

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL HELD ON
MONDAY 14th March 2022 VIA ZOOM AT 7.10 PM**

Present : Cllr Ralph Cook RC (Chair) Cllr Jean Marnell JM, Cllr Lynda James LJ, Cllr Arthur Rogers AR, Cllr Jeff Rogers JR, Cllr Angela M Brunt AMB, Cllr Sally Rogers SR, Cllr Susan Rodaway SER, Cllr Rachel Carter REC, Cllr Keith Atkins KA, Clerk, Admin Assistant.

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 Darran Hickery due to personal commitments
And Cllr Wes Weeks due to ill health

Council resolved to accept the apologies from the above Cllrs,

Proposed by SER seconded by REC agreed by all

Apologies for lateness: Cllr Malcolm Sims due to technical difficulties he joined the meeting at 7.11pm.

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)

Swansea Council Report from Cllr Lynda James

a) Questions from Councillors (Limited to 10 Minutes)

Cllr James reported that a Gower landscape and biodiversity grant had been made available, it had several sub titles one of which may be useful for the Community Garden

- A repair of ancient monuments grant which could be used to repair the Pennard well.
- Several other titles which could be used to change the heating and lighting in the hall.

Cllr James also reported that several trees had been planted in Kittle and Southgate, she would let the Clerk know if there were any left over so they could be planted in the Community Garden.

1) **2022/30 To receive and sign the minutes of the Full Council Meeting held on 10th Feb 2022**

previously circulated

Accuracy and approval

Proposed by JM seconded by REC agreed by all

2) **2022/31 To receive and sign the minutes of the Planning Committee Meeting held on 22nd**

Feb 2022 previously circulated

Accuracy and approval

With typo corrected proposed by JM seconded by JR agreed by all with 1 abstention SER

- 3) **2022/32 To receive and sign the minutes of the Environment Committee Meeting held on 3rd March 2022 previously circulated**
Accuracy and approval
Proposed by JR seconded by SER agreed by all
- 4) **2022/33 To receive and sign the minutes of the Covid 19 Sub Committee Meeting held on 7th March 2022 previously circulated**
Accuracy and approval
For Ratification
Proposed by RC seconded by REC agreed by all
- 5) **2022/34 To receive and sign the minutes of the Hall Committee Meeting held on 7th March 2022 previously circulated**
Accuracy and approval
Proposed by REC seconded by LJ agreed by all
- 6) **2022/35 To receive and sign the minutes of the Finance and Employment Committee Meeting held on 9th March 2022 previously circulated**
Accuracy and approval
Proposed by JR seconded by SER agreed by all
- 7) **2022/36 Finance and Employment**
- a) To approve payments for Mar 2022
Proposed by RC seconded by REC agreed by all
- b) To note closing balances Feb 2022
Noted
- c) To approve the Q3 figures as recommended by the Finance and Employment Committee
No comments were made and the recommendation was accepted.
Proposed by SER seconded by REC agreed by all
- d) To receive Audit Report for 2020-2021.
The Clerk read out the Audit Report with was noted and accepted, it was agreed that no charge would be made to anyone requesting a copy of the report.
Proposed by SER seconded by REC agreed by all
Cllrs Atkins and Rodaway asked for the Council's thanks to the Clerk for her hard work to be minuted.
- e) To agree candidate as internal Auditor for the 2021-2022 audit process
The Clerk reported the difficulties she had in finding an internal auditor and the only quote received had come from someone recommended by several of the Community Councils she had sought opinions from. It was agreed to accept the quote for £365 received from Lyn Llewellan who is based in Ammanford.
Proposed by SER seconded by JR agreed by all
- f) To agree the publication of the 2022-23 Budget Report for as recommended by the Finance and Employment Committee
The report had been circulated previously and no further comments were made, it was agreed to accept the Finance and Employment Committee's recommendation.
Proposed by JR seconded by REC agreed by all

- g) To agree successful Contractor for the Ground Maintenance Contract 2022-2025 as recommended by the Finance and Employment Committee
The quotes were read out and everyone was happy to accept the recommendation made by the Finance and Employment Committee who had discussed all submissions at length.

Proposed by JR seconded by MS agreed by all

The successful Contractor was revealed to be Gerald Davies Ltd.

- h) To note and accept National Salary Award 2021/2022 backdated to April
Noted and accepted

8) 2022/37 Admin

- a) Declarations of interest report.

Only one declaration of interest had been made since the last report.

Cllr James asked whether or not employees should also declare interests formally, the Clerk agreed to check with One Voice Wales.

- b) To Discuss and Agree Newsletter publication and delivery schedule

The Clerk and Cllr Marnell presented the newsletter which was not yet ready for publication it was agreed that rather than rush things through, the newsletter would continue to be developed and sent round prior to the April Council Meeting where the current administration could make comment and suggestions. Further amendments would then be made after the elections and the newsletter distributed.

- c) To give notice to consider a change to S/O at the Annual Meeting with regards to non-Council members of Committees along with any other changes (section 4)

Noted.

9) 2022/38 Burial Ground

- a) Update on Burial Ground matters

Cllr Jeff Rogers reported concerns regarding a problem tree in the burial ground and asked the Clerk to investigate having the Tree survey brought forward so its condition could be ascertained and action taken.

10) 2022/39 Field

- a) Update on Field matters including playpark

The Chair of Field and the Clerk had recently made an inspection visit to the Pavilion, One of the changing rooms had a lot of dust present, this was due to the storage of line chalk in the room during lockdown. It was suggested that any removal of this should be done wearing a suitable protective mask. Cllr Sims also reported stained roof tiles which may have been caused by previous leak remedied by the new roof. It was agreed that protective masks be purchased, any plans to open the pavilion for toilet access would be put on hold until the dust was cleared.

11) 2022/40 Environment

- a) Update on Environment matters

The Clerk reported that she had managed to contact Renew Wales and that they were going to provide mentor support. She had also spoken to the National Trust manager regarding scrub clearance on the cliff, Cllr Rodaway suggested inviting him to a future Environment meeting to discuss this further.

- b) Update on Community Garden

The Admin Assistant gave an update on the RDP funding which had been withdrawn due to the major change not having bee hives would make to the project. They did however love the idea of nurturing native bees and pollinators and invited further funding requests with this in mind in the future..

- c) To agree to seek alternative funding for the Community Garden

Cllr Carter advised that funding may be available from Local Places for Nature, it was decided to pursue this further and make an application.

12) 2022/41 Hall

a) Update on Hall Matters

Several ventilation contractors had visited the hall but no quotes or recommendations had been received to date. The Hall Chair and the Clerk were meeting with a sales manager next week to discuss commercial dishwasher options.

13) 2022/42 Covid

a) Update from Covid 19 Sub Committee

Updates covered in Minutes and field comments.

b) PEFTA update

The Admin Assistant gave an update on the current numbers and the Clerk advised that Swansea Food Poverty had agreed for the possible £90 underspend to be carried over to April 2022.

14) 2022/43 Correspondence

Walkers are welcome scheme

My Tree, Our Forest scheme

Youth Council Request

Call for Climate emergency case studies.

To give notice of date change for Annual Meeting and May Full Council Meeting

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.

Proposed by RC Seconded by JR agreed by all

The Clerk and Admin Assistant left the meeting at 9.15pm

15) 2022/44 To note Employee appraisals

Noted

It was proposed to swap point 17 with 16

Proposed by RC seconded by SER

17) 2022/45 To discuss and agree employee salary as recommended by Finance and Employment Committee.

Deferred

The Clerk was asked to re-join the meeting at 9.20pm

16) 2022/46 To discuss and agree employee contract extension to 31 March 2023

After some discussion it was agreed to extend the contract.

Proposed by JM seconded by REC agreed by SER, JR, SR, AMB, KA, AR, MS against LJ, RC Motion carried.

Meeting closed at 9.26pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/02/22 and 28/02/22 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 £51,790.32

Short Term Investment Accounts

Green Path £3,530.05

No 4 Account £136,971.02

Pavillion Account £39,556.09

Total £231,847.48

| RECEIPTS | Net | Vat | Gross |
|----------------|------------------|--------------|------------------|
| Administration | £822.34 | £0.00 | £822.34 |
| Burial | £2,062.00 | £0.00 | £2,062.00 |
| FIELD | £95.00 | £0.00 | £95.00 |
| Hall | £938.00 | £0.00 | £938.00 |
| Total Receipts | <u>£3,917.34</u> | <u>£0.00</u> | <u>£3,917.34</u> |

| PAYMENTS | Net | Vat | Gross |
|----------------|------------------|----------------|------------------|
| Administration | £4,846.28 | £12.32 | £4,858.60 |
| Burial | £1,076.61 | £86.08 | £1,162.69 |
| FIELD | £909.46 | £157.86 | £1,067.32 |
| Hall | £896.74 | £118.59 | £1,015.33 |
| Total Payments | <u>£7,729.09</u> | <u>£374.85</u> | <u>£8,103.94</u> |

Closing Balances

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

Signed _____

| Pennard Community Council | | | | | | | | | | | |
|--------------------------------------|---------------|----------------|---------------|-------------|--------------|----------------|-------------|-------------|---------------|------------------|--|
| 2021- 2022 Regular Payments | Feb-22 | | | | | | | | | | CHQ/BACS/DD/ |
| Detail | PF | BG | CH | ENV | YOUTH | ADMIN | BANK | PAV | S137 | SUB TOTAL | Dr Card |
| Octopus Pavilion Electricity | 10.61 | | | | | | | | | 10.61 | DD Local Govt Act 1972 S133 |
| Dwr Cymru | 42.00 | | 78.50 | | | | | | | 120.50 | DD Local Govt Act 1972 S133 |
| Good Energy (Hall Gas) | | | 170.45 | | | | | | | 170.45 | 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) | | | | | | | 7.00 | | | 7.00 | DD Local Govt Act 1972 S111 |
| Octopus Electricity for Hall | | | 129.98 | | | | | | | 129.98 | DD Local Govt Act 1972 S133 |
| Vodafone | | | | | | 17.00 | | | | 17.00 | DD Local Govt Act 1972 S111 |
| Voxi | | | | | | 10.00 | | | | 10.00 | DD Local Govt Act 1972 S111 |
| HMRC | | | | | | 881.00 | | | | 881.00 | Payroll Local Govt Act 1972 S111 |
| Employee costs | | | | | | 2732.07 | | | | 2732.07 | Payroll Local Govt Act 1972 S111 |
| Home Working Allowance | | | | | | 26.7 | | | | 26.70 | Payroll Local Govt Act 1972 S111 |
| Youth worker 1 (Leader) (12hr) | | | | | | | | | | | i/n |
| youth worker 2 (12hr) | | | | | | | | | | | i/n |
| Smart Pension | | | | | | 155.52 | | | | 155.52 | 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 | 73.28 | | | | | | | | | 73.28 | DC Local Govt Act 1972 S133 |
| Cleaning | | | 362.75 | | | | | | | 362.75 | 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 | | | 0.00 | | | | | | | | i/n Local Govt Act 1972 S133 |
| Website Key Frame | | | | | | 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 | | | | | | | | | 954 | 954.00 | DC Local Got Act 1972 S137 |
| Grave Digging | | 500 | | | | | | | | 500.00 | i/n Local Authorities Cemeteries Order 1977 S.214 |
| Google Storage | | | | | | 1.33 | | | | 1.33 | DD Local Govt Act 1972 S142 |
| Maintenance | | 141.5 | | | | | | | | 141.50 | i/n Local Authorities Cemeteries Order 1977 S.214 |
| Training | | | | | | | | | | | i/n Local Govt Act 1972 S111 |
| Cleaning materials | | | 65.68 | | | | | | | 65.68 | i/n Local Govt Act 1972 S133 |
| Website Current Domain | | | | | | 7.99 | | | | 7.99 | i/n Local Govt Act 1972 S142 |
| Stationary | | | | | | 15.30 | | | | 15.30 | DC Local Govt Act 1972 S111 |
| TOTAL | 909.46 | 1076.61 | 896.74 | 0.00 | 0.00 | 3885.28 | 7.00 | 0.00 | 954.00 | 7729.09 | |