

**FINAL MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 13th Feb 2024 AT 7.00PM**

Present: Cllr Susan Rodaway (Chair) SER, Cllr Lynda James LJ, Cllr Cari Jones CJ, Cllr Rachel Carter REC, Cllr Steve Sheriff SS, Cllr Keith Atkins KA, Cllr Ralph Cook RC, Cllr Elsbeth Rodaway ER, Cllr Will Smith WS, Cllr Leanne Richards LR, Cllr Christos Georgakis CG, Clerk

Apologies for absence: Cllr Darren Hickery due to work commitments, Community/Grants Officer.

Apologies for Lateness: Cllr Leanne Richards, Cllr Christos Georgakis, Cllr Will Smith

Declarations of interest Cllr Georgakis declared an interest at point 10 c

All votes will be named votes

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

Swansea Council Report from Cllr Lynda James

Questions from Councillors (Limited to 10 Minutes)

There was no report.

Community Bus

The Clerk asked about the Council Logo being missed from the Community Bus flyer.

Cllr S Rodaway asked if there was a possibility of the bus timetable being expanded in the future. Cllr Carter commented that the young people's fare was quite steep.

Cllr Jones indicated that she had come across some funding that may be useful for the Community Bus

Other items

Cllr Cook mentioned the number of very large farm vehicles speeding in the village
Cllr S Rodaway brought up the problem of flooding in Vennaway lane. Asking for the number that community member could use to report problems. The Clerk was asked to advertise the general highways number on Facebook as the place to report issues.

1) 2024/12 To receive and sign the minutes of the Full Council Meeting held on 18th Jan 2023

previously circulated

Cllr James pointed out a typo which was corrected

Accuracy and approval

Proposed by LJ seconded by RC agreed by all

2) 2024/13 To receive and sign the minutes of the Finance Employment and Policy Meeting held on 24th Jan 2024 previously circulated

Accuracy and approval

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

Cllr Leanne Richards joined at 7.13pm

3) 2024/14 To receive and sign the minutes of the Planning Meeting held on 24th Jan 2024 previously circulated

Accuracy and approval

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

4) 2024/15 To receive and sign the minutes of the Extraordinary Full Council Meeting held on 30th Jan 2024 previously circulated

Accuracy and approval

LJ proposed amending to include the Budget figures seconded by SER agreed by all

Amended minutes proposed by LJ seconded by LR agreed by all with 1 abstention SS

On checking the Clerk found that the budget table was included in these minutes.

5) 2024/16 To receive and sign the minutes of the Hall Committee Meeting held on 6th Feb 2024 previously circulated

Accuracy and approval

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

6) 2024/17 Finance and Employment

a) To approve payments for Feb 2024.

Proposed by SS seconded by REC agreed by all

b) To note closing balances Jan 2024

Noted

c) To note the Quarter 3 figures as recommended by the Finance Employment and Policy Committee.

Noted

d) To receive updates regarding current grant requests.

Clerk gave an update, currently 2 grants had been submitted one for £7000 for the Food Festival and one for £15000 for the Community Hub.

e) To receive an update regarding Councillor allowance claims for 23-24

The Clerk asked for confirmation of opt out or wishes to receive the allowances to be sent to her by the end of the month.

f) To note band increase on Finance Package.

Noted

7) 2024/18 Admin

a) To receive an update regarding the PEFTA scheme.

The Clerk gave an update – currently 6 households were in receipt of funding.

b) To consider support to local resident looking to obtaining a blue plaque

It was agreed to provide a letter of support.

Proposed by REC seconded by LJ agreed by all

c) To receive an update regarding training plans.

The Clerk advised that she would be contacting everyone to update the training plans ready for the reviewed document presented for publication.

d) To note submissions to the OVW innovative Practice awards 2024.

It was noted that 4 submissions would be made for the categories of Best Community Engagement Initiative, Best Use of Digital Resources, Best Community Initiative including Cost of Living Actions and The Caerwyn Roberts Best Local Council Service of the Year Award.

A short discussion on the merits of submitting such entries took place.

8) 2024/19 Land Management

a) To receive an update on Field and Burial Ground matters.
An update was given by the Clerk.

b) To discuss and agree the phase 1 contract with Down to Earth as outlined following the meeting with them on the 14th December 2023.

**CJ proposed to agree the wording of the phase 1 contract with Down to Earth as outlined following the meeting with them on the 14th December 2023.
seconded by KA agreed by all**

c) To agree to front-load funding from pavilion reserves to commence the contract with Down to Earth if current grant application is unsuccessful.
The matter was discussed robustly.

RC proposed to agree to front-load funding from pavilion reserves amounting to £18400 in order to commence the contract with Down to Earth if the grant applications are unsuccessful.

**Seconded by CJ agreed by SER, KA, REC, LR, ER
Against LJ and SS
The motion was carried.**

d) To note Grant of Right 424
Noted

e) To discuss and agree pitch fees for 2024/25
The Clerk read out some examples of charges made by other facilities nearby, the matter was discussed and it was agreed to uplift all charges by £5

Proposed by KA seconded by SS agreed by all

f) To discuss and consider Newton FC's request to use the field in May
This was agreed in principle as long as they have the correct insurances in place for the event.

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

g) To agree contractor to remove the dead tree from the burial ground car park
The Clerk had written to 4 tree surgeon and received 2 replies.

Company A - £270

Company B - £280

Company A was proposed by SER seconded by SS agreed by all

Cllr W Smith joined at 8.25pm

Company A was revealed to by WR & R Lloyd Timber

It was suggested that the tree be cut into 4ft lengths to act as a wildlife habitat aiding our biodiversity.

h) To note new rates for electrical supply to the Burial Ground Car park light
It was agreed to stay with the current supplier who met all of our green credentials.

Noted

i) To note receipt of the Memorial Stone inspection report and agree action
Noted, The Clerk will write to families and obtain quotes for repairs which will then be taken to the Land Management Committee for a decision.

Proposed by KA seconded by REC agreed by all

Cllr Steve Sheriff left the meeting at 8.30pm

9) 2024/20 Environment

a) To receive an update on the community garden

No update

b) To receive an update on accessibility

Still no responses.

c) To receive update regarding the newsletter

An update was given, the Clerk reported there were still some streets to do.

d) To agree for our Youth Leader to approach the local schools to engage with the young people in

the Community in the classroom or in assembly.

This was briefly discussed and agreed. Cllr Atkins suggested that the School council be approached.

Proposed by REC seconded by KA agreed by all

e) To increase membership of the youth working group

Members - Cllrs Carter, Richards, S Rodaway, E Rodaway, Youth Leader and Community Officer.

f) To agree a meeting date for the youth working group

Next meeting Mon 19th Feb at 7.00pm via zoom.

Cllr Georgakis joined the meeting at 8.45pm

g) To agree for plenary powers to be given to the Chair of Environment and the Clerk for any spend

arising from the working group meeting including a sessional worker and look for grant funding to

supplement council allocated funds.

Cllr Susan Rodaway stated this would not be required.

10) 2024/21 Hall

a) To receive update regarding the monthly market

The first market had done very well with lots of support. It was hoped that a Car boot sale would be scheduled for April when the weather warmed up.

b) To note the successful contractor to replace the small hall door as agreed by the Hall Committee.

It was noted that M Hinder had been the successful contractor to fit the new rear door.

c) To discuss and consider a discounted rate for the Market until it builds up funds.

It was agreed that the fee would be halved for the first 6 months and that the cleaning charge would also be halved for 6 months when they were sole users of the hall.

Proposed by LJ seconded by CJ agreed by all with 1 abstention CG.

d) To note receipt of the Fire Risk Assessment and agree plenary powers to Clerk to resolve actions

required.

Noted

Cllr Will Smith left the meeting at 9.07pm

11) 2024/22 Correspondence

None

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media will 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.

Proposed by SER seconded by RC agreed by all

12) 2024/23 To agree employees spine points with effect from 1 Apr 2024

It was agreed that these would be in line with National Joint Committee rates, it was these rates which had been used when formulating the budget.

Proposed by RC seconded by KA agreed by all

Meeting closed at 9.14pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/01/24 and 31/01/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account £45,844.75

Short Term Investment Accounts

No 4 Account £137,233.08

Pavillion Account £39,831.78

PEFTA A/C prev Green Path £3,536.82

Total £226,246.43

Balances at start of period

Ordinary Accounts

Current Account £65,152.64

Short Term Investment Accounts

No 4 Account £138,245.87

Pavillion Account £43,486.42

PEFTA A/C prev Green Path £3,962.99

Total £250,847.92

RECEIPTS	Net	Vat	Gross
Administration	£8,797.74	£0.00	£8,797.74
Burial	£1,270.00	£0.00	£1,270.00
Hall	£3,592.27	£0.00	£3,592.27
Total Receipts	<u>£13,660.01</u>	<u>£0.00</u>	<u>£13,660.01</u>

PAYMENTS	Net	Vat	Gross
Administration	£5,164.61	£13.96	£5,178.57
Burial	£4,055.00	£471.00	£4,526.00
FIELD	£1,582.67	£282.93	£1,865.60
Hall	£3,056.10	£489.17	£3,545.27
Total Payments	<u>£13,858.38</u>	<u>£1,257.06</u>	<u>£15,115.44</u>

Closing Balances

Ordinary Accounts

Current Account £64,200.85
£64,200.85

Short Term Investment Accounts

No 4 Account £138,388.66

Pavillion Account £43,531.34

PEFTA A/C prev Green Path £3,271.64

Total £185,191.64

Total £249,392.49

Pennard Community Council												
Monthly Payments	Jan-24										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity Pavillion										0.00	DD	Local Govt Act 1972 S111
Dwr Cymru	50.50		93.50							144.00	DD	Local Govt Act 1972 S111
Octopus Gas			469.13							469.13	DD	Local Govt Act 1972 S111
Swansea CC - Rates			54.00							54.00	DD	Local Govt Act 1972 S111
ground rent										0.00	i/n	Local Govt Act 1972 S111
Grave Digging		1700								1700.00	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	741.67	355	70							1166.67	i/n	Local Govt Act 1972 S111
Street Light in BG Car Park (SWALEC)										0.00	DD	Highways Act 190 S301
Memorial Stone Risk Assessment		2000.00								2000.00	i/n	Local Authorities Cemeteries Order 1977
Cleaning			360							360.00	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges	83.20									83.20	DD	Local Govt Act 1972 S111
Cleaning Material			29.98							29.98	i/n	Local Govt (Misc Provisions) Act 1976 s19
Octopus Electricity for Hall			177.21							177.21	DD	Local Govt Act 1972 S111
Internet for Hall			37.28							37.28	DD	Local Govt & Elections (Wales) Act 2021 s47
Goal Post Test										0.00	DC	Local Govt Act 1972 S111
Paint	253									253.00	DC	Local Govt Act 1972 S111
Repairs and maintenance	454.3		1692.50							2146.80	i/n	Local Govt Act 1972 S111
Fire Alarm inspection			95.00							95.00		Local Govt Act 1972 S111
Goal post placement										0.00	DC	Local Govt Act 1972 S111
Waste Collection Hall										0.00	i/n	Local Govt Act 1972 S111
Cleaning Contribution			-22.50							-22.50	i/n	Local Govt Act 1972 S111
Window Cleaning										0.00	i/n	Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							7.00			7.00	DD	Local Govt Act 1972 S112
Vodafone						39.96				39.96	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						932.11				932.11	Payroll	Local Govt Act 1972 S112
Employee costs						3365.47				3365.47	Payroll	Local Govt Act 1972 S112
Home Working Allowance and Exp						26.7				26.70	Payroll	Local Govt Act 1972 S112
Smart Pension										0.00	Payroll	Local Govt Act 1972 S112
Smart Pension Admin Fee						22.00				22.00	Payroll	Local Govt Act 1972 S112
Payrol back up						1.56				1.56	DD	Local Govt Act 1972 S112
Zoom						15.59				15.59	DD	Local Govt & Elections (Wales) Act 2021 s47
Web hosting						4.99				4.99	DC	Local Govt (Democracy) (Wales) Act 2013 s55
leberra						3.99				3.99	DC	Local Govt Act 1972 S111
Training						38.00				38.00	DC	Local Govt Act 1972 S112
PEFTA									695.91	695.91	DC	Local Govt & Elections (Wales) Act 2021 s24
Pennard Play										0.00	i/n	Local Govt Act 1972 S111
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
TOTAL	1582.67	4055.00	3056.10	0.00	0.00	4461.70	7.00	0.00	695.91	13858.38		

Pennard Community Council												
Monthly Receipts	Dec-23											
Detail	PF		BG		CH		Admin		Enviroment		SUB TOTAL	
	Invoiced	Rec'd	Expected	Rec'd	Invoiced	Rec'd	Expected	Rec'd	Expected	Rec'd		
Precept												0
Rent								900	900			900.00
Insurance Contribution								20.85	20.85			20.85
Water Contribution						187.27	187.27					187.27
Grants												0.00
Interest									192.27			192.27
Wayleaves												
VAT									7684.62			7684.62
Regular bookings						925	1401					1401.00
Casual bookings						123	96					96.00
Cancellations with 72 hrs + notice	0											
Market												0.00
Pilates Equipt fitting						1908	1908.00					1908.00
Pitch Hire		160	0.00									0.00
cancellations due to weather	5											
Burials							1270					1270.00
TOTAL			0.00		1270.00		3592.27		8797.74		0.00	13660.01