

**FINAL MINUTES OF THE ANNUAL MEETING OF PENNARD COMMUNITY  
COUNCIL HELD  
ON 12<sup>th</sup> MAY 2022  
VIA ZOOM AT 7.17 PM**

As there was no outgoing Chair or Vice Chair present Cllr Rodaway proposed that Cllr Hickery fill the role of Chair to open the meeting this was seconded by Cllr Atkins and agreed by all present.

**Present: Cllr Susan Rodaway SER, Cllr Darran Hickery DH, Cllr Lynda James LJ, Cllr Keith Atkins KA, Cllr Jean Marnell JM, Cllr Will Smith WS, Cllr Steve Sheriff SS, Cllr Cari Jones CJ, Cllr Rhian Hill RH, Cllr Hannah Henwood HH, Clerk and Administrative Assistant.**

Cllr Hickery welcomed everyone to the meeting and asked for nominations for the new Chair.

**1. 2022/97 Election of Chair**

Cllr Hickery nominated Cllr Susan Rodaway seconded by Cllr Marnell

Cllr Smith nominated Cllr Lynda James seconded by Cllr Sheriff

Votes were text to the Clerk who announced that Cllr Rodaway had won the vote by a majority of 7 to 3.

As the meeting is virtual the newly elected Chair will sign the declaration of acceptance of office as Chair of Pennard Community Council and forward to the Clerk at a later date.

Cllr Hickery handed the meeting over to Cllr Rodaway as Chair.

**2. 2022/98 Election of Vice Chair**

Cllr Smith nominated Cllr James who declined

Cllr James nominated Cllr Darran Hickery seconded by Cllr Rodaway agreed by all

**3. 2022/99 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 Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

Apologies were received from Cllr Ralph Cook due to a family commitment

Council resolved to accept the apologies from the above Cllr,

**Proposed by JM seconded by KA agreed by all**

**4. 2022/100 Declarations of Interest**

None

**5. 2022/101 To agree timetable for Councillor vacancy notice/procedure for the 2 vacancies in Kittle and 1 vacancy Southgate.**

It was agreed that the notice would go up on the 16<sup>th</sup> of May with a closing date of the 3<sup>rd</sup> June, interviews would be conducted over the week commencing the 6<sup>th</sup> of June ready for the Full Council meeting of the 15<sup>th</sup> June.

**Proposed by WS seconded by JM agreed by all**

**6. 2022/102 To agree name change of Finance and Employment Committee to Finance Employment and Policy Committee.**

Cllr Rodaway explained the reasoning behind this.

**Proposed by JM seconded by DH agreed by all**

**7. 2022/103 To agree amalgamation of Burial Ground and Field Committees to form a "Land Management Committee".**

Cllr Rodaway explained this would be a more efficient use of time due to meeting agendas and minutes being amalgamated and that they all shared the same large contract. The land outside the Hall had not been included but would be considered at a future meeting.

**Proposed by WS seconded by SS agreed by all**

**8. 2022/104 To review and agree the terms of reference for committees and sub committees.**

The Terms of Reference for the main committees were reviewed and agreed.

**Proposed by LJ seconded by KA agreed by all**

**9. 2022/105 To appoint Designated Councillor – Finance**

Cllr Rodaway nominated Cllr Hickery who was happy to continue in the role as Chair of the now named Finance Employment and Policy Committee.

**Seconded by KA agreed by all**

**10. 2022/106 Appointment of Committee Chairs and Vice Chairs- Finance and Employment,**

**Planning, Burial Ground, Community Hall, Field, Environment**

The Committee Chairs were nominated

**Planning**

**Cllr Cook was proposed by SER seconded by LJ and agreed by all**

An amendment to the motion, changing the name from Field and Burial Ground to Land Management was **proposed by SER seconded by KA agreed by all**

**Land Management**

Cllr Atkins was nominated and was happy to accept

**Proposed SER seconded by JM**

Hall

Cllr James was nominated and was happy to accept

**Proposed by SER seconded by KA agreed by all**

Environment

Cllr Marnell was nominated and was happy to accept

**Proposed by SER seconded by LJ agreed by all**

It was agreed that the Vice Chairs would be agreed at the relevant committee meetings/

**11. 2022/107 Appointment of Committees - Finance and Employment, Planning, Burial Ground, Community Hall, Field, Environment**

An amendment to the motion, changing the name from Field and Burial Ground to Land Management was proposed

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

An amendment to the motion, changing the name from Finance and Employment to Finance Employment and Policy was proposed

**Proposed by SER seconded by DH agreed by all**

Membership was discussed and the members are listed at the bottom of these minutes.

**Appointments proposed by SER seconded by LJ agreed by all**

**12. 2022/108 Appointment of Sub Committees – Covid 19 sub-committee**

This motion was deferred to the June meeting of Full Council.  
**Proposed by SER seconded by JM agreed by all**

**13. 2022/109 Appointment of Working Groups – Hall Refurbishment (previously Hall Extension), Community Hub, Climate Emergency, Communication and Coronavirus, Youth group, Website, Community Garden**

Working group memberships was deferred to the June meeting of Full Council

**14. 2022/110 Appointments to outside bodies – Parish Hall (1), One Voice Wales (1), Neighbourhood Watch (1), PACP (1), Community Council Forum (3) Community Charity (4).**

Appointments were discussed and are list below these minutes, It was noted that the Neighbourhood Watch Group was no longer running.

**The appointments were proposed by LJ seconded by JM agreed by all.**

**15. 2022/111 To review standing orders and financial regulations**  
**Reviewed and noted**

**16. 2022/112 To agree amendments to standing orders and financial regulations**  
**The amendments were proposed by DH seconded by LJ agreed by all**

**17. 2022/113 To review and agree inventory of land and other assets including buildings and office equipment (Asset Register) as at 1 April 2022**

The details were presented and discussed.

**Proposed by LJ seconded by KA agreed by all**

**18. 2022/114 To note renewal date for insurance and timetable for obtaining renewal quotes in respect of all insurable risks including building valuations.**

The current policy has a renewal date of the 1 Oct 2022, both BHIB and Came and Company would be approached for quotations nearer the time.

**Noted**

**19. 2022/115 To review and agree the Council's and/or staff subscriptions to other bodies;**

The council would continue membership of One Voice Wales, SLCC, ICCM and Caring for Gods Acre

**Proposed by JM seconded by DH agreed by all**

**20. 2022/116 To review and agree the Council's complaints procedure;**

The procedure remains unchanged from last year. Copies had been sent to all Councillors.

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

**21. 2022/117 To review and agree the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.**

The policies procedures and practices remain unchanged from last year. Copies had been sent to all Councillors.

**Proposed by DH seconded by WS agreed by all**

**22. 2022/118 To review and agree the Council's policy for dealing with the press/media;**

The policy remains unchanged from last year Copies had been sent to all Councillors.

**Proposed by JM seconded by DH agreed by all**

**23. 2022/119 To review and agree the Council's employment policies and procedures;**

The policy remains unchanged from last year. Copies had been sent to all Councillors.

**Proposed by LJ seconded by DH agreed by all**

**24. 2022/120 To review and agree the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.**

The Clerk reported the spend under s.137 in 2021-2022 was £13971.32 against an allowance of £18190

Our allowance for 2022-2023 is £20171.34

**Proposed by WS seconded by JM agreed by all**

**25. 2022/121 Determining the time and date of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

The Clerk read out the dates which were duly noted and attached to these minutes.

**Proposed by JM seconded by KA agreed by all**

**26. 2022/122 To agree remuneration for councillors and those with other responsibilities**

The remuneration process was explained to the new Councillors, the Clerk had already sent round the report to all.

The £150 entitlement to meet costs incurred by Councillors remains unchanged. Councillors can refuse this payment by completing and signing a form designed by OVW rather than sending an email to the Clerk These forms must be returned by the 31<sup>st</sup> May 2023

It was agreed to maintain the status quo for other remunerations:

Travel and subsistence expenses financial loss compensation will be paid at the current rate.

The remuneration for Chair and 1 member with specific duties would remain at £500

The remuneration for Councillor with Financial Responsibility would remain at £500

Remuneration to cover reimbursement of care costs in line with Remuneration policy.

An allowance of up to £30 for event attendance.

It was noted that all allowances are taxable

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

**27. 2022/123 To Review and agree Financial and Operational Risk Assessment**

The Financial Risk assessment for 2022-2023 was reviewed and agreed

**Proposed by LJ seconded by DH agreed by all**

The Operational Risk assessment for 2022-2023 was reviewed and as it needed some amendment it was agreed that this would be deferred to the June meeting of Full Council

**28. 2022/124 To Approve List of Regular Monthly Payments for 2022/23**

The list of regular payment had been circulated previously for inspection.

**Proposed by LJ seconded by CJ agreed by all**

**Meeting Closed at pm 9.40**

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### **Hall Committee (8)**

Cllr Lynda James	Cllr Ralph Cook	Cllr Keith Atkins,
Cllr Rhian Hill	Cllr Steve Sheriff	Cllr Hannah Henwood
Cllr Susan Rodaway	Cllr Darran Hickery	

### **Environment Committee (6)**

Cllr Jean Marnell	Cllr Steve Sheriff	Cllr Will Smith,
Cllr Cari Jones	Cllr Susan Rodaway	Cllr Darran Hickery

### **Planning Committee (6)**

Cllr Ralph Cook	Cllr Jean Marnell,	Cllr Keith Atkins,
Cllr Cari Jones	Cllr Susan Rodaway	Cllr Darran Hickery

### **Land Management Committee (7)**

Cllr Keith Atkins	Cllr Jean Marnell	Cllr Rhian Hill,
Cllr Hannah Henwood	Cllr Will Smith	Cllr Susan Rodaway
Cllr Darran Hickery		

### **Finance Employment and Policy Committee**

Cllr Darran Hickery	Cllr Susan Rodaway	Cllr Jean Marnell
Cllr Lynda James	Cllr Keith Atkins	

### **REPS ON OUTSIDE BODIES**

#### **PARISH HALL**

Keith Atkins

#### **ONE VOICE WALES - Swansea Area Committee**

Ralph Cook and Susan Rodaway

#### **PACP**

Will Smith

#### **COMMUNITY COUNCILS FORUM**

*Council Chair and Clerk*

#### **COMMUNITY CHARITY**

Darran Hickery	Jean Marnell	Susan Rodaway	Lynda James
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## Dates for Meeting of Full Council During 2022/2023

Wed 15<sup>th</sup> Jun

Thur 14<sup>th</sup> Jul

Mon 12<sup>th</sup> Sept

Tues 11<sup>th</sup> Oct

Wed 16<sup>th</sup> Nov

Thur 15<sup>th</sup> Dec

Tues 10<sup>th</sup> Jan

Mon 13<sup>th</sup> Feb

Wed 15<sup>th</sup> Mar

Thur 13<sup>th</sup> Apr

Wed 10<sup>th</sup> May – Annual Meeting

Mon 15<sup>th</sup> May