

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL HELD ON
MONDAY 12th April 2022 VIA ZOOM AT 7.10 PM**

Present : Cllr Ralph Cook, Cllr Lynda James, Cllr Keith Atkins, Cllr Sally Rogers, Cllr Arthur Rogers, Cllr Jeff Rogers, Cllr Rachel Carter, Cllr Angela M Brunt, Cllr Darran Hickery, Cllr Jean Marnell, Cllr Wes Weeks, Cllr Susan Rodaway, Clerk, Admin Assistant, One Member of the Public.

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 Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

Apologies were received from Cllr Malcolm Sims due to ill health

Council resolved to accept the apologies from the above Cllr,
Proposed by SER seconded by RC agreed by all

Dispensations: Cllr Emma Roberts due to ill health

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

Swansea Council Report from Cllr Lynda James

No update

a) Questions from Councillors (Limited to 10 Minutes)

- 1) **2022/47 To receive and sign the minutes of the Full Council Meeting held on 14th Mar 2022**
previously circulated
Accuracy and approval
Item 16 was amended to include MS in the vote "for"
Proposed LJ seconded JR agreed by all
- 2) **2022/48 To receive and sign the minutes of the Planning Committee Meeting held on 16th Mar 2022 previously circulated**
Accuracy and approval
Proposed by JR seconded by REC agreed by all
- 3) **2022/49 To receive and sign the minutes of the Covid Sub Committee Meeting held on 29th Mar 2022 previously circulated**
Accuracy approval and Ratification
Proposed by REC seconded by JM agreed by all
- 4) **2022/50 To receive and sign the minutes of the Covid Sub Committee Meeting held on 4th Apr 2022 previously circulated**
Accuracy approval and Ratification

Proposed by JM seconded by LJ agreed by all

5) 2022/51 To receive and sign the minutes of the Finance and Employment Committee

Meeting held on 5th Apr 2022 previously circulated

Accuracy and approval

Cllr Jeff Rogers left the meeting at 7.17pm

Proposed by DH seconded by REC agreed by all

6) 2022/52 To receive and sign the minutes of the Planning Committee Meeting held on 7th

Apr 2022 previously circulated

Accuracy and approval

Proposed by KA seconded by DH agreed by all

7) 2022/53 Finance and Employment

a) To approve payments for Apr 2022

Proposed by LJ seconded by DH agreed by all

b) To note closing balances Mar 2022

Noted

A member of the Public Joined the meeting at 7.23

Cllr Jeff Rogers re-joined the meeting at 7.24

c) To approve the Q4 figures as recommended by the Finance and Employment Committee

Proposed by JM seconded by JR agreed by all

d) To approve 2021-2022 financial figures as recommended by the Finance and Employment Committee

Proposed by JR seconded by KA agreed by all

e) To agree to "ring fence" funding for Park Scheme, Paths as recommended by the Finance and Employment Committee

£8350 was placed in reserves for the Park Scheme and £2100 was placed in reserves for the Path improvements

Proposed by RC seconded by LJ agreed by all

f) To agree to also "ring fence" funds for the Covid bench and Audit Fee for 2020-21 Audit

£800 was placed in reserves for the Covid Bench and £450 was placed in reserves for the 2020-21 Audit fee.

Proposed by LJ seconded by WW agreed by all

g) To agree asset register for year beginning 1 Apr 2022 as recommended by the Finance and Employment Committee.

As this is usually done at the Annual meeting this item was deferred to the Annual Meeting.

h) To note subscription to Brightpay Connect to back up payroll to Cloud.

Noted

i) To discuss quote regarding HR and Health and Safety Support from Peninsular

Noted

j) To note receipt of Audit documentation for 2021-22

Noted

- k) To agree timetable for 2021-2022 Audit
- RFO to certify annual return no later than the 30/6/2022
 - Council to approve accounting statement no later than 30/6/2022
 - The Annual return and supporting info to be sent to the External Auditor by the 1/8/2022
 - The Audit Notice to be displayed from 20/6/2022 to 3/7/2022
 - Records to be made available from 4/7/2022 to 29/7/2022
 - Audit opinion issued after 12 Sept 2022

Proposed by JR seconded by SER agreed by all

- l) To note Clerks CiLCA learning Agreement

Noted

8) 2022/54 Admin

- a) Declarations of interest report.

One declaration of interest had been made in the last Month.

Noted

- b) To agree date change for the Annual Meeting

Due to the election date it was agreed to change the date of the Annual Meeting to the 12th May 2022

Proposed by SER seconded by DH agreed by all

- c) To agree date change for the May Full Council meeting.

No need to change this date

9) 2022/55 Burial Ground

- a) Update on Burial Ground matters

- b) To agree quotes to take down tree in the burial ground.

The Clerk read out the quotes received for the removal of the unsafe tree from the Burial Ground.

Company A - £1440

Company B - £600

Company C - £550

After a discussion Company B were chosen by the majority, they were the only company who had included their insurance details with their quote without being asked for them, which gave the Council confidence that they would do a good job in a sensitive area.

Company B was name as WR Lloyd.

Proposed by JR seconded by SER, KA against, all others agreed

- c) Note Grant of rights for Graves 412, 413, 414, 415 and C28

Noted

10) 2022/56 Field

- a) Update on Field matters including playpark

The Clerk reported on the meeting she, the Chair of Field and the Park Caretaker had with the Parks Project Manager and a member of the Swansea team regarding the new park equipment, which they felt had several problems which needed to be addressed, this included a quote from Matta for the replacement of the damaged tiles. The Council agreed that they would only accept surface repairs done by Matta and that this cost needed to be met by the refurbishment project, Payment of the invoice is to be held until the problem areas are dealt with.

11) 2022/57 Environment

- a) Update on Environment matters

Cllr Rodaway reported that she and the Clerk would be meeting with a Mentor from Renew Wales on 21 Apr to do energy survey.

- b) Update on Community Garden
Admin assistant reported to the Council on her meeting with the Local places for Nature Officer, and that the funding window would be opening towards the end of May.

12) 2022/58 Hall

- a) Update on Hall Matters
There were no updates as the Clerk was still awaiting information from the Ventilation Companies which could then be passed onto the Architect as this would have an impact on the final designs.

13) 2022/59 Covid

- a) Update from Covid 19 Sub Committee
Cllr Carter left the meeting at 8.30 before she left Cllr Rodaway thanked her for her contribution to the Environment Committee as she will be stepping down as a Councillor in May.
- b) To discuss and agree the revised Covid Risk assessment for the hall as recommended by the Covid 19 Sub Committee
A brief discussion ensued regarding the amendments to the Covid 19 Risk assessment recommended by the Covid 19 Sub Committee which had been sent round for everyone to read.

Proposed by DH seconded by KA agreed by all

- c) To agree quote for a dishwasher for the Hall in line with Risk Assessment as recommended by Covid 19 Sub Committee.

Clerk had provided a report detailing options prices and additional costs in order for the Council members to make a decision on the model to purchase this was discussed.

Supplier	Dishwasher Cost	Delivery/Installation	Additional Costs	Total
Company A	£1481.99	£0	£180	£1661.99
Company B	£1668.38	£250	£180	£2098.38
Company B	£2319.19	£250	£180	£2749.19
Company C	£1702.00	£145	£180	£2027.00

Company A was chosen

Proposed by DH seconded by JR agreed by all

Company A was revealed to be Nisbets

- d) PEFTA update
The Admin Assistant gave her report and explained that the Veg and Bread which had been distributed for the last 2 years by Cae Tan and the bakery would be stopping as it had been agreed that another charity should share in the benefit. Cllr Rodaway asked that a letter be sent to Cae Tan and the Volunteers thanking them for their support to the Community.

14) 2022/60 Correspondence

Including

Green Area/Dark Skies event

Becoming a Defib friendly community

Booking for hall / park with marque, the Clerk was asked to find out the age range of the children involved in the Christadelphian week end and to report back to a Covid 29 Sub Committee meeting asap.

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

15) 2022/61 To note Employee legislation advice from ACAS/Peninsula
Noted

16) 2022/62 To discuss and agree amendments to Staff Contract recommended by Finance and Employment Committee
The amendments were discussed and the recommendation agreed
Proposed by JR seconded by JM agreed by all with 1 abstention KA

17) 2022/63 To note employee appraisal.
Cllr Hickery reported the appraisal outcomes to the Council.
Noted

18) 2022/64 To agree training hours for employee as discussed when setting the budget.
These had been set in the budget and were therefore agreed.
Proposed by DH seconded by SER agreed by all

Meeting closed at 9.12 pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/03/22 and 31/03/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account £81,997.64

Short Term Investment Accounts

Green Path £3,529.75

No 4 Account £76,961.35

Pavillion Account £39,552.73

Total £202,041.47

Balances at start of period

Ordinary Accounts

Current Account £47,602.23

Short Term Investment Accounts

Green Path £3,530.08

No 4 Account £136,972.15

Pavillion Account £39,556.42

Total £227,660.88

RECEIPTS	Net	Vat	Gross
Administration	£822.23	£0.00	£822.23
Burial	£4,745.00	£0.00	£4,745.00
FIELD	£265.00	£0.00	£265.00
Hall	£1,544.75	£0.00	£1,544.75
Total Receipts	<u>£7,376.98</u>	<u>£0.00</u>	<u>£7,376.98</u>

PAYMENTS	Net	Vat	Gross
Administration	£7,338.46	£372.95	£7,711.41
Burial	£475.11	£86.08	£561.19
FIELD	£3,989.15	£765.95	£4,755.10
Hall	£1,096.82	£148.74	£1,245.56
Total Payments	<u>£12,899.54</u>	<u>£1,373.72</u>	<u>£14,273.26</u>

Closing Balances

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 £220,764.80

Signed _____

Pennard Community Council												
2021- 2022 Regular Payments	Mar-22										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card	
Octopus Pavilion Electricity	9.59									9.59	DD	Local Govt Act 1972 S133
Dwr Cymru	42.00		78.50							120.50	DD	Local Govt Act 1972 S133
Good Energy (Hall Gas)			238.75							238.75	DD	Local Govt Act 1972 S133
Swansea CC - Rates										0.00	DD	Local Govt Act 1972 S133
Swansea CC - Waste disposal charges	70.20									70.20	DD	Local Govt Act 1972 S133
Lloyds Bank (Monthly Service Charge)							10.40			10.40	DD	Local Govt Act 1972 S111
Octopus Electricity for Hall			127.44							127.44	DD	Local Govt Act 1972 S133
Vodafone						17.46				17.46	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						828.13				828.13	Payroll	Local Govt Act 1972 S111
Employee costs						3064.94				3064.94	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						146.13				146.13	Payroll	Local Govt Act 1972 S111
Smart Pension Admin Fee						15.00				15.00	Payroll	Local Govt Act 1972 S111
Ground Maintenance	713.37	428.83	89.38							1231.58	i/n	Local Govt Act 1972 S133
Field Maintenance Material	46.64									46.64	DC	Local Govt Act 1972 S133
Cleaning			333.73							333.73	i/n	Local Govt Act 1972 S133
Zoom						14.39				14.39	DD	Local Govt & Elections (Wales) Act 2021 s47
Street Ligh in BG Car Park (SWALEC)		6.28								6.28	DD	Highways Act 190 S301
Pest Control	40.00	40.00	95.00							175.00	i/n	Local Govt Act 1972 S133
General Maintenance Hall			134.02							134.02		Local Govt Act 1972 S133
Website Key Frame						0.00				0.00	i/n	Local Govt Act 1972 S142
Web hosting Krystal						4.99				4.99	DC	Local Govt Act 1972 S142
Ieberra						3.99				3.99	DC	Local Govt Act 1972 S111
PEFTA									1089	1089.00	DC	Local Got Act 1972 S137
Grave Digging										0.00	i/n	Local Authorities Cemeteries Order 1977 S.214
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Surface Maintenance	3067.35									3067.35	i/n	Local Authorities Cemeteries Order 1977 S.214
Training						182.00				182.00	i/n	Local Govt Act 1972 S111
Website Build						1675.00				1675.00	i/n	Local Govt Act 1972 S133
subscriptions						129.00				129.00	i/n	Local Govt Act 1972 S142
Allowance						120.00				120.00		Local Govt Act 1972 S111
TOTAL	3989.15	475.11	1096.82	0.00	0.00	6239.06	10.40	0.00	1089.00	12899.54		