

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL HELD ON
Tuesday 17th May 2022 VIA ZOOM AT 7.07 PM**

Cllr Rodaway welcomed the new Councillors

Present: Cllr Susan Rodaway (Chair)SER, Cllr Lynda James LJ, Cllr Rhian Hill RH, Cllr Cari Jones CJ, Cllr Steve Sheriff SS, Cllr Keith Atkins KA, Cllr Will Smith WS, Cllr Darran Hickery DH, Clerk, Admin Assistant, 2 members of the Parish Hall Carnival Committee and the Parish Hall Chair.

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 Jean Marnell, Cllr Hannah Hanwood and Cllr Ralph Cook all due to family commitments.

Council resolved to accept their apologies.

Proposed by SS seconded by WS agreed by all

Declarations of interest: LJ declared an interest in point 6e

All votes will be named votes

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

All members of the public present had the same question “What is the specific reason for the pavilion toilets to be closed”

Cllr Rodaway explained the reasons for closing the pavilion and for reasons behind the Community Councils decision to regrettably refuse permission to use the toilets at a past meeting. After some discussion another member of the Carnival Committee asked how Murton were able to hold events, Cllr Rodaway explained that the building used there were very different to the pavilion.

Two members of the carnival committee left at 7.30pm the third stayed.

Swansea Council Report from Cllr Lynda James

Cllr James gave a brief report as there had been no major developments due to the election. She reported that she had attended the Dark Sky event which had recently taken place on the Golf Club land, attendance had been much lower than expected.

a) Questions from Councillors (Limited to 10 Minutes)

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 news letter which had come from Welsh Government.

1) 2022/65 Minutes of the Full Council Meeting held on 12th Apr 2022

Accuracy and approval

Proposed by DH seconded by SER agreed by all with 2 abstentions SS WS

2) 2022/66 Minutes of the Planning Committee Meeting held on 21st Apr 2022

Accuracy and approval

Proposed by SER seconded by DH agreed by all with 3 abstentions SS WS CJ

3) 2022/67 Minutes of the Hall Committee Meeting held on 27th Apr 2022

Accuracy and approval

Proposed by LJ seconded by SER agreed by all with 4 abstentions SS WS RH CJ

4) 2022/68 Minutes of the Finance and Employment Meeting held on 4th May 2022

Accuracy and approval

Proposed by DH seconded by LJ agreed by all with 2 abstentions SS WS CJ

5) 2022/69 Finance Employment and Policy

a) To approve payments for May 2022

Proposed by KA seconded by DH agreed by all with 2 abstentions SS WS

b) To note closing balances Apr 2022

The Clerk reported the receipts payments and balances for April.

Noted

6) 2022/70 Admin

a) Update on PEFTA Scheme

Admin Assistant gave update and explained scheme to new Councillors.

Currently the PEFTA Scheme supports 8 households in the community.

b) To consider the proposal of a suitable storage facility for the Council Deeds and documents.

Various facilities had been offered by local businesses, these were discussed, the Clerk was also asked to obtain a quote from the Solicitors for storage of the Deeds.

c) To agree the content, publication and distribution of the newsletter.

Content was discussed, Cllr Rodaway thanked Cllr Marnell for all her hard work on the newsletter to date, as there were some changes and additions which needed to be made she suggested it be passed to the Environment Committee for the finishing touches to be made and be brought to the June meeting of full council for approval.

d) To discuss the proposal to move to hybrid meetings.

This was discussed at length, the Local Govt and Elections (Wales) Act 2021 states that any face-to-face meetings needed to have the capability for members of the public and councillors to join remotely, therefore microphones and visual equipment would need to be installed into the hall. The Clerk was asked to obtain wifi and equipment costs ready for June Meeting

e) To rescind the following motion agreed at the Covid 19 Sub Committee on the 4th of April and Ratified at the meeting of Full Council held on the 12th April 2022

To discuss and consider the Carnival Committee's request to use the Pavilion Toilets.- this motion was Proposed by JM seconded by MS agreed by all with 1 abstention LJ

The rescind letter which had been received by the Clerk had been delivered too late and did not contain enough signatures. It was suggested that a further letter be drawn up and an Extraordinary Meeting held later in the month.

7) 2022/71 Land Management

- a) Update on Burial Ground matters
Due to the Changes in Chair the Clerk gave an update
- b) To note Grant of Rights to be issued in May
- c) Update on Field matters.
Due to the Changes in Chair the Clerk gave an update
- d) Update regarding Field Inspection.
The Clerk reported that the new equipment installation inspection had been completed along with the annual inspection and she was awaiting the report.

8) 2022/72 Environment

- a) Update on Environment matters
The Clerk reported that she was awaiting Carbon Footprint reduction report which was due in the next week or so.
- b) Community Garden update
The admin assistant gave an update regarding the funding routes and background the benefit of the new councillors

9) 2022/73 Hall

- a) Update on Hall Matters
The Clerk was awaiting the third ventilation quote so a decision could be made. The Clerk was asked if all the new booking forms had been returned and to chase those which had not been.

The Parish Hall Chair left the meeting at 8.55 pm

10) 2022/74 Covid

- a) Update from Covid Meeting
No update

11) 2022/75 Correspondence

The Clerk had sent the letters round prior to the meeting as some of them were quite lengthy. These included an email regarding the play park, a letter regarding the opening of the Pavilion Toilets and a paper regarding some Circular Economy training and events

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 DH agreed by al with 1 abstention CJ

The admin assistant left the meeting at 9.10pm

12) 2022/76 To discuss and agree amendments to Staff Contract as recommended by the Finance and Employment Committee.

The Clerk explained the changes which had been made, mainly around holidays and sick leave, the recommendation was discussed and agreed.

Proposed by DH seconded by SS agreed by all

Meeting closed at 9.16pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 30/04/22 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

RECEIPTS	Net	Vat	Gross
Administration	£20,896.03	£0.00	£20,896.03
Burial	£5,826.67	£0.00	£5,826.67
FIELD	£9,790.00	£0.00	£9,790.00
Hall	£2,902.16	£0.00	£2,902.16
Environment	£566.67	£0.00	£566.67
Youth	£233.33	£0.00	£233.33
Total Receipts	<u>£40,214.86</u>	<u>£0.00</u>	<u>£40,214.86</u>

PAYMENTS	Net	Vat	Gross
Administration	£8,120.51	£312.19	£8,432.70
Burial	£3,882.43	£86.10	£3,968.53
FIELD	£787.21	£147.44	£934.65
Hall	£1,312.22	£135.39	£1,447.61
Total Payments	<u>£14,102.37</u>	<u>£881.12</u>	<u>£14,783.49</u>

Closing Balances

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

Signed _____

Chair

Clerk / Responsible Financial Officer

Pennard Community Council												
2021- 2022 Regular Payments												CHQ/BACS/DD/
Apr-22												
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card	
Octopus Pavilion Electricity	10.62									10.62	DD	Local Govt Act 1972 S133
Dwr Cymru	42.00		78.50							120.50	DD	Local Govt Act 1972 S133
Good Energy (Hall Gas)			234.74							234.74	DD	Local Govt Act 1972 S133
Swansea CC - Rates										0.00	DD	Local Govt Act 1972 S133
ground rent			150.00							150.00	i/n	Local Govt Act 1972 S133
Swansea CC - Waste disposal charges			151.80							151.80	DD	Local Govt Act 1972 S133
Lloyds Bank (Monthly Service Charge)							7.85			7.85	DD	Local Govt Act 1972 S111
Octopus Electricity for Hall			105.26							105.26	DD	Local Govt Act 1972 S133
Vodafone						17.56				17.56	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						1060.85				1060.85	Payroll	Local Govt Act 1972 S111
Employee costs						2998				2998.00	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						187.72				187.72	Payroll	Local Govt Act 1972 S111
Smart Pension Admin Fee						15.00				15.00	Payroll	Local Govt Act 1972 S111
Payrol back up						1.70				1.70		Local Govt Act 1972 S111
Ground Maintenance	713.37	428.83	89.38							1231.58	i/n	Local Govt Act 1972 S133
Cleaning Materials			87.37							87.37	DC	Local Govt Act 1972 S133
Field Maintenance	21.22									21.22		Local Govt Act 1972 S133
Cleaning			391.77							391.77	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										0.00	i/n	Local Govt Act 1972 S133
General Maintenance Hall			23.40							23.40		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									868	868.00	DC Estimate	Local Got Act 1972 S137
Dishwasher for Hall						1481.99				1481.99		Local Govt Act 1972 S133
Grave Digging		2000								2000.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Training						90.00				90.00	i/n	Local Govt Act 1972 S111
Books						161.99				161.99		Local Govt Act 1972 S111
Covid Memorial Bench						675.00				675.00		Local Got Act 1972 S137
subscriptions		95				455.00				550.00	i/n	Local Govt Act 1972 S142
Memorial Repairs		1337								1337.00		Local Authorities Cemeteries Order 1977 S.214(6)
Plaques		15								15.00		Local Authorities Cemeteries Order 1977 S.214(6)
stationery						38.45				38.45		Local Govt Act 1972 S111
TOTAL	787.21	3882.43	1312.22	0.00	0.00	7244.66	7.85	0.00	868.00	14102.37		