wreath										0.00	DC	Local Govt Act 1972 S111
leberra						3.99				3.99	DC	Local Govt Act 1972 S111
Training						105.00				105.00	i/n	Local Govt Act 1972 S112
Newsletter						704.39				704.39	i/n	Local Govt Act 1972 S111
Stationery						46.33				46.33	DC	Local Govt Act 1972 S112
Christmas Festival						135.94				135.94	DC	Local Govt Act 1972 S112
Adobe						16.64				16.64	DD	Local Govt Act 1972 S112
PEFTA									571.61	571.61	DC	Local Govt & Elections (Wales) Act 2021 s24
Website						49.99				49.99	DC	Local Govt Act 1972 S111
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Community Garden Project				7434.61		72.00				7506.61	i/n	Local Govt Act 1972 S111
TOTAL	2660.35	373.80	1235.49	7434.61	0.00	6817.02	8.45	0.00	571.61	19101.33		

Pennard Community Council												
Monthly Receipts	Nov-24											
Detail	PF		BG		CH		Admin		Enviroment		TOTAL	
	Invoiced	Rec'd	Invoiced	Rec'd	Invoiced	Rec'd	Expected	Rec'd	Expected	Rec'd		
Precept											0	
Rent								1000	1000		1000.00	
Insurance Contribution								20.85	20.85		20.85	
Water Contribution						60	60				60.00	
Grants								4900.00	4900		4900.00	
Interest									173.31		173.31	
Wayleaves											0.00	
VAT								8795.18	8795.18		8795.18	
Regular bookings						1578.75	848.75				848.75	
Casual bookings						155	65				65.00	
Cancellations with 72 hrs + notice	0											
write offs due to heating	0											
Market (not invoiced until fee agreed)											0.00	
Pitch Hire		564	624.00								624.00	
cancellations due to weather	0											
Burials												
TOTAL			624.00		0.00		973.75		14889.34		0.00	16487.09