

**FINAL MINUTES OF THE MEEING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 15TH JUNE 2022 AT 7.10PM**

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 Hannah Henwood HH, Cllr Jean Marnell JM, Cllr Ralph Cook RC,Clerk, Admin Assistant, 1 member of the Public

Apologies for Lateness: Cllr Jean Marnell

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 Rhian Hill and Cllr Keith Atkins due to family commitments.

Council resolved to accept their apologies.

Proposed by DH seconded by SS agreed by all

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

Cllr James gave her report which included a brief summary of her attendance at the opening of the Gower Pilgrimage way she was particularly impressed in what they had put in place to involve children in the walk. She also reported the new PC for Gower was now in post and would like to attend a future meeting, the drains and gutters in Southgate were scheduled to be cleaned and that Coastal Housing had submitted plans for the barrier on the pathway towards Pennard Rd.

a) Questions from Councillors (Limited to 10 Minutes)

Cllr Jones asked for more information regarding the barrier as she was interested from an accessibly viewpoint.

Cllr Rodaway asked if Cllr James could ask permission from the Highways team for the placement of boulders on the grass by the Outlook Café as the grassed area was becoming very eroded by vehicles parking there.

1) 2022/79 Minutes of the Annual Meeting held on 12th May 2022

Accuracy and approval

Proposed by SS seconded by LJ agreed by all

2) 2022/80 Minutes of the Full Council Meeting held on 17th May 2022

Accuracy

LJ suggested an amendment to the Councillor questions segment of her report

It should read:

Cllr Jones said she thought the newsletter sent round by the County Councillor was very useful and also asked for more information regarding the Welsh Govt carers allowance. Cllr

James explained that she did not have any further information other than that already given in her newsletter which had come from Welsh Government.

Amendment Proposed by LJ seconded by DH agreed by all

Approval

Proposed by RC seconded by WS agreed by all

3) 2022/81 Minutes of the Extraordinary Meeting of Full Council Meeting held on 26th May 2022

Accuracy and approval

Proposed by SS seconded by JM agreed by all

4) 2022/82 Minutes of the Planning Committee Meeting held on 26th May 2022

Accuracy and approval

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

5) 2022/83 Minutes of the Finance Employment and Policy Committee Meeting held on 7th Jun 2022

2022

Accuracy and approval

Proposed by DH seconded by SER agreed by all with 1 abstention SS

6) 2022/84 Vacancies

- a) To discuss and agree co-option for Councillor vacancy in Southgate
An application had been received from Rachel Carter who was keen to re-join the Council after stepping down in May.

SER Proposed the Co option of Rachel Carter to Council Seconded by JM agreed by all

- b) To discuss and agree next steps for remaining vacancies.
It was agreed to readvertise the Kittle vacancies and encourage applications from the whole of the Pennard Community Council area. Successful candidates will be decided at an extraordinary meeting of Full Council on the 27th June 2022

Proposed by WS seconded by JM agreed by all

7) 2022/85 Finance Employment and Policy

- a) To approve payments for June 2022

Proposed by WS seconded by RC agreed by all

- b) To note closing balances May 2022

Noted

- c) Advice regarding conduct and procedures

The Chair and the Clerk gave a brief update regarding conduct at meetings and their hope that we can be respectful of each other going forward. The Clerk said she would be sending out an agenda form to aid Councillors who may wish to have something included in the agenda. She also suggested some One Voice Wales courses for the new members to help understand why things are done a certain way.

Cllr Rodaway handed over Chair to Cllr Hickery due to technical difficulties – 8.00pm

- d) To review and agree the Operational Risk Assessment for 2022-23 as recommended by Finance Employment and Policy Committee

The Clerk presented the completed Operational Risk assessment which had been discussed and amended by the Finance Employment and Policy Committee.

Proposed by JM seconded by DH agreed by all with 1 abstention CJ

- e) To receive and note the internal auditors report for 2021-2022 as recommended by Finance Employment and Policy Committee
The Internal Auditors report which had been received and noted by the Finance Employment and Policy Committee had been circulated to all Councillors prior to the meeting.
Received and noted
- f) To agree the addition information proforma for the 2021-2022 Audit as reviewed by Finance Employment and Policy Committee
The Clerk presented the proforma.
Proposed by JM seconded by LJ agreed by all
- g) To approve accounting statement for 2021-2022 as reviewed by the finance employment and policy committee.
The Accounting statement for 2021-2022 was presented and the figures discussed.
Proposed by LJ seconded by HH agreed by all
- 8) 2022/86 Admin**
- a) To agree appointment of Sub Committee deferred from the Annual Meeting – Covid 19 as recommended by Finance Employment and Policy Committee
The continued appointment of the Covid 19 subcommittee was discussed at length, Cllr Smith felt it unnecessary for it to continue, this was echoed by Cllr Sheriff who felt that any Covid decision should be taken to Full Council meetings rather than being dealt with by the subcommittee. Cllr Rodaway explained the reasoning why it had been formed and its purpose for the future.
Proposed by SER seconded by DH, votes “For” HH, JM, CJ, Votes “against” RC, LJ, SS, WS motion “For” carried.
- b) To review terms of reference of the Covid 19 Sub Committee and its delegation as recommended by Finance Employment and Policy Committee
Again a lengthy discussion ensued.
Proposed by DH seconded by HH agreed by CJ, SER, JM and RC against LJ WS and SS
- c) Update on PEFTA Scheme
The Administrative assistant gave an update on the current situation regarding supported households and funding applications.
- d) To receive an up date regarding a suitable storage facility for the Council Deeds and documents.
The Clerk reported that the solicitor dealing with the Parish Hall Registration had agreed to hold all the deeds previously held by the bank.
- e) To discuss the cost and logistical implications of moving to hybrid meetings
The Clerk presented the costs which she had obtained from other local Community Council regarding their room set up costs and reported that she was attending two webinars in the next week covering the set up and running of Hybrid meetings.
The matter was discussed some Councillors were keen to move to Hybrid meetings soon.
- f) To agree a timetable regarding the move to hybrid meetings.

It was agreed to defer this to the July meeting when more information would be available following the Clerks attendance at the Gofod3 Webinars.

Deferred to July meeting

- g) Report from Parish Hall Committee meeting.
The Clerk read out Cllr Atkin's report.

9) 2022/87 Land Management

- a) Update on Burial Ground matters
Clerk gave the update on behalf of the Land Management Chair.
- b) To note Grant of Rights to be issued in June

None

- c) Update on Field matters.
Clerk gave an update including an incident of racial graffiti which had been reported to the Police.

DH proposed suspension of Standing Orders 3w in order to continue the meeting. Seconded by SER agreed by all with 1 abstention CJ.

- d) To agree contractor to conduct Health and Safety and supplementary Covid Risk Assessment of the pavilion

Company A		Not operating any more
Company B	£1536	Don't do one offs need contract in place Insurance based company included covid Risk Assessment
Company C	£600	102.5 per hour - hall 2hrs pavilion 1.5hr no covid
Company D	£358.75	

The quotes were examined and discussed, as Company D would only provide an hourly rate, it was felt that the cost was not controllable and the need for a Covid 19 risk assessment to be done on top of this would escalate the price. The Company C price included a Covid 19 risk assessment so it was felt to be the best value for money.

Company C was chosen Proposed by SER seconded by DH agreed by RC, JM, HH, CJ 3 abstentions LJ, WS, SS.

Company C was revealed to be PIB Risk Management

- e) To agree electrician for electrical safety inspection of pavilion.

SER proposed 9e and 11b be taken together Seconded by SS agreed by all.

Five electrical companies were approached to conduct the Hall and Pavilion electrical testing. The Pavilion electrics are usually done before the Carnival.

The quotes were examined and as they were higher than previous years it was agreed that funds would need to be transferred from the Repairs and Maintenance reserves.

Company A	400	not back in time pavilion test deadline
Company B	660	
Company C	?	unable to contact
Company D	600	

The Clerk whilst maintaining the anonymity of the companies reported that Company B had been used for electrical work in the past and had come from a recommendation.

SER proposed Company B be chosen seconded by CJ agreed by all with 1 exception against – SS.

Company B was revealed to be Chris White Electricals Ltd.

- f) To discuss and agree cleaning schedule and to obtain quotes for a contractor for pavilion Cleaning
The Clerk asked to obtain quotes and to bring them to a later meeting.
Proposed by SER seconded by WS agreed by all with 1 abstention LJ

10) 2022/88 Environment

- a) Update on Environment matters
No update other than those matters covered below.
- b) To consider inviting businesses to place adverts into the newsletter.
There were concerns that doing this would delay the publication so it was decided to defer doing this until the next edition of the newsletter.
- c) Community Garden update
The Admin Officer reported that the Lottery fund was now open and that she was working on the grant application.
- d) Report from “Leading on community action for a better environment” event
The Clerk had asked Cllrs Smith and Sheriff to report back to the Council regarding their recent attendance. The both reported what an interesting session it had been and were very impressed by the presentation given on behalf of Pennard Community Council. The Clerk thanked the Admin Officer who had put the presentation together and presented at the event at short notice. Cllr Jones who had also attended also said what an informative event it had been.
- e) To receive report from Renew Wales Mentor.
The report had been circulated prior to the meeting.
Received
- f) Update on UK Energy Watch call regarding - Low Carbon Skills Fund - Heat Decarbonisation Plan.
The Clerk gave an update on the call and the subsequent which had been submitted.

RC left the meeting at 10.05

The member of the Public left the meeting at 10.05

11) 2022/89 Hall

- a) Update on Hall Matters
Cllr James did not have any updates as the Clerk was still chasing a third ventilation quote.
- b) To agree electrician for electrical safety inspection of hall.
Dealt with at point 9e

12) 2022/90 Covid

a) Update from Covid Meeting
None

b) To agree the purchase of hand sanitiser pumps and anti viral supplies for the pavilion
It was agreed that the Clerk should purchase 4 hand sanitiser pumps for the pavilion.
Proposed by SER seconded by DH agreed by all

c) To agree the purchase of appropriate signage of the pavilion and hall.
The Clerk was given delegated powers to purchase suitable signage.
Proposed by JM seconded by CJ agreed by all

13) 2022/91 Correspondence

The Clerk read out emails from
Surfability uk
and
Fields in Trust

Both items would be taken to a Land Management 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 SER seconded by JM agreed by all

14) 2022/92 To note statutory change to employee leave as laid out in 2021-22 National Salary Award.

Noted

Meeting closed at 10.18pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/05/22 and 31/05/22 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 £66,134.31

Short Term Investment Accounts

Green Path £3,530.14

No 4 Account £136,974.44

Pavillion Account £39,557.08

Total £246,195.97

RECEIPTS	Net	Vat	Gross
Administration	£822.23	£0.00	£822.23
Burial	£3,300.00	£0.00	£3,300.00
FIELD	£65.00	£0.00	£65.00
Hall	£671.25	£0.00	£671.25
Total Receipts	<u>£4,858.48</u>	<u>£0.00</u>	<u>£4,858.48</u>

PAYMENTS	Net	Vat	Gross
Administration	£5,324.20	£17.59	£5,341.79
Burial	£1,218.46	£204.83	£1,423.29
FIELD	£1,033.14	£181.55	£1,214.69
Hall	£986.68	£111.23	£1,097.91
Total Payments	<u>£8,562.48</u>	<u>£515.20</u>	<u>£9,077.68</u>

Closing Balances

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

Signed _____

Pennard Community Council											
2021- 2022 Regular Payments	May-22										CHQ/BACS/DD/
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card
Octopus Pavilion Electricity	10.76									10.76	DD Local Govt Act 1972 S133
Dwr Cymru	42.00		78.50							120.50	DD Local Govt Act 1972 S133
Good Energy (Hall Gas)			235.17							235.17	DD Local Govt Act 1972 S133
Swansea CC - Rates			73.75							73.75	DD Local Govt Act 1972 S133
ground rent										0.00	i/n Local Govt Act 1972 S133
Swansea CC - Waste disposal charges	75.40									75.40	DD Local Govt Act 1972 S133
Lloyds Bank (Monthly Service Charge)							11.25			11.25	DD Local Govt Act 1972 S111
Octopus Electricity for Hall			135.88							135.88	DD Local Govt Act 1972 S133
Vodafone						18.75				18.75	DD Local Govt Act 1972 S111
Voxi						10.00				10.00	DD Local Govt Act 1972 S111
HMRC						959.52				959.52	Payroll Local Govt Act 1972 S111
Employee costs						2997.6				2997.60	Payroll Local Govt Act 1972 S111
Home Working Allowance						26.7				26.70	Payroll Local Govt Act 1972 S111
Youth worker 1 (Leader) (12hr)										0.00	i/n
youth worker 2 (12hr)										0.00	i/n
Smart Pension						173.94				173.94	Payroll Local Govt Act 1972 S111
Smart Pension Admin Fee						15.00				15.00	Payroll Local Govt Act 1972 S111
Payrol back up						1.83				1.83	DD Local Govt Act 1972 S111
Ground Maintenance	901.66	422.5	86.12							1410.28	i/n Local Govt Act 1972 S133
Cleaning Materials										0.00	DC Local Govt Act 1972 S133
Field Maintenance										0.00	Local Govt Act 1972 S133
Cleaning			377.26							377.26	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)		6.76								6.76	DD Highways Act 190 S301
Pest Control										0.00	i/n Local Govt Act 1972 S133
General Maintenance Hall										0.00	Local Govt Act 1972 S133
Website Key Frame						0.00				0.00	i/n Local Govt Act 1972 S142
Web hosting Krystal						4.99				4.99	DC Local Govt Act 1972 S142
leberra						3.99				3.99	DC Local Govt Act 1972 S111
PEFTA									987.99	987.99	DC Local Got Act 1972 S137
Grave Digging		700								700.00	i/n Local Authorities Cemeteries Order 1977 S.214(6)
Memorial Stone Maintenance		-510.8								-510.80	chq/FPS Local Authorities Cemeteries Order 1977 S.214(6)
Tree Removal		600								600.00	i/n Local Authorities Cemeteries Order 1977 S.214(6)
Google Storage						1.33				1.33	DD Local Govt Act 1972 S142
Training						40.00				40.00	i/n Local Govt Act 1972 S111
Plaques										0.00	Local Authorities Cemeteries Order 1977 S.214(6)
Stationary (ink and diaries)						46.04				46.04	DC Local Govt Act 1972 S111
Toilet Roll Middles	3.32									3.32	DC Local Govt Act 1972 S133
stamps						10.88				10.88	DC Local Govt Act 1972 S111
TOTAL	1033.14	1218.46	986.68	0.00	0.00	4324.96	11.25	0.00	987.99	8562.48	