

**FINAL MINUTES OF THE MEEING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 21<sup>st</sup> July 2022 AT 7.05PM**

**Present: Cllr Susan Rodaway (Chair)SER, Cllr Lynda James LJ, Cllr Cari Jones CJ, Cllr Steve Sheriff SS, Cllr Will Smith WS, Cllr Darran Hickery DH, Cllr Rhian Hill RH, Cllr Hannah Henwood HH, Cllr Jean Marnell JM, Clerk**

**Apologies for Lateness:** Cllr Jean Marnell Cllr Rhian Hill

**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 Act1972, members present must decide whether the reason(s) for a member's absence are accepted.

**Apologies were received from** Cllr Karen Penny, Cllr Rachel Carter, Cllr Cathy Carr and Cllr Keith Atkins due to family commitments.

Council resolved to accept their apologies.

**Proposed by SER seconded by DH agreed by all**

**Declarations of interest: Cllr Rodaway declared an interest at point 12b 2022/105b**

**All votes will be named votes**

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

**None**

**Introducing new community police officer for the Gower PC Simon Caldwell**

PC Caldwell sent his apologies and will attend a later meeting.

**Swansea Council Report from Cllr Lynda James**

Cllr James reported the need for a replacement sign at the top of Heatherslade Drive which had been knocked over, she also reported that she had spoken to the Highways dept regarding the placement of boulders on the grassed area at the top of Heatherslade Drive, they had no objections but would not be held responsible for any accidents of complaints these raised.

**Cllr Steve Sheriff joined the meeting at 7.10pm**

**Cllr Jean Marnell joined the meeting at 7.11pm**

Cllr Rodaway asked if it would help the situation regarding the protection of the grassed area if we wrote to the Highways Dept, Cllr James suggested who the Clerk should write to. She also reported that Gower Safe had started so there were now more police officers on the ground so we should get a quicker response to any incidents.

Cllr James reported that the carnival had gone well with no complaints and hiccoughs. She also reported that she had had some enquiries relating to the provision of play equipment on one of the greens in Kittle further enquiries would be made regarding placement and an item put on a future Community Council agenda to look at future maintenance of it.

a) Questions from Councillors (Limited to 10 Minutes)

**None**

**1) 2022/94 Minutes of the Meeting of Full Council Meeting held on 15<sup>th</sup> Jun 2022**

Accuracy and approval

Cllr Ralph Cook had been missed of the attendees.

**With this amendment the minutes were proposed by RC seconded by JM all agreed with one abstention CJ.**

**2) 2022/95 Minutes of the Covid 19 Sub Committee held on 21<sup>st</sup> June 2022**

Ratification

**Proposed by DH seconded by LJ agreed by all with one abstention CJ**

Accuracy and approval

**Proposed by SER seconded by RC agreed by all with one abstention CJ**

**3) 2022/96 Minutes of the Covid 19 Sub Committee held on 27<sup>th</sup> June 2022**

Cllr Sheriff asked for an amendment to be made to these minutes.

Cllr Will Smith and Cllr Steve Sheriff were not admitted to the meeting as agreed with Cllr Will Smith prior to the meeting. They are not members of the sub committee and had also requested to be considered as contractors for items of business on the agenda.

**Amendment proposed by SS seconded by LJ agreed by RC against SER DH abstentions RH JM HH and CJ.**

Ratification

**Proposed by JM seconded by DH agreed by all with two abstentions SS and CJ**

Accuracy and approval

**Proposed by LJ seconded by JM agreed by all with two abstentions SS and CJ**

**4) 2022/97 Minutes of the Extraordinary Meeting of Full Council Meeting held on 27<sup>th</sup> Jun 2022**

Accuracy and approval

**Proposed by JM seconded by RC agreed by all with two abstentions HH and CJ**

**5) 2022/98 Minutes of the Planning Committee Meeting held on 27<sup>th</sup> June 2022**

Accuracy and approval.

**Proposed by JM seconded by DH agreed by all with two abstention LJ and SS**

**6) 2022/99 Minutes of the Land Management Committee Meeting held on 7<sup>th</sup> July 2022**

Accuracy and approval.

**Proposed by SER seconded by HH agreed by all with three abstentions LJ SS and CJ**

**7) 2022/100 Minutes of the Environment Committee Meeting held on 18<sup>th</sup> July 2022**

Accuracy and approval.

**Proposed by JM seconded by DH agreed by all**

**8) 2022/101 Admin**

- a) To receive update from Clerks attendance of Gofod3 Hybrid workshops  
The Clerk gave a report from the two webinars she had attended regarding hybrid equipment and running hybrid meetings.
- b) To agree set up of a Christmas Events Working Group  
Cllr Hill agreed to set up the group along with Cllr Henwood and Marnell, the Clerk was asked to pull people together.

**This was discussed and proposed by RH seconded by HH agreed by all**

**9) 2022/102 Finance Employment and Policy**

- a) To approve payments for July 2022

**Proposed by LJ seconded by RC agreed by all**

- b) To note closing balances June 2022

**Noted**

- c) To note additional cost for Legionella tests.

**The additional £125 was noted**

- d) To note receipt of funding from the Swansea Household Support Fund

**Noted**

- e) Update on PEFTA Scheme

As the admin assistant was on annual leave the Clerk read out her report

**10) 2022/103 Planning**

- a) To agree beginning of the process of a Place Plan following Planning Aid Wales guidance.

For the benefit of Councillors not at the Planning meeting Cllr Rodaway explained what would be involved and the benefits of having a Place Plan.

**Proposed by CJ seconded by DH agreed by all with one abstention SS**

**11) 2022/104 Land Management**

- a) Update from Land Management Meeting

The Clerk gave an update especially regarding the burial ground.

- b) To note Grant of Rights to be issued in Month - Grave 416, 417

**Noted**

- c) To receive Pavilion Health & Safety Risk Assessment

**Noted**

- d) To receive Pavilion Covid Risk Assessment

Not received yet.

- e) To receive Play Park Inspection Report

**Noted**

- f) To receive Pavilion Electrical inspection findings.

**Noted**

- g) To discuss and agree quotes for the cleaning contract for pavilion

The details of the quotes had been sent round previously and are attached to these minutes. The costs for a 2hr clean once a week were

Company A - £30

Company B - £41.70

Company C - £45

All companies are providing the cleaning materials and equipment necessary to clean the pavilion. The quotations were looked at and discussed, company A were chosen, the Clerk revealed this to be Pink Cleaning Ltd

**Proposed by DH seconded by JM agreed by all**

**12) 2022/105 Environment**

a) Update on Environment matters

There were no updates.

b) To discuss and agree participatory budget plan for 2022-2023 as recommended by the Environment Committee.

Cllr Marnell and the Clerk explained the participation budget plan as agreed by the environment committee including the two sessions planned for September.

**Proposed by SS seconded by CJ agreed by all with one abstention SER**

c) Community Garden update

The Clerk read out the report prepared by the Admin Assistant.

**Cllr Will Smith joined the meeting at 8.11pm**

**13) 2022/106 Hall**

a) Update on Hall Matters

The Clerk updated Councillors on the various quotes still outstanding with regards to the ventilation systems, she explained that she had also sent the Renew Wales report to the architect in case it had an impact on the refurbishment design.

b) To receive Hall Health and Safety Risk assessment.

Noted

c) To receive Hall Electrical Inspection findings

Noted

d) Update regarding ventilation quotes

Covered at point a

e) To discuss and agree quotes for electrical contractor to install dishwasher in hall.

The Quotes had been previously sent round and the detail attached to these minutes.

The quotes were discussed.

Company A - £215

Company B - £270.75

Company C - £281.34

JM proposed Company B

**SS proposed Company A DH seconded company A all agreed**

The Clerk revealed Company A to be A Dixon.

**14) 2022/107 Covid**

a) Update from Covid Meeting

Covered in the agreed minutes.

**15) 2022/108 Correspondence**

The Clerk reported on her attendance at the Iron Man meeting run by Swansea Council, and read the email from the Swansea West and Gower Action committee, she also reported the resignation of Cllr Carr due to a change in her work commitments.

**Meeting closed at 8.37pm**



# Financial Summary - Cashbook

Summary of receipts and payments between 01/06/22 and 30/06/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## 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 £220,764.60

Balances at start of period

## Ordinary Accounts

Current Account £61,913.73

## Short Term Investment Accounts

Green Path £3,530.17

No 4 Account £136,975.49

Pavillion Account £39,557.38

Total £241,976.77

RECEIPTS	Net	Vat	Gross
Administration	£3,322.38	£0.00	£3,322.38
Hall	£116.00	£0.00	£116.00
Total Receipts	<u>£3,438.38</u>	<u>£0.00</u>	<u>£3,438.38</u>

PAYMENTS	Net	Vat	Gross
Administration	£5,723.47	£21.96	£5,745.43
Burial	£1,064.64	£84.82	£1,149.46
FIELD	£1,112.69	£192.93	£1,305.62
Hall	£1,014.14	£130.87	£1,145.01
Total Payments	<u>£8,914.94</u>	<u>£430.58</u>	<u>£9,345.52</u>

Closing Balances

## Ordinary Accounts

Current Account £56,005.06

## Short Term Investment Accounts

Green Path £3,530.20

No 4 Account £136,976.65

Pavillion Account £39,557.72

Total £236,069.63

Signed \_\_\_\_\_

Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

<b>Pennard Community Council</b>												
<b>2021- 2022 Regular Payments</b>	<b>Jun-22</b>											<b>CHQ/BACS/DD/</b>
<b>Detail</b>	<b>PF</b>	<b>BG</b>	<b>CH</b>	<b>ENV</b>	<b>YOUTH</b>	<b>ADMIN</b>	<b>BANK</b>	<b>PAV</b>	<b>S137</b>	<b>SUB TOTAL</b>	<b>Dr Card</b>	
Octopus Pavilion Electricity	11.60									11.60	<b>DD</b>	Local Govt Act 1972 S133
Dwr Cymru	42.00		16.70							58.70	<b>DD</b>	Local Govt Act 1972 S133
Good Energy (Hall Gas)			73.32							73.32	<b>DD</b>	Local Govt Act 1972 S133
Swansea CC - Rates			78.00							78.00	<b>DD</b>	Local Govt Act 1972 S133
ground rent										0.00	<b>i/n</b>	Local Govt Act 1972 S133
Swansea CC - Waste disposal charges	75.40									75.40	<b>DD</b>	Local Govt Act 1972 S133
Lloyds Bank (Monthly Service Charge)							10.40			10.40	<b>DD</b>	Local Govt Act 1972 S111
Octopus Electricity for Hall			146.80							146.80	<b>DD</b>	Local Govt Act 1972 S133
Vodafone						20.45				20.45	<b>DD</b>	Local Govt Act 1972 S111
Voxi						10.00				10.00	<b>DD</b>	Local Govt Act 1972 S111
HMRC						960.92				960.92	<b>Payroll</b>	Local Govt Act 1972 S111
Employee costs						2997.8				2997.80	<b>Payroll</b>	Local Govt Act 1972 S111
Home Working Allowance						26.7				26.70	<b>Payroll</b>	Local Govt Act 1972 S111
Youth worker 1 (Leader) (12hr)										0.00	<b>i/n</b>	
youth worker 2 (12hr)										0.00	<b>i/n</b>	
Smart Pension						173.94				173.94	<b>Payroll</b>	Local Govt Act 1972 S111
Smart Pension Admin Fee						15.00				15.00	<b>Payroll</b>	Local Govt Act 1972 S111
Payrol back up						1.83				1.83	<b>DD</b>	Local Govt Act 1972 S111
Ground Maintenance	901.66	422.5	86.12							1410.28	<b>i/n</b>	Local Govt Act 1972 S133
Cleaning Materials	60.05		40.68							100.73	<b>i/n</b>	Local Govt Act 1972 S133
Boilet maintenance			100							100.00		Local Govt Act 1972 S133
Dishwasher plumbing						100				100.00		Local Govt Act 1972 S133
Field Maintenance	21.98									21.98		Local Govt Act 1972 S133
Cleaning			377.52							377.52	<b>i/n</b>	Local Govt Act 1972 S133
Zoom						14.39				14.39	<b>DD</b>	Local Govt & Elections (Wales) Act 2021 s47
Street Ligh in BG Car Park (SWALEC)		6.44								6.44	<b>DD</b>	Highways Act 190 S301
Pest Control			95.00							95.00	<b>i/n</b>	Local Govt Act 1972 S133
Cleaning										0.00		Local Govt Act 1972 S133
Website Key Frame						60.00				60.00	<b>i/n</b>	Local Govt Act 1972 S142
Web hosting Krystal						4.99				4.99	<b>DC</b>	Local Govt Act 1972 S142
Ieberra						3.99				3.99	<b>DC</b>	Local Govt Act 1972 S111
PEFTA									743.29	743.29	<b>EST1023</b>	Local Got Act 1972 S137
Grave Digging		700								700.00	<b>i/n</b>	Local Authorities Cemeteries Order 1977 S.214(6)
Memorial Stone Maintenance repayment		-71.8								-71.80	<b>chq/FPS</b>	Local Authorities Cemeteries Order 1977 S.214(6)
Google Storage						1.33				1.33	<b>DD</b>	Local Govt Act 1972 S142
Training										0.00	<b>i/n</b>	Local Govt Act 1972 S111
Plaques		7.5								7.50		Local Authorities Cemeteries Order 1977 S.214(6)
Postage						10.30				10.30	<b>DC</b>	Local Govt Act 1972 S111
Stationary						31.88				31.88	<b>DC</b>	Local Govt Act 1972 S111
Covid Risk assessment						100.00				100.00	<b>DC</b>	Local Govt Act 1972 S133
Covid signage						36.26				36.26	<b>DC</b>	Local Govt Act 1972 S133
ICO Subs						35.00				35.00	<b>DD</b>	Local Govt Act 1972 S111
Internal Audit						365.00				365.00	<b>DC</b>	Local Govt Act 1972 S111
<b>TOTAL</b>	<b>1112.69</b>	<b>1064.64</b>	<b>1014.14</b>	<b>0.00</b>	<b>0.00</b>	<b>4969.78</b>	<b>10.40</b>	<b>0.00</b>	<b>743.29</b>	<b>8914.94</b>		

## **Pavilion Cleaning Jul 2022**

### **Company A**

- We charge £15 an hour (this included our own cleaning supplies and anything needed to complete the job)
- We have agreed on 4h a week (2h on Mondays, 1h on Wednesday and 1h on Friday)

**Three times a week - 4 hours = £60**

**Once a week - 2 hours = £30**

Company providing cleaning materials

### **Company B**

We use the most environmentally friendly chemicals, and all our team members are trained on how to work safely and to deliver work of the highest standard.

Please find below your quotation for the work discussed.

#### **What to Expect:**

Weekly Cleaning Specification

#### **Changing rooms – Home & Away**

- Empty rubbish bins and replace bin liners
- Sweep and mop floors using ecover floor cleaner.
- Dust and polish tables, and windowsills
- Clean and sanitize benches
- Sanitize door handles and light switches

#### **Referee's room**

- Empty rubbish bins and replace bin liners
- Sweep and mop floors using ecover floor cleaner.
- Dust and polish tables, and windowsills
- Clean and sanitize benches
- Sanitize door handles and light switches

#### **Small Kitchen**

- Wash up and clear sink and draining board



- Empty bins and replace bin liners
- Wipe exterior of kitchen appliances (kettle, toaster etc)
- Wipe kitchen tops
- Sanitize door handles and light switches
- Hoover/ sweep and mop floors

### **Showers**

- Clean shower walls using bathroom cleaner spray
- Clean shower floors using floor cleaner
- Clear hair from the drains
- Clean shower heads and taps

### **Toilets**

- Wash and disinfect floors
- Clean toilet bowls, sinks and taps
- Clean all hand wash basins
- Sanitise and clean toilet seats, cisterns, and exterior of toilet bowl
- Wipe clean mirrors
- Empty bins and replace bin liners (sanitary bins are excluded)

All labour, supervision, materials, and equipment required to perform these tasks will be provided by us at the approval of Pennard Community Council

### **Pricing:**

The price quote herein will remain in effect for the length of this cleaning contract unless changes are agreed upon in writing by both parties. Cleaning services will be provided on a month-to-month basis. All payments would be due at the beginning of each month, payable by bank transfer.

Type of service:

Standard weekly cleaning

Frequency of Services (Once a week)

Labour and materials @ £20.85 per hour + 20% VAT

Total hours per clean = 2.15

Total hours per week = 2.15

Total per hour £ 25.02

Total for a 2 hour clean ex VAT = £41.70

Total for a 4 hour clean ie twice a week = £83.40

Total for a 6 hour clean ie three times a week = £125.10

(the minimum clean they do is 2hrs,)

### Company C

Will do a deep clean for free to bring the facilities up to scratch

Top to bottom clean of the whole pavilion = £45 per clean

So

Once a week = £45

Twice a week = £90

Three times a week = £135

## Commercial Dishwasher Installation at the Community Hall

### Company A

New 30A Supply to the New Buffalo Dishwasher in the Kitchen of the Community Hall.

Materials for Dishwasher Installation:

1 x 40A Double Pole Switch and Box.

1 x 40A RCD Double pole switch next to Mains Cut-out and meter.

3 x 6mm Double insulated cable

1 x 6m x 6mm Twin and earth Cable and Trunking.

Materials: £95.00

Labour for Dishwasher: 4 hrs @ £30.00 = £120.00

Includes test new and modified circuits. Certificates to comply with 18<sup>th</sup> Edition BS7671 IEE Wiring Regulations will be provided on completion.

**Total £215.00**

### Company B

Install new 30A supply and connect commercial dishwasher.

Includes installation of a new consumer unit with surge protection as required on new circuits.

BG Consumer unit with SPD and RCD protection, tails £83.50

Cable, double pole switch, connection plate £22.75

Total Materials £106.25

VAT @ 20% £21.25

Test new and modified circuits. Certificates to comply with 18<sup>th</sup> Edition BS7671 IEE Wiring Regulations will be provided on completion. £24.50

Sub total £152.00

Labour (not subject to VAT) All tasks as listed above £140.00

Total amount £292.00 inc VAT

**Total Ex VAT £270.75**

### Company C

To supply install and complete dishwasher installation as detailed below.

1no. 2 way RCD consumer unit next to main electrical meter in cupboard.

1no. 32amp single phase switched supply with connection outlet low level to supply

new dishwasher.

Includes test new and modified circuits. Certificates to comply with 18<sup>th</sup> Edition BS7671 IEE Wiring Regulations will be provided on completion.

**Total. £ 281.34 + VAT**