

**DRAFT MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 8<sup>th</sup> July 2024 AT 7.04PM**

**Present:** Cllr Susan Rodaway SER (Chair), Cllr Elsbeth Rodaway ER, Cllr Ralph Cook RC, Cllr Cari Jones CJ, Cllr Steve Sherrif SS, Cllr Lynda James LJ, Cllr Will Smith WS, Clerk.

**Apologies for absence:** Cllrs M Parkinson, C Carter, L Richards, C Georgakis and R Carter due to other commitments.

**Apologies for lateness:** Cllrs L James and W Smith

**Declarations of interest:** None

**All votes will be named votes**

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

None

**Swansea Council Report from Cllr Lynda James**

There was no report

a) Questions from Councillors (Limited to 10 Minutes)

**1) To receive and sign the minutes of the Full Council Meeting held on 11<sup>th</sup> June 2024 previously circulated**

Accuracy and approval

**Proposed by SS seconded by RC agreed by all**

**2) To receive and sign the minutes of the Land Management Meeting held on the on the 18<sup>th</sup> June 2024 previously circulated**

Accuracy and approval

**Proposed by RC seconded by ER agreed by all**

**Cllr Lynda James joined the meeting at 7.15pm**

**3) Admin**

a) To discuss and consider change to Standing Orders 2a

No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting (or the Vice Chair in respect of the Chair's Conduct) shall request such person(s) to moderate or improve their conduct.

**An amendment to the wording was proposed by SS seconded by LJ agreed by RC Against the proposal SER and ER with 1 abstention CJ. The motion was carried and the wording changed.**

b) To discuss and consider change to Financial Regulations 6.11

An amount in section 6.11 was changed from £2000 to £5000

**Proposed by SS seconded by LJ agreed by all**

c) To receive update from the Gower Forum Meeting

An update given by Clerk who had attended, she reported that the main topic of conversation regarded the Review of Community Arrangements and its impact.

d) To agree response to the Review of Community Arrangements of the County of Swansea  
A response document drawn up by the Clerk, which had been previously circulated, was looked at and discussed some amendments were suggested.

**The final document was proposed by CJ seconded by SER agreed by all with 1 abstention SS.**

e) To agree draft Annual Report for publication to Website

The Annual report which had been previously sent round was discussed, Cllr James thanked the Clerk for pulling it together.

**The Report was proposed by LJ seconded by RC agreed by all with 1 abstention SS**

#### **4) Finance and Employment**

a) To approve payments for July 2024

**Proposed by SS seconded by LJ agreed by all**

b) To note closing balances June 2024

**Noted**

c) To agree transfer of funds from the main account to the no 4 a/c in line with Fin Regs 5.5 (d)  
It was agreed to transfer £28,000 to the No 4 Account in line with financial regs.

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

d) To receive Audit update.

The Clerk gave an update regarding the 2022/23 Audit which had been delayed due to a number of questions raised by some community members, all questions had been answered to the Auditors satisfaction and the final audit report should be received soon.

e) To receive an update regarding the line painting of the hall and burial ground car parks and the request for prepayment.

The Company Nolan Roadmarkings had asked for a prepayment, the Clerk had informed them that this was not something we would normally do and would need bring the matter to this meeting, the contact at Nolan said she would also enquire with her Manager, if this could be changed. The matter was discussed and a deposit of 20% was agreed as well as a 50% payment on completion of the first area was agree if it should be required.

**Proposed by SER seconded by SS agreed by all**

f) To note Grant applications made or in production this month.

The Clerk gave an update which included the Swansea CYP application and the application to Pennard Charity for PEFTA funding.

#### **5) Land Management**

a) Update on Burial Ground and Field matters

There was nothing to report other than the items on the agenda.

b) Update regarding memorial stone on plot 91

The Clerk gave an update regarding the memorial stone which had be laid flat during the inspection. It was agreed to leave it flat in situ where it would not pose a trip hazard.

c) To receive update on Community Hub Project.

The Clerk gave a brief update regarding the recent engagement sessions.

**Cllr Will Smith joined the meeting at 8.18pm**

d) To discuss and consider recommendation from Land Management to use the Field for a community fun day.

This was discussed at length, following the social media adverts and flyer the Council had some grave concerns, the Clerk was asked to write to the organisers asking for amendments to be made on how the event was to be portrayed and advising non local attendees that public transport should be used. She

was also asked to draw up a suitable booking form and arrange a meeting with the Organiser to discuss matters further. A refundable deposit of £500 was suggested.

**Cllr Cook left the meeting at 8.58pm**

## **6) Environment**

a) Update on Environment matters

b) To receive Newsletter update and agree publication

The Newsletter was presented and discussed, the Clerk asked for final input ready for publication

c) To receive update on Community Garden

There was not update

d) To receive update from the meeting with the NT regarding Kittle Green

SER gave an update on the meeting that had been held with the National trust which although had not reached the outcome wanted by residents, had been very informative.

e) To note proposed date of meeting with the Golf Club board members

Cllrs Susan Rodaway, Rachel Carter and Mark Parkinson would be meeting with members of the Golf Club board on the 22<sup>nd</sup> of July.

## **7) Hall**

a) Update on Hall Matters

Cllr James thanked Cllrs Parkinson and Sheriff for helping with the inventory and Cllrs Sheriff and Smith for cleaning and repairing the Disabled Toilet Vent

b) To discuss estimates for the widening of the storeroom door and agree contractor to carry out the Work.

The Clerk had written to 5 companies to obtain estimates, only one had chosen to supply a quote.

Company A - £575

As this seemed to be a reasonable cost company A's quote was accepted.

**Proposed by LJ seconded by WS agreed by all**

c) To discuss estimates for ramp for the rear of the hall and agree a contractor to carry out the work  
Again 5 companies had been approached and only 2 had sent in estimates. When examined it was obvious that a late entry had sent the wrong details so this item was deferred to a Hall Meeting later in the month.

## **8) Correspondence**

None

**The Meeting Closed at 9.31pm**