

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL HELD ON
TUESDAY 12th Jan 2022 VIA ZOOM AT 7.00 PM**

Present : Cllr Ralph Cook RC (Chair) Cllr Malcolm Sims MS, 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, Clerk, Admin Assistant and 1 member of the public

Apologies for absence: Cllr Rachel Carter due to work commitments and Cllr Jean Marnell due to family commitments.

Apologies for Lateness: Cllr Darren Hickery due to work commitments,
Council resolved to accept the apologies from the above Cllrs,

Proposed by AR seconded by LJ agreed by all

Absent: Cllr Keith Atkins, Cllr Wes Weeks

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): None

Swansea Council Report from Cllr Lynda James

Cllr James gave her report covering

Building works in Foxhole Drive which were still ongoing, a report of a sewerage pipe problem in Foxhole bay that the water board were attempting to repair, any reports of problems should be directed to her.

She also reported that the second speed sign in Kittle had still not been installed and tht the Safety Walk had been postponed for the moment.

a) Questions from Councillors (Limited to 10 Minutes)

Cllr Rodaway asked about the Safety Walk and was told that this was being organised by the Garden Society/wellness garden group to look at accessibility around the village, she also asked if a covid risk assessment had been raised for the Community Café now it was being held in another venue.

1) 2022/1 Minutes of the Full Council Meeting held on 14th December 2021

Accuracy and approval

Deferred to Feb

2) 2022/2 Minutes of the Planning Committee Meeting held on 15th December 2021

Accuracy and approval

Proposed by JR seconded by SER agreed by all with 1 abstention AMB

3) 2022/3 Minutes of the Planning Committee Meeting held on 5th January 2021

Accuracy and approval

Proposed by AR seconded by RC agreed by all with 3 abstentions AMB, MS, SER

Cllr Darran Hickery joined the meeting at 7.20pm

4) 2022/4 Minutes of the Hall Committee Meeting held on 5th January 2021

Accuracy and approval

Proposed by LJ seconded by AR agreed by all with 3 abstentions DH, MS, AMB

5) 2022/5 Finance and Employment

a) To approve payments for Jan 2022

Proposed by JR seconded by LJ agreed by all with 1 abstention AMB

b) To note closing balances Dec 2021

Noted

c) To receive Ground Maintenance Tenders

Only two tenders had been received despite the Clerk inviting 5 companies

It was agreed to extend the tender date to the 9th Feb, approach more companies and to advertise invite on the website and social media.

d) To agree successful Contractor for the Ground Maintenance Contract 2022-2025

Deferred to Feb meeting

e) To receive Cleaning Tender recommendation from Hall Committee

The Clerk reported the Hall Committees recommendation.

Received

f) To agree successful Contractor for the Cleaning Tender Contract 2022-2023

The tenders were discussed and the Council agreed to accept the Hall Committees recommendation

Proposed by JR seconded by DH agreed by all

Successful Company revealed to be Pink Cleaning Services

g) To agree contract amounts entered into the Draft Budgeting spreadsheet.

The quoted cleaning contract figures was entered onto the Budgeting spreadsheet along with an estimate for the Ground Maintenance Contract.

Proposed by LJ seconded by SER agreed by all

h) To agree date for Extraordinary Meeting to finalise the 2022-2023 Budget and Precept.

24 Jan 2022 proposed by RC seconded by SER agreed by all

6) 2022/6 Admin

a) Update from PEFTA Scheme

The Admin Assistant gave her monthly update.

b) To agree further dispensation of absence in accordance with Section 85 of the Local Government Act 1972

It was agree to grant a further 6 month dispensation to Cllr Roberts, the Council wished her well and sent their good wishes

Proposed by AR seconded by JR agreed by all

c) To agree process for declarations of interest for 2021 prior to publication on Web site.

The Clerk shared the spreadsheet which would be published and the matter was discussed and the format adjusted. The final document was **Proposed by RC seconded by AMB agreed by all**

d) To agree process for receiving declarations of interest going forward.

The Clerk shared the form which would need to be completed in future and it was agreed to have a standing item on the agenda covering the declaration of interest register.

Proposed by LJ seconded by SER agreed by all

e) To accept Code of Conduct Policy for Employees

This was accepted and added to the policy set, copies would be sent to all employees.

Proposed by LJ seconded by SER agreed by all

f) To note election timetable
The Clerk read out the election timetable.

Noted

g) To discuss and agree an action plan where a proposal overlaps committees.
This was discussed briefly, the majority of the Council felt that there was no problem to discuss and the matter moved on.

No action required majority of Council did not recognise a problem

h) To note progress of Governance Tool Kit testing.
The Clerk briefed the Council on the progress made to date.

Noted

7) 2022/7 Burial Ground

a) Update on Burial Ground matters.

Nothing to report

8) 2022/8 Field

a) Update on Field matters

Nothing to report.

Cllr Rodaway asked if there was any update on the playpark and asked that the Clerk find out if the Playground work would be completed before Purdah.

9) 2022/9 Environment

a) Update on Environment matters

Cllr Rodaway reported that Cllr James the Clerk and herself would be meeting with an energy and environment expert on the 24th Jan to discuss reducing the carbon footprint of the Community Hall. The Admin Assistant explained she had a meeting with the West Glamorgan Bee Association to discuss the placement of the bee hives in the Community Garden on the 23rd Jan. This needed to be done before the plans were redrawn and items purchased.

10) 2022/10 Hall

a) Update on Hall Matters

b) To receive recommendation from Hall Committee regarding plans submitted by Squiggles Nursery

Cllr James explained the plans had been fully discussed by the Hall Committee who had proposed to recommend to Full Council that the request be declined as any building works would need to be arranged and under full control of the Council.

The Representative from Squiggles asked if the matter was up for further discussion, the Clerk explained the Council's position regarding its financial regulations and its tender process, and a short discussion ensued.

Cllr Sally Rogers left the meeting at 8.55pm

It was proposed that the item be amended to "To receive and accept the recommendation from Hall Committee regarding plans submitted by Squiggles"

Proposed by SER seconded by AR agreed by all with 2 abstentions MS and DH

The amended motion was proposed by SER seconded by AR agreed by all with 3 abstentions DH, MS and LJ

11) 2022/11 Covid

a) Update from Covid Meeting

There was no update.

b) To agree procedure/policy for issuing Tempo Time Credits

It was agreed that this item should be taken to the next Covid 19 Sub Committee Meeting

c) To discuss and agree the purchase of CO2 Monitors for the Hall.

It was agreed that advice should be sought from the company who conducted out Covid risk assessment and the information taken to the next Covid 19 Sub Committee meeting

d) To discuss and agree the need for air purifiers for the Hall.

It agreed that advice should be sought from the company who conducted out Covid risk assessment and the information taken to the next Covid 19 Sub Committee meeting

Cllr Sally Rogers re-joined the meeting at 9.05pm

12) 2022/12 Correspondence

Issues raised by members of the community to Clerk and Council.

Including:

Outdoor fitness classes

And a request for the original Parish Hall Deeds.

Meeting closed at 9.15pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/12/21 and 31/12/21 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 £33,317.88

Short Term Investment Accounts

Green Path £3,529.99

No 4 Account £136,968.69

Pavillion Account £39,555.41

Total £213,371.97

RECEIPTS	Net	Vat	Gross
Administration	£16,009.00	£0.00	£16,009.00
FIELD	£5,522.00	£0.00	£5,522.00
Hall	£4,699.67	£0.00	£4,699.67
Environment	£1,933.33	£0.00	£1,933.33
Total Receipts	<u>£28,164.00</u>	<u>£0.00</u>	<u>£28,164.00</u>

PAYMENTS	Net	Vat	Gross
Administration	£5,471.16	£36.36	£5,507.52
Burial	£535.43	£86.10	£621.53
FIELD	£933.71	£161.57	£1,095.28
Hall	£859.57	£103.67	£963.24
Total Payments	<u>£7,799.87</u>	<u>£387.70</u>	<u>£8,187.57</u>

Closing Balances

Ordinary Accounts

Current Account £53,292.82

Short Term Investment Accounts

Green Path £3,530.02

No 4 Account £136,969.82

Pavillion Account £39,555.74

Total £233,348.40

Signed _____

Pennard Community Council												
2021- 2022 Regular Payments	Dec-21										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card	
Octopus Pavilion Electricity	18.20									18.20	DD	Local Govt Act 1972 S133
Dwr Cymru	42.00		78.50							120.50	DD	Local Govt Act 1972 S133
Good Energy (Hall Gas)										0.00	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)							9.55			9.55	DD	Local Govt Act 1972 S111
Octopus Electricity for Hall			116.98							116.98	DD	Local Govt Act 1972 S133
Vodafone						18.15				18.15	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						2807.25				2807.25	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
Ground Maintenance	713.37	428.83	89.38							1231.58	i/n	Local Govt Act 1972 S133
Cleaning			304.71							304.71	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)		6.60								6.60	DD	Highways Act 190 S301
Pest Control			95.00							95.00	i/n	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
Ieberra						3.99				3.99	DC	Local Govt Act 1972 S111
PEFTA									1168	1168.00	DC	Local Govt Act 1972 S137
Grave Digging		100								100.00	i/n	Local Authorities Cemeteries Order 1977 S.214
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Plants for Planters						180.00				180.00	i/n	Local Govt Act 1972 S145
Training						30.00				30.00	i/n	Local Govt Act 1972 S111
Paint for Field	89.94									89.94	DC	Local Govt Act 1972 S133
Diary						5.81				5.81	DC	Local Govt Act 1972 S111
Domain for Website						110.00				110.00	i/n	Local Govt Act 1972 S142
Boiler repair			175							175.00	i/n	Local Govt Act 1972 S133
Christmas Decorations						41.54				41.54	DC	Local Govt Act 1972 S145
Magnet for Notice Board						2.94				2.94	DC	Local Govt Act 1972 S111
TOTAL	933.71	535.43	859.57	0.00	0.00	4293.61	9.55	0.00	1168.00	7799.87		