

**FINAL MINUTES OF THE ANNUAL MEETING OF PENNARD COMMUNITY
COUNCIL HELD
ON 12th MAY 2021
VIA ZOOM AT 7.42 PM**

This meeting started late due to technical problems

Present: Cllr Susan Rodaway (Chair),SR©, Cllr Ralph Cook, RC, Cllr Jeff Rogers,JR, Cllr Emma Roberts ER, Cllr Sally Rogers, SR, Cllr Darran Hickery,DH, Cllr Angela M Brunt AMB, Cllr Arthur Rogers AR, Cllr Lynda James LJ, Cllr Jean Marnell JM, Cllr Rachel Carter REC, Cllr Malcolm Simms MS, Cllr Wes Weeks WW, Admin Assistant, Clerk and one member of the Public.

Apologies for Absence: Cllr Keith Atkins

Cllr Rodaway welcomed everyone to the meeting and handed matters to the Clerk to proceed with the first item.

1. 2021/72 Election of Chair

After several nominations and refusals Cllr Ralph Cook put himself forward as Chair for 2021-2022.

Seconded by JR and unanimously agreed by all. As the meeting is virtual the newly elected Chair will sign the declaration of acceptance of office as Chair of Pennard Community Council and forward to the Clerk at a later date.

2. 2021/73 Election of Vice Chair

After several nominations and refusals Cllr Wes Weeks put himself forward as Vice Chair.

Seconded by LJ agreed by all

3. 2021/74 Declarations of Interest

None

4. 2021/75 To appoint Designated Councillor – Finance

Cllr Hickery agreed to stand again

Proposed by DH seconded by SER agreed by all

The Council thanked Cllrs Rodaway A Rogers and Hickery for all their hard work over the past year.

5. 2021/76 To review and agree the terms of reference for committees and sub committees.

These remain unchanged

Proposed by JR seconded by LJ agreed by all

6. 2021/77 Appointment of Committee Chairs and Vice Chairs- Finance and Employment, Planning, Burial Ground, Community Hall, Field, Environment

The Committee Chairs remain unchanged with the exception of the Planning Committee, Cllr Cook will be replaced as Chair by Cllr A Rogers. It was decided that the Vice Chairs would be agreed at the relevant committee meetings.

Proposed by AR seconded by SER agreed by all

7. 2021/78 Appointment of Committees - Finance and Employment, Planning, Burial Ground, Community Hall, Field, Environment

The main membership remains unchanged with Chair and Vice chair representation moving from Cllrs Rodaway and A Rogers to Cllrs Cook and Weeks who sit on all committees.

Proposed by JR Seconded by SER agreed by all

- 8. 2021/79 Appointment of Sub Committees – Covid 19 sub committee**
Remains unchanged

- 9. 2021/80 Appointment of Working Groups – Hall Refurbishment (previously Hall Extension), Community Hub, Climate Emergency, Communication and Coronavirus, Youth group, Website, Community Garden**

The group memberships were discussed a list is attached to these minutes

- 10. 2021/81 Appointments to outside bodies – Parish Hall (1), One Voice Wales (1), Neighbourhood Watch (1), PACP (1), Community Council Forum (3) Community Charity (4).**

The appointments remain unchanged

- 11. 2021/82 To review standing orders and financial regulations**

The documents were reviewed and amendments regarding the publication of Key points after a meeting and the additional checks and balances to the financial regulations were discussed.

- 12. 2021/83 To agree amendments to standing orders and financial regulations**

All amendments were agreed

Proposed by RC seconded by LJ agreed by all

Cllrs Brunt and Marnell left the meeting at 8.45pm

- 13. 2021/84 To review and agree inventory of land and other assets including buildings and office equipment (Asset Register) as at 1 April 2021**

Proposed by LJ seconded by JR agreed by all

- 14. 2021/85 To note renewal date for insurance and timetable for obtaining renewal quotes in respect of all insurable risks including building valuations.**

The current policy has a renewal date of the 1 Oct 2021, both BHIB and Came and Company would be approached for quotations nearer the time.

Noted

- 15. 2021/86 To review and agree the Council's and/or staff subscriptions to other bodies;**

The council would continue membership of One Voice Wales and the SLCC

Proposed SER seconded by RC agreed all

ICCM and Caring for Gods Acre

Proposed by DH seconded by SER agreed all

- 16. 2021/87 To review and agree the Council's complaints procedure;**

The procedure remains unchanged from last year. Copies to be sent to new Councillors.

Proposed by JR seconded by SER agreed by all

- 17. 2021/88 To review and agree the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.**

The policies procedures and practices remain unchanged from last year. Copies to be sent to new Councillors.

Proposed by SER seconded by LJ agreed by all

18. 2021/89 To review and agree the Council's policy for dealing with the press/media;
The policy remains unchanged from last year. Copies to be sent to new Councillors.
Proposed by JR seconded by DH agreed by all

19. 2021/90 To review and agree the Council's employment policies and procedures;
The policy remains unchanged from last year. Copies to be sent to new Councillors.
Proposed by RC seconded by DH agreed by all

20. 2021/91 To review and agree the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.
The Clerk reported the spend under s.137 in 2020-2021 was £5344 and that if the PEFTA spend continued at the same rate the spend for 2021-2022 would be £15600
Our allowance for 2021-2022 is £18190

21. 2021/92 Determining the time and date of ordinary meetings of the Council up to and including the next annual meeting of the Council.
The Clerk read out the dates which were duly noted.

22. 2021/93 To agree remuneration for councillors and those with other responsibilities
The remuneration process was explained to the new Councillors and the Clerk said she would send them details.
The £150 entitlement to meet costs incurred by Councillors remains unchanged. Councillors can refuse this payment by completing and signing a form designed by OVW rather than sending an email to the Clerk These forms must be returned by the 31st May 2022.
It was agreed to maintain the status quo for other remunerations:

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

The remuneration for Chair and 4 members 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 up to £403 per month remained unchanged.

Proposed by JR seconded by DH agreed by all

Cllr Rachel Carter left the meeting at 9.04pm

23. 2021/94 To Review and agree Financial and Operational Risk Assessment
The Financial Risk assessment was reviewed and agreed
Proposed by DH seconded by C agreed by all
The Operational Risk assessment was then reviewed and agreed
Proposed by RC seconded by LJ agreed by all

24. 2021/95 To Approve List of Regular Monthly Payments for 2021/22
The list of regular payment had been circulated previously for inspection.
Proposed by RC seconded by JR agreed by all

25. 2021/96 To Approve Grant of Right transfer forms.
The two new transfer forms were presented by the Clerk for discussion.
Proposed by JR seconded by AR agreed by all

Meeting Closed at 9.20pm

Hall Committee (6)

Cllr Lynda James (Chair)

Cllr Ralph Cook

Cllr Wes Weeks

Cllr Sally Rogers

Cllr Keith Atkins

Cllr Angel Brunt

Environment Committee (12+1)

Cllr Susan Rodaway (Chair)

Cllr Jean Marnell

Cllr Darren Hickery

Cllr Lynda James

Cllr Sally Rogers

Cllr Rachel Carter

Cllr Arthur Rogers

Cllr Angela Brunt

Cllr Emma Roberts

Cllr Keith Atkins

Cllr Ralph Cook

Cllr Wes Weeks

Roz Toft, (co-opted members of the public)

Planning Committee (10+1)

Cllr Arthur Rogers (Chair)

Cllr Susan Rodaway

Cllr Ralph Cook

Cllr Malcolm Sims

Cllr Jean Marnell

Cllr Darran Hickery

Cllr Lynda James

Cllr Keith Atkins

Cllr Wes Weeks

Cllr Sally Rogers

Mrs Carolyn Dyche, (co-opted members of the public)

Field Committee (8+1)

Cllr Malcolm Sims (Chair)

Cllr Darren Hickery

Cllr Jeff Rogers

Cllr Susan Rodaway

Cllr Arthur Rogers

Cllr Rachel Carter

Cllr Ralph Cook

Cllr Wes Weeks

George Nash (co-opted member of the public)

Burial Ground Committee (7+1)

Cllr Jeff Rogers (Chair)

Cllr Malcolm Simms

Cllr Jean Marnell

Cllr Darren Hickery

Cllr Sally Rogers

Cllr Ralph Cook

Cllr Wes Weeks

Mrs Carolyn Dyche (co-opted member of the public)

Finance and Employment Committee

Cllr Darren Hickery (Chair)

Cllr Jeff Rogers

Cllr Lynda James

Cllr Arthur Rogers

Cllr Susan Rodaway

Cllr Ralph Cook

Cllr Malcolm Sims

Cllr Wes Weeks

REPS ON OUTSIDE BODIES

PARISH HALL

Ralph Cook

ONE VOICE WALES - Swansea Area Committee

Ralph Cook

NEIGHBOURHOOD WATCH

Malcolm Sims

PACP

Susan Rodaway

COMMUNITY COUNCILS FORUM

Council Chair and Vice Chair + one councillor

Susan Rodaway

Clerk

COMMUNITY CHARITY

Darren Hickery

Jean Marnell

Susan Rodaway

Lynda James

Working Groups

Hall Renovation (previously extension)

Lynda James

Angel M Brunt

Sally Rogers

Susan Rodaway

Arthur Rogers

Wes Weeks

Ralph Cook

Community Hub

Susan Rodaway

Darren Hickery

Jeff Rogers

Ralph Cook

Arthur Rogers

Lynda James

Wes Weeks

Covid 19 Sub Committee previously known as Communications and Corona Virus

Susan Rodaway

Arthur Rogers

Jean Marnell

Malcolm Simms

Darren Hickery

Lynda James

Emma Roberts

Ralph Cook

Wes Weeks

Youth

Susan Rodaway

Lynda James

Darren Hickery

Ralph Cook

Arthur Rogers

Jean Marnell

Keith Atkins

Wes Weeks

Website

Susan Rodaway

Arthur Rogers

Keith Atkins

Rachel Carter

Ralph Cook

Wes Weeks

Community Garden

Susan Rodaway

Emma Robers

Keith Atkins

Rachel Carter

Jean Marnell

Ralph Cook

Wes Weeks

Hall Committee (9+1)

Cllr Lynda James (Chair)

Cllr Ralph Cook (Vice Chair)	Cllr Susan Rodaway	Cllr Sally Rogers
Cllr Arthur Rogers	Cllr Angel Brunt	Cllr Claire Whomes
Cllr Wes Weeks	Cllr Jenny Baker	

Mr Lawrie Irwin (co-opted member of the public)

Environment Committee (8+3)

Cllr Susan Rodaway (Chair)

Cllr Jean Marnell (Vice Chair)	Cllr Darran Hickery	Cllr Lynda James
Cllr Sally Rogers	Cllr Jenny Baker	Cllr Arthur Rogers
Cllr Angela Brunt		

Roz Toft, Rachel Carter, Bramwell Blyth (co-opted members of the public)

Planning Committee (9+1)

Cllr Ralph Cook (Chair)	Cllr Jenny Baker (Vice Chair)	
Cllr Susan Rodaway	Cllr Arthur Rogers	Cllr Claire Whomes
Cllr Jean Marnell	Cllr Darran Hickery	Cllr Jenny Baker
Cllr Malcolm Simms		

Mrs Carolyn Dyche, (co-opted members of the public)

Field Committee (6+1)

Cllr Claire Whomes (Chair)

Cllr Darran Hickery (Vice Chair)	Cllr Jeff Rogers	Cllr Susan Rodaway
Cllr Arthur Rogers	Cllr Jason Thomas	

George Nash (co-opted member of the public)

Burial Ground Committee (9+1)

Cllr Jeff Rogers (Chair) Cllr Malcolm Simms (Vice Chair)
Cllr Darran Hickery Cllr Sally Rogers Cllr Arthur Rogers
Cllr Susan Rodaway Cllr Jean Marnell Cllr Ralph Cook
Cllr Claire Whomes
Mrs Carolyn Dyche (co-opted member of the public)

Finance and Employment Committee

Cllr Darran Hickery (Chair)
Cllr Jeff Rogers (Vice Chair) Cllr Lynda James Cllr Arthur Rogers
Cllr Susan Rodaway Cllr Ralph Cook Cllr Claire Whomes

REPS ON OUTSIDE BODIES

PARISH HALL

Angela M Brunt Jean Marnell

ONE VOICE WALES - Swansea Area Committee

Ralph Cook Claire Whomes

NEIGHBOURHOOD WATCH

Malcolm Simms

PACP

Susan Rodaway Claire Whomes

COMMUNITY COUNCILS FORUM

Council Chair and Vice Chair + one councillor

Susan Rodaway Clerk

COMMUNITY CHARITY

Darran Hickery Jean Marnell

Working Groups

Hall Extension

Lynda James Angel M Brunt Sally Rogers Susan Rodaway
Arthur Rogers

Community Hub

Susan Rodaway Claire Whomes Darran Hickery Jeff Rogers

Arthur Rogers Lynda James

Communications and Corona Virus

Susan Rodaway Arthur Rogers Jean Marnell Malcolm Simms

Darran Hickery Lynda James Claire Whomes

Youth

Susan Rodaway Lynda James Claire Whomes Darran Hickery

Arthur Rogers Jean Marnell

Pennard Community Council											
2020 Regular Payments											CHQ/BACS/DD/
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card
Octopus Pavilion Electricity	10.00									10.00	DD
Dwr Cymru	35.50		73.00							108.50	DD
Good Energy (Hall Gas)			250							250.00	DD
Swansea CC - Rates			155.00							155.00	DD
Swansea CC - Waste disposal charges	72.80		110.50							183.30	DD
Lloyds Bank (Monthly Service Charge)							5.00			5.00	DD
Octopus Electricity for Hall			130.00							130.00	DD
Vodafone						23.00				23.00	DD
XLN			50.33							50.33	DD
Employee costs						2343.78				2343.78	Payroll
Youth worker 1 (Leader) (12hr)									TBD		i/n
youth worker 2 (12hr)									TBD		i/n
Smart Pension						136.79				136.79	Payroll
Gerald Davies	713.37	400.85	89.38							1203.60	i/n
Pink Cleaning			150							150.00	i/n
Groundsman	300.00									300.00	i/n approx
Zoom						14.39				14.39	DD
Street Ligh in BG Car Park (SWALEC)		7.00								7.00	i/n
Pest Control			30.00							30.00	i/n
Website						20.00				20.00	i/n
TOTAL	1131.67	407.85	1038.21	0.00	0.00	2537.96	5.00	0.00	0.00	5120.69	
based on charges as of 11 May 2020											