

**FULL MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 13th Mar 2024 AT 7.05PM**

Present: Cllr Susan Rodaway (Chair) SER, Cllr Lynda James LJ, Cllr Cari Jones CJ, Cllr Steve Sheriff SS, Cllr Keith Atkins KA, Cllr Ralph Cook RC, Cllr Elsbeth Rodaway ER, Cllr Will Smith WS, Clerk, Community/Grants Officer, Youth Leader.

Apologies for absence: Cllr Darren Hickery due to work commitments, Cllrs Rachel Carter and Christos Georgakis due to illness and Cllr Lean Richards due to personal commitments

Declarations of interest Cllr Will Smith declared an interest in point 11.

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

Cllr James gave her report which included:

- The pot hole at the entrance to the school, Cllr James has written to the school and Swansea Highways Dept and would mention it at the next school governors meeting.
- The Green path project needs to have confirmation of who owns the verge between the school and Green Lane in order to proceed.
- The Swansea Clean Up team are looking for tasks, if anyone has any please let Cllr James know.
- A request for more yellow lines on Southgate Road had been received and a consultation would be conducted. Cllr Cook asked the point that the give way lines between Vennaway lane and the South Gower Road needed to be redone

Questions from Councillors (Limited to 10 Minutes)

1) 2024/24 To receive and sign the minutes of the Full Council Meeting held on 13th Feb 2023

previously circulated

Accuracy and approval

Cllr Sheriff raised an amendment at point 7d, he felt that Cllr James asking if entering the innovations practice awards was good use of the Clerks time and his point that the whole matter was a waste and of no benefit to the Community should be noted in the minutes, not just taken as part of the "discussion"

Cllr Susan Rodaway explained, as she had done at the Feb meeting, that taking part in these awards was custom and practice and had been done since the 2018. Attending the Conference, which was open to all, was in the Training plan and was a very useful event with regards to best practice. She also reiterated that minutes record decisions on discussions.

Cllr Sheriff's amendment was put forward seconded by WS votes for LJ, votes against SER,RC,ER,CJ,KA, the motion fell.

SS suggested an amendment to point 8C to include the sum of £18400. The item would now read:

RC proposed to agree to front-load funding from pavilion reserves amounting to £18400 in order to commence the contract with Down to Earth if the grant applications are unsuccessful. Amendment proposed by SS seconded by LJ agreed by all

With amendments proposed by LJ seconded by CJ agreed by all with 1 abstention SS

2) 2024/25 To receive and sign the minutes of the Environment Meeting held on 26th Feb 2024 previously circulated

Accuracy and approval

Proposed by ER seconded by CJ agreed by all with 3 abstentions LJ, SS, WS.

3) 2024/26 Admin

- b) To receive the Youth engagement update

The new Youth Leader introduced herself and gave a report on her activities since joining in January and her plans going forward.

The Youth Leader and Cllr Will Smith left the meeting at 7.30pm

- a) To receive an update regarding the PEFTA scheme.

The Community/Grants officer reported that the scheme is currently supporting 5 households this is expected to drop to 4 by the end of the month. She also reported that Grant Funding of £1300 had been approved by Swansea Direct Food.

Pennard Play sessions are in place ready for Easter and would be running for 3 sessions, the school had agreed the use of the small wooded area which would be a fun asset.

- b) To approve the revised training plan for publishing

The revisions to the plan had been made in consultation with each Councillor.

Proposed by ER seconded by CJ agreed by all

- c) To note attendance at Innovation Practice Award 2024

Noted

- d) To receive feedback from the recent training session

It was agreed that the Code of Conduct Session had been very worthwhile although the course could benefit from some new scenarios.

- e) To agree timetable for the Co-option of Councillors for the Kittle vacancies.

This was discussed and it was agreed that an advert would be posted as soon as practical after the meeting, due to the difficulty of finding Community Councillor in Kittle the advert would be open ended.

- f) To discuss and consider the offer of a Royal portrait for the hall.

It was decided no to apply for one.

No proposal

4) 2024/27 Finance and Employment

- a) To approve payments for Mar 2024.

Proposed by ER seconded by CJ agreed by all

- b) To note closing balances Feb 2024.

Noted

- c) To receive updates regarding current grant requests.

The Clerk gave an update on the current application in place.

Direct food support for £1300 was successful

The Heritage bid for £58740 had been successful

The Rural Anchor Food Festival Grant is still to be announced

The Rural Anchor Community Hub Grant for £15000 had been unsuccessful and a feedback call had been booked.

- d) To receive an update regarding Councillor allowance claims for 23-24

The Clerk gave an update and explained that those claiming allowances would be paid at the end of March

- e) To approve Budget Report for publishing.

The report had been sent round previously.

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

- f) To review internal auditors report and note internal audit process for 2023/24

The half yearly report and process was discussed and it was agreed to carry on the same process with the internal auditor for the 2023/24 process.

- g) To agree the asset registers for year ending 31 March 2024
Proposed by LJ seconded by SS agreed by all
- h) To agree action regarding the Finance and Governance Toolkit
Clerk to allocate sections to the Committees for them to work through
- i) To agree way forward for the recruitment of a project coordinator for the Community Garden as detailed in the heritage bid.
It was agreed to advertise the post with a closing date of 5 April.
A shortlist will be drawn up and interviews conducted. Anyone who would like to be part of the interviewing panel should let the Clerk know
Proposed by KA seconded by CJ agreed by all.

5) 2024/28 Land Management

- a) To receive an update on Field and Burial Ground matters.
The Clerk gave a brief update.
- b) To note Grant of Right 425
Noted
- c) To receive an update from the recent Community Hub Working Group meeting with the Down to Team
An update on the zoom meeting was given, a suggested had been received that the next meeting would take place face to face and that the pavilion may be a good venue. The next meeting date suggested were 21st or 28th March. The Clerk would arrange this with the DTE team.
- d) To agree to obtain quotes for line painting at the burial ground car park.
This was briefly discussed and the Clerk was asked to obtain estimates.

6) 2024/29 Environment

- a) To receive an update on the community garden
Grant update had already been given. The Clerk was asked to circulate the garden plan.
- b) To agree to give plenary powers to the Clerk and Chair of Environment for garden decisions
All spend would be within the Grant parameters
Proposed by LJ seconded by CJ agreed by all with 1 abstention SS
- c) To note tender process for groundworks for the community garden.
This was noted and the Clerk was asked to obtain quotes.
- d) To receive an update on accessibility
An update given, the response had been very poor and it was suggested having a table at the next market for engagement purposes may be of benefit..
- e) To receive update regarding the newsletter
Cllr Jone and the Clerk gave an update given explaining there were still some spaces if anyone had something they would like to include.
- f) To note purchase of Youth Club seating.
Noted
- g) To discuss the damaged sewage pipe on Foxhole beach and consider writing to Natural Resources Wales and Welsh Water and the County Councillor on this point.
It was suggested that a letter be written expressing concerns. The Clerk asked Cllr Sheriff to sent her some photos for inclusion.
Proposed by SS seconded by CJ agreed by al
- h) To note the consultation regarding a seaweed farm in Oxwich Bay
This was noted, it was suggested that the organisers be invited to a meeting to discuss concerns raised. The Clerk was asked to arrange this.

Cllr Ralph Cook left the meeting at 8.55pm

7) 2024/30 Hall

- a) To receive update regarding the monthly market
The Clerk gave an update explaining that so far the attendance for both buyer and sellers had been very good.
- b) To note completion of new Archery Store.
Noted
- c) To agree to go obtain quotes for line painting at the hall carpark
This was agreed in conjunction with the lines for the Burial Ground carpark.

8) 2024/31 Correspondence

The Clerk reported that a member of the Community had asked about the grass cutting which seemed to end in Kittle with no verges being cut between the two villages, the state of the hedges in Vennaway Lane and part of Pennard Rd.

Cllr James said she had written to the individual and explained that different groups cut the grass ie The Parks Dept, Swansea Highways Dept and The Community Council and they were not in sync. The Hedges issue was also raised by Cllr Susan Rodaway the explanation for this was due to an issue in the family who owned the field meaning a different contractor used.

A request had been made to use the hall for a Community Christmas party and the Clerk asked if there would be a charge for this. This was discussed, there would be a need to keep an eye on numbers and whether or not the organisers held a DBS.

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media will 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 KA agreed by all

9) 2024/32 To agree payment of employee hours

It was agreed that the extra hours worked by the Clerk and Park Caretaker would be paid at the end of March.

Proposed by KA seconded by ER agreed by all

10) 2024/33 To discuss employee matters.

Dates for staff appraisals should be put in diaries and an advert for additional youth workers be put out. Additional youth training for young people should also be investigated.

11) 2024/34 To receive update regarding the new lease for Squiggles Nursery.

The Clerk reported that everything had been completed and the finalisation of the document was underway.

Meeting closed at 9.16pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/02/24 and 29/02/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account £45,844.75

Short Term Investment Accounts

No 4 Account £137,233.08

Pavillion Account £39,631.78

PEFTA A/C prev Green Path £3,536.82

Total £226,246.43

Balances at start of period

Ordinary Accounts

Current Account £64,200.85

Short Term Investment Accounts

No 4 Account £138,388.68

Pavillion Account £43,531.34

PEFTA A/C prev Green Path £3,271.64

Total £249,392.49

RECEIPTS	Net	Vat	Gross
Administration	£1,275.82	£0.00	£1,275.82
Burial	£435.00	£0.00	£435.00
FIELD	£160.00	£0.00	£160.00
Hall	£1,380.50	£0.00	£1,380.50
Total Receipts	<u>£3,251.32</u>	<u>£0.00</u>	<u>£3,251.32</u>

PAYMENTS	Net	Vat	Gross
Administration	£5,811.98	£57.48	£5,869.46
Burial	£1,045.14	£88.01	£1,133.15
FIELD	£920.37	£157.33	£1,077.70
Hall	£2,139.38	£342.47	£2,481.85
Youth	£387.50	£77.50	£465.00
Total Payments	<u>£10,104.37</u>	<u>£722.79</u>	<u>£10,827.16</u>

Closing Balances

Ordinary Accounts

Current Account £56,870.82

£56,870.82

Short Term Investment Accounts

No 4 Account £138,541.46

Pavillion Account £43,579.40

PEFTA A/C prev Green Path £2,824.97

Total £184,945.83

Total £241,816.65

Pennard Community Council												
Monthly Payments	Feb-24										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity Pavillion										0.00	DD	Local Govt Act 1972 S111
Dwr Cymru	50.50		93.50							144.00	DD	Local Govt Act 1972 S111
Octopus Gas			548.14							548.14	DD	Local Govt Act 1972 S111
Good Energy final bill			150.2							150.20	DD	Local Govt Act 1972 S111
Swansea CC - Rates										0.00	DD	Local Govt Act 1972 S111
ground rent										0.00	i/n	Local Govt Act 1972 S111
Grave Digging		600								600.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Plaque engraving										0.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Ground Maintenance	741.67	355	70							1166.67	i/n	Local Govt Act 1972 S111
Street Light in BG Car Park (SSE)		6.81								6.81	DD	Highways Act 190 S301
Memorial Stone Risk Assessment equipt		83.33								83.33	i/n	Local Authorities Cemeteries Order 1977
Cleaning	45.00		480							525.00	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges	83.20									83.20	DD	Local Govt Act 1972 S111
Cleaning Material										0.00	i/n	Local Govt (Misc Provisions) Act 1976 s19
Octopus Electricity for Hall			204.44							204.44	DD	Local Govt Act 1972 S111
Internet for Hall			38.58							38.58	DD	Local Govt & Elections (Wales) Act 2021 s47
Goal Post Test										0.00	DC	Local Govt Act 1972 S111
Paint										0.00	DC	Local Govt Act 1972 S111
Repairs and maintenance			227.02							227.02	i/n	Local Govt Act 1972 S111
Fire Risk Assessment			350.00							350.00	i/n	Local Govt Act 1972 S111
Goal post placement										0.00	DC	Local Govt Act 1972 S111
Waste Collection Hall										0.00	i/n	Local Govt Act 1972 S111
Cleaning Contribution			-37.50							-37.50	i/n	Local Govt Act 1972 S111
Window Cleaning			15.00							15.00	i/n	Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							13.47			13.47	DD	Local Govt Act 1972 S112
Vodafone						39.96				39.96	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						947.13				947.13	Payroll	Local Govt Act 1972 S112
Employee costs						3454.43				3454.43	Payroll	Local Govt Act 1972 S112
Home Working Allowance and Exp						26.7				26.70	Payroll	Local Govt Act 1972 S112
Smart Pension						351.52				351.52	Payroll	Local Govt Act 1972 S112
Smart Pension Admin Fee						22.00				22.00	Payroll	Local Govt Act 1972 S112
Payrol back up						2.04				2.04	DD	Local Govt Act 1972 S112
Zoom						15.59				15.59	DD	Local Govt & Elections (Wales) Act 2021 s47
Web hosting										0.00	DC	Local Govt (Democracy) (Wales) Act 2013 s55
Ieberra						8.32				8.32	DC	Local Govt Act 1972 S111
Stationary						101.71				101.71	DC	Local Govt Act 1972 S112
Subscription inc Edge band upgade						147.00				147.00	i/n	Local Govt Act 1972 S112
PEFTA									470.78	470.78	DC	Local Govt & Elections (Wales) Act 2021 s24
Pennard Play										0.00	i/n	Local Govt Act 1972 S111
Equipment for Youth Club					387.5					387.50	i/n	Local Govt Act 1972 S111
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
TOTAL	920.37	1045.14	2139.38	0.00	387.50	5127.73	13.47	0.00	470.78	10104.37		

Pennard Community Council

Monthly Receipts

Feb-24

Detail	PF		BG		CH		Admin		Enviroment		TOTAL
	Invoiced	Rec'd	Expected	Rec'd	Invoiced	Rec'd	Expected	Rec'd	Expected	Rec'd	
Precept											0
Rent							1050	1050			1050.00
Insurance Contribution							20.85	20.85			20.85
Water Contribution					60	60					60.00
Grants											0.00
Interest								204.97			204.97
Wayleaves											
VAT											
Regular bookings					1399	1220.5					1220.50
Casual bookings					175	100					100.00
Cancellations with 72 hrs + notice	0										
write offs due to heating	1.5										
Market (not invoiced until fee agreed)											0.00
Pitch Hire		165	160.00								160.00
cancellations due to weather	9										
Burials						435					435.00
TOTAL			160.00		435.00		1380.50		1275.82		3251.32

