



2021-22



Pennard Community
Annual Report

Chairmans Report

This year has been one of the strangest years that I can recall and unfortunately, we had to have the hall closed for most of the time. We look forward to having the hall back to its normal use soon and the reopening of the pavilion. The new houses at the top of Pennard drive are slowly being occupied and we welcome the new occupants to our community This year there are elections for the community council and anyone interested in standing should contact the clerk.

Cllr Ralph Cook Chair 2021-22

Welcome to the Annual Report for Pennard Community Council covering the year 2021-2022. If you have any questions regarding any of the information contained in this document, please contact the Clerk at clerk@pennardcc.gov.wales. or by phone 07825 225567.

Contents

Council Meetings	2
Committees Membership.....	3
Annual Return for 2020-2021	5
Finance Summary 2021-2022	7
Main Contracts Let In 2021-2022.....	8
LOOKING FORWARD	9
Pennard Burial Ground.....	12
Pennard Field and Playground	13
Pennard Hall Refurbishment	14

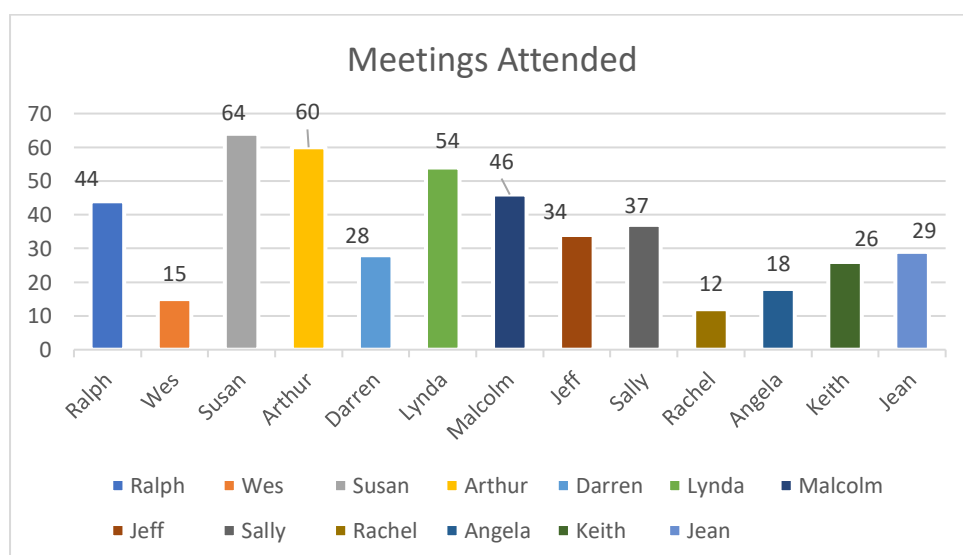
Council Meetings

Over the last year your Community Councillors have been working hard representing your views and making things happen in the community, there have been 66 Full Council and Committee meetings, below is a graph and table showing the possible and actual attendance of each councillor. Due to the pandemic these meetings have been held remotely via Zoom and have been open to all members of the community. Using this method of meeting has greatly increased the attendance by Councillor and members of the public.

The Community Councillors in post for 2021-2022 were:

Cllr Ralph Cook (Chair)	Cllr Wes Weeks (Vice Chair)	Cllr Susan Rodaway
Cllr Arthur Rogers	Cllr Darren Hickery	Cllr Lynda James
Cllr Malcolm Sims	Cllr Jeff Rogers	Cllr Sally Rogers
Cllr Rachel Carter	Cllr Angela M Brunt	Cllr Keith Atkins MBE
Cllr Jean Marnell	Cllr Emma Roberts (given dispensation due to illness)	

	Ralph	Wes	Susan	Arthur	Darren	Lynda	Malcolm	Jeff	Sally	Rachel	Angela	Keith	Jean
ATTENDED	44	15	64	60	28	54	46	34	37	12	18	26	29
POSSIBLE	63	62	66	63	53	63	55	43	48	25	31	48	50
%	70%	24%	97%	95%	53%	86%	84%	79%	77%	48%	58%	54%	58%



Committees Membership

The Council uses its committees to aid discussion and to research information their membership in 2021-22 was:

Hall Committee (7)

Cllr Lynda James (Chair)	Cllr Ralph Cook	Cllr Wes Week
Cllr Sally Rogers	Cllr Keith Atkins (VC)	Cllr Angel Brunt
Cllr Susan Rodaway		

Environment Committee (12+1)

Cllr Susan Rodaway (Chair)	Cllr Darren Hickery	Cllr Lynda James
Cllr Sally Rogers	Cllr Rachel Carter (VC)	Cllr Arthur Rogers
Cllr Angela Brunt	Cllr Emma Roberts	Cllr Keith Atkins
Cllr Ralph Cook	Cllr Wes Weeks	Cllr Jean Marnell
Roz Toft, (co-opted members of the public)		

Planning Committee (11)

Cllr Arthur Rogers (Chair)	Cllr Susan Rodaway (VC)	Cllr Ralph Cook
Cllr Malcolm Sims	Cllr Jean Marnell	Cllr Darran Hickery
Cllr Lynda James	Cllr Keith Atkins	Cllr Wes Weeks
Cllr Sally Rogers	Cllr Jeff Rogers	

Field Committee (8+1)

Cllr Malcolm Sims (Chair)	Cllr Darren Hickery (VC)	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 (8)

Cllr Jeff Rogers (Chair)	Cllr Malcolm Simms (VC)	Cllr Jean Marnell
Cllr Darren Hickery	Cllr Sally Rogers	Cllr Ralph Cook
Cllr Wes Weeks	Cllr Susan Rodaway	

Finance and Employment Committee

Cllr Darren Hickery (Chair)	Cllr Jeff Rogers (VC)	Cllr Lynda James
Cllr Arthur Rogers	Cllr Susan Rodaway	Cllr Ralph Cook
Cllr Malcolm Sims	Cllr Wes Weeks	

The Council also has representatives on outside bodies in the Community

PARISH HALL

Ralph Cook

ONE VOICE WALES - Swansea Area Committee

Ralph Cook

NEIGHBOURHOOD WATCH

Malcolm Sims

PACP

Susan Rodaway

COMMUNITY COUNCILS FORUM

Susan Rodaway Clerk

COMMUNITY CHARITY

Darren Hickery Jean Marnell Susan Rodaway Lynda James

and working groups who are formed to look at certain tasks and report to the Committees

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 Sim
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 Roberts Keith Atkins
Rachel Carter Jean Marnell Ralph Cook Wes Weeks

Annual Return for 2020-2021

We were very pleased to report another year where we have received an unqualified audit the details are below. Due to the nature of the audit process the audit looks at the previous years financial governance, due to the pandemic the audit process took a little longer than usual and the certified results were sent to us in March 2022.

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	157440.56	181671.70	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	82000.00	82112.00	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	44241.56	74419.08	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	31116.20	32781.65	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	70894.22	103379.66	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	181671.70	202041.47	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	0	0	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	0	0	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1488967.00	1503519.50	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Agreed by Full Council 11 October 2022

Auditor General's report

Audit opinion - Unqualified

On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;

- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

I draw the Council's attention to the following matters identified during my audit. These matters do not affect my audit opinion but should be considered by the Council.

Mis-classification of expenditure

The Council has incorrectly reported £3,548 salary costs for its Administrative Assistant as 'Other Expenditure' (Line 6). Staff costs are properly reported in 'Staff Costs' (Line 4). Consequently, Line 6 is overstated by £3,548 and Line 4 is understated by £3,548. The Council's total expenditure and closing balances are not affected and therefore the mis-classification does not have a material impact on the accounts.

Statement of balances

The Council did not properly complete the Statement of Balances set out in the Accounting Statement, omitting to state the balance held as cash and investments (Line 9). As the Council prepares its accounts on a receipts and payments basis, Line 9 and Line 11 should be equal.

Recommendations

We recommend that the 2020-21 comparative accounts reported in the 2021-22 annual return are corrected to reflect the proper classification of the Administrative Officer's salary.

We recommend that before it approves the 2021-22 Annual Return, the Council reviews the completeness and arithmetical accuracy of the accounting statements.

Richard Harries, Director, Audit Wales
For and on behalf of the Auditor General for Wales

Date: 09/03/2022

Finance Summary 2021-2022

The table below show the income received, broken down by month and Committee. Due to the pandemic both field and hall income were down on previous years, but it is hoped that with restrictions lifting and everyone learning to live with Covid this will pick up.

PENNARD COMMUNITY COUNCIL									
ANALYSIS OF RECEIPTS- 2021/2022									
	PF	BG	CH	ENV	ADMIN	PRECEPT	VAT	BANK INT	TOTAL
April			40.00		4820.85	26266.67		1.02	31128.54
May	130.00	4730.00	40.00		820.85			1.02	5721.87
June	30.00	2536.00	140.00		2820.85			0.99	5527.84
July	340.00	1627.00	40.00		820.85		959.16	1.16	3788.17
August	140.00		332.50		3820.85	26266.67		1.53	30561.55
September		1627.00	40.00		820.85			1.53	2489.38
October	603.00	1627.00	697.75		820.85			1.58	3750.18
November	80.00	2756.00	144.00		5789.35			1.43	8770.78
December	20.00		1055.00		820.85	26266.66		1.49	28164.00
January	145.00	1213.00	702.36		820.85		3958.99	1.58	6841.78
February	95.00	2062.00	938.00		820.85			1.49	3917.34
March	265.00	4745.00	1544.75		820.85			1.38	7376.98
TOTAL	1848.00	22923.00	5714.36	0.00	23818.70	78800.00	4918.15	16.20	138038.41
Less Precept						78800.00			
Other Receipts	1848.00	22923.00	5714.36	0.00	23818.70	0.00	4918.15	16.20	59238.41

The table below shows expenditure by month and Committee. Several projects have been postponed and delayed this year due to the pandemic such as the Community Hub and Community Garden but both these will continue over the next year.

PENNARD COMMUNITY COUNCIL											
ANALYSIS OF PAYMENTS - 2021/2022											
	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	S137	SUB TOTAL	VAT	TOTAL
April	2054.38	407.45	7111.03			4607.34	11.25	1294.00	15485.45	579.84	16065.29
May	859.59	1207.77	813.06			3458.52	10.40	1200.00	7549.34	314.36	7863.70
June	849.64	1707.13	760.07	456.84		4607.83	7.85	1405.00	9794.36	544.18	10338.54
July	860.74	1075.43	1736.84			4711.66	9.55	1052.00	9446.22	598.57	10044.79
August	1286.91	435.59	564.76			4215.83	9.55	1078.00	7590.64	418.52	8009.16
September	1602.71	785.43	1010.45			4400.05	8.70	1298.27	9105.61	387.83	9493.44
October	877.49	435.43	575.89			5982.86	9.55	1043.05	8924.27	350.04	9274.31
November	958.74	1715.43	871.76			4043.85	7.85	1343.00	8940.63	377.95	9318.58
December	933.71	535.43	859.57			4293.61	9.55	1168.00	7799.87	387.70	8187.57
January	836.18	1058.42	936.90			4107.90	7.00	1047.00	7993.40	349.30	8342.70
February	909.46	1076.61	896.74			3885.28	7.00	954.00	7729.09	374.85	8103.94
March	3989.15	475.11	1096.82			6239.06	10.40	1089.00	12899.54	1373.72	14273.26
Total	16018.70	10915.23	17233.89	456.84	0.00	54553.79	108.65	13971.32	113258.42	6056.86	119315.28
Less Staff costs	0.00	0.00	0.00	0.00	0.00	46334.26	0.00	0.00	46334.26	0.00	46334.26
Balance of costs	16018.70	10915.23	17233.89	456.84	0.00	8219.53	108.65	13971.32	66924.16	6056.86	72981.02

Agreed by Full Council 11 October 2022

Main Contracts Let In 2021-2022

Ground Maintenance Contract for the Field Burial Ground and Hall - 2022-2025

Five companies were approached from which three quotes were submitted and taken to Full Council for scrutiny in accordance with our Financial Regulation. The tenders were opened and the anonymised submissions were given full consideration looking at cost, value for money and compliance with the tender documentation. It was felt that Company C did not understand the complexity and need of the Burial Ground, Company D quoted for less cuts than asked for in the documentation despite being advised of the field conditions. It was decided to continue with the current contractor who had completely turned around the look and condition of the field and burial ground over the past three years and provided the best value for money and had kept their cost very much in line with their current charges. The Contract was awarded to Company B - Gerald Davies Ltd

Company A – no quote – tender stated business no longer trading

Company B - field £32459.76, hall £3100.32, burial ground £15210 with no increase

Company C – field £24112.80, hall £2448.00, burial ground £9486 with a 3% increase each year

Company D – field £20153.21, hall £2904.28, burial ground £17625.27 with a 3% increase each year

Hall Cleaning Contract – 2022-2023

Five companies had been approached three had chosen not to submit tenders at this time. The 2 submitted tenders were opened and scrutinised and it was decided to award the one year contract to Company A. who was revealed to be Pink Cleaning

Company A - £14.51 per hour

Company B - £15.95 per hour

Architectural Services for the Hall Refurbishment July 2021

Three local architect/design companies were approached to provide estimates to draw up plans for the refurbished hall. We wanted to install a toilet and tea point into the small hall widen doors and be able to access the storeroom from the small hall. On top of this we also asked for some innovative storage ideas to be incorporated into the main hall.

Company A - £1000

Company B - £2850

Company C - £1880

During the Full Council meeting held on the 12th July 2021 Company C was chosen, the Council was particularly impressed that the Company C's quote went through to the development and hand over stage and would be fully engaged throughout the project. Company C were Huw Griffiths Architects Ltd.

LOOKING FORWARD

All Town and Community Councils have a duty to make a Budget calculation in compliance with **Section 50 of the Local Government Act 1992**. They also have a power to issue a precept to a billing authority in compliance with **Section 41 of the Local Government Act 1992**

In January 2022 Pennard Community Council agreed its Budget for the 2022/23 financial year. The Council have put in place a budget that contains initiatives to improve its services to the community including:

- The long-awaited refurbishment to the Community Hall, more details later in this report.
- Adaptation to the entrances to the park and field to allow wheelchair and mobility scooter users access.
- Funding for a future addition of burial facilities within the local area.
- Funding to support and train Councillors and staff in line with new legislation
- Environmental improvements to the Community Hall in line with our Climate and Ecological Emergency Plan.
- Further progress to the Community Hub project for the park
- Development of our Community Garden and growing space.

Budget 2022/23

The draft budget was drawn up by the Committee before being disseminated to members for their perusal ahead of the Finance and Employment Meeting on the 20th December 2021. The budget was further scrutinised prior to ratification at the Full Council meeting held on the 24th January 2022 in readiness for submission to Swansea Council for completion of the precept council tax requirements 2022/23.

The summary budget for 2022/23 broken down by Committee line is depicted below, the full breakdown by Committee is available from the Clerk.

Revenue	Income	Expenditure
Administration	£27,450.00	£79,626.98
Burial - rev	£35,260.00	£28,510.00
Field - rev	£3,760.00	£21,130.00
Hall - rev	£15,075.00	£20,950.00
Environment	£7,700.00	£9,400.00
Youth	£750.00	£1,450.00
Covid 19	£20,100.00	£21,100.00
Capital		
Hall capital	£55,065.54	£57,265.54
Field capital	£1,800.00	£13,800.00
Burial capital	£0.00	£3,000.00
Reserves	£20,000.00	£20,000.00
Total	£186,960.54	£276,232.52
Precept	£89,271.98	
Grand Total	£276,232.52	£276,232.52

Precept Overview

In order to support the proposed 2022/23 Budget, an understanding of precept calculations is necessary. This will underpin and offer a wide range of considerations and options to support the Council's decision making in terms of setting the 2022/23 precept.

In 2021, the Council approved a precept decrease from **£82112** to **£78800**. This decision supported the 2021/22 budget proposals which was very much a lean budget due to Covid and the constrictions it imposed.

Based on the 2022/23 budget and the services and functions the Community Council wish to provide the figures dictate that the current precept of **£78800** is increased to **£89172**, this will also allow for growth and future development to continue.

In terms of the precept charge, the table below shows the annual cost per household related to property bands.

Band	Band	Band	Band	Band	Band	Band	Band	Band
A	B	C	D	E	F	G	H	I
£	£	£	£	£	£	£	£	£
38.03	44.37	50.71	57.05	69.73	82.41	95.09	114.10	133.12

Looking at a band D property the increase from the pre pandemic rate of £55.51 equates to £1.54 per year (£0.03 per week) and from 2021-2022 rate of £51.91 an increase of £5.14 (0.10 per week)

As part of the budgeting round the Committees also look at their fees, below is a list of fees set for each facility. The precept is taken into account when setting the hall and pitch fees which is why there is a lower rate for Community members.

Burial Ground Fees

New Grave to the depth of 2 (including the right to erect a headstone)	£2430
New Grave to the depth of 3 (including the right to erect a headstone)	£2660
Re-open existing grave (including the right to re-erect a headstone)	£1270
Cremated remains internment (no charge if at the same time as a burial)	£435
New ashes plot in Garden of Remembrance (includes Plaque)	£463
Surcharge for weekend burial	£315
Surcharge for American casket	£263
Scatter Ashes in Rose Garden (includes Plaque)	£58
Memorial Bench (includes Plaque)	£1500

Hall Fees

Per Session	Pennard Ward	Outside Ward
Main Hall	£16.50	£19.50
Small Hall	£13	£15
Children's Party	£30	£40
Adult Party/Event	£40	£50
Hygge	-	-

Pitch Fees

Football	Pennard Ward	Outside Ward
Match and Training 11 and under	£0	£10
Training juniors 11 – 18	£0	£10
Match juniors 11 – 18	£15	£25
Match Seniors 18+	£35	£45
Training Senior 18+	£10	£15
Cricket		
Juniors 11-18	£15	£25
Seniors	£28	£40
Touch Rugby	Free for first 12 months	

Pennard Burial Ground

Our Burial Ground adjoining St Mary's Church has served the community since 1950 and over that time the environment has matured so that it is enclosed by mature natural hedges interspersed with trees.

Our work there has the objective of providing a dignified, peaceful and well-kept area. In recent years we have let new contracts for grass cutting and ground maintenance. We hope that visitors have seen an improvement in the grassed areas and in the levelling of areas in front of individual plots. These improvements have also allowed finer grasses to thrive, improving the overall look of the lawned areas.

The grassy bank areas to the north and west of the burial ground have been allowed to develop as wildflower areas. These will take some years to establish but in the fullness of time we expect that the presence of attractive native species will add a pleasant backdrop during visits.

The rose bed near the entrance had suffered some neglect and this year we included this bed in the schedule of maintenance work. A memorial board to be sited nearby is also planned. We commission regular risk assessment studies to ensure that headstones that may have become unstable can be identified for remedial work. Ideally, we need the authority of the plot owners for us to do this. As our Burial Ground ages, the original owners who leased a plot for a deceased relative may move away or become uncontactable. We ask community members to ensure that their details, as held by our Clerk, are kept up to date.

It is not uncommon for relatives expecting to use an existing plot for the burial of a loved one to find that they do not have the right to the use of the plot. It is best to keep these rights up to date and if a community member is uncertain if their ownership of the lease for an existing plot is correctly recorded they should make enquiries to the Community Council Clerk, Mrs Jan Crocker.

During the Covid Pandemic, the small size of the Burial Ground's car park meant that we were unable to ensure social distancing for mourners during funerals. In line with Government guidelines, we restricted numbers at burials to protect the public. As the availability of vaccinations has increased individual protection there is currently no restriction on numbers and we hope not to return to restrictions.

Our grateful thanks to community members who understood and complied with these unfortunate restrictions.

Jeffrey Rogers

Chair, Burial Ground Committee 2021-22



Pennard Field and Playground

As in other communities, Covid has left its mark on our field and playground. Social distancing and limiting group sizes has made it difficult for children to play and sporting activities to be facilitated, but thankfully there have been more highs than lows.

One of our long-standing local football teams decided to call it a day but we still have a healthy number of other teams who train and have matches in the park. There is also a flourishing cricket team who use our facilities during the appropriate season and to encourage their continued use we have frozen the pitch fees for the time being.

A new enthusiastic and knowledgeable groundsman has recently been appointed who will maintain our field and playground to a high standard.

Unfortunately, the Pennard carnival was cancelled yet again due to Covid restrictions.

In the first half of 2022, there will be a big investment in playground equipment including accessible swing replacement, educational sensory panels and a slide upgrade including rope pull and other climbing facilities. Surfaces under equipment will also be replaced to keep children safe while they play. A new basketball hoop and backboard will also be installed.

Gravel paths in the park will be repaired and upgraded to make them less susceptible to flooding and we are looking at making the entry gates at Park Road and Anderson Lane more user friendly to prams, pushchairs and wheelchairs to make the park more accessible to all.

Future plans include reopening the boules court, renovating the table tennis table and building a skateboard area. Sections of the field will be re-wilded to bring all users closer to nature and it is hoped that the community will volunteer to bring this project to fruition. New benches will also be installed for you to *sit and talk awhile*.

Some non-sporting activities in the past year have included Scottish dancing and one group is keen to start keep fit/aerobics classes in the open air. Parents and toddlers may be sought for this new venture.

One of our big hopes is that the Pennard Carnival will be back on the field in 2022. This is one time when almost all the Pennard community come together and this will give the public another opportunity to enjoy our upgraded facilities.

We ask all those who would like to book the field to contact our Pennard Community Council clerk.

Malcolm Sims, Chair of Field 2021-22

Pennard Community Hall Update

Good News! The long-awaited refurbishment of the hall has been agreed. The plan is to install a multi-use toilet and a tea point in the small hall which will make it more self-contained as there will be no need to disturb the users of the large hall to make tea or to visit the loo. The table and chair trolleys will be stored in the newly laid out storeroom which will also be accessible from the small hall. Another improvement is that we will raise the outside path in order to improve accessibility to this hall via a widened door.

In addition to the remodelling of the small hall, we plan to install a tall cupboard system along the top and bottom ends of the hall to contain all the sports equipment including the Archery bosses which need to be easily accessible. Detailed plans are available from the Clerk.



Reducing Our Carbon Footprint

In conjunction with the plans mentioned above we are working with a mentor from Renew Wales who is advising us on lighting ventilation and insulation products which will help us to reduce our carbon footprint in line with our Climate and Ecological Emergency Plan as well as helping us to source the funding to make it all happen.

What's On In The Hall

As a reminder to you all, and to inform the new residents who have recently moved to the area, the Community Hall (which is situated next to Pennard Primary School) is home to many activities and it is hoped that, now restrictions are easing, we can expand on this and welcome back some old friends including the Monthly Market which has been sorely missed, along with some new activities.

Remember you can also book the hall for parties and family gatherings - contact the Clerk for more info.

email: pennardcommunitycouncil@gmail.com

tel: 07825 225567

What's On In the Hall

Monday	Bowls pm Archery evening
Tuesday	Parent and Toddler Group am Badminton pm Yoga evening
Wednesday	Badminton am Yoga evening
Thursday	Art am Dog Training pm
Friday	Pilates am Archery evening

For more info contact the Clerk who will put you in touch with the relevant organiser