

**FINAL MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 11<sup>th</sup> APR 2024 AT 7.05PM**

**Present:** Cllr Susan Rodaway (Chair) SER, Cllr Lynda James LJ, Cllr Cari Jones CJ, Cllr Leanne Richards LR Cllr Christos Georgakis CG, Cllr Ralph Cook RC, Cllr Elsbeth Rodaway ER, Cllr Will Smith WS, Clerk, Community/Grants Officer, Potential New Community Councillor.

**Apologies for absence:** Cllr Darren Hickery due to work commitments, Cllrs Rachel Carter due to personal commitments

**Apologies for Lateness** Cllr Lynda James, Cllr Elsbeth Rodaway

**Absent:** Cllr Keith Atkins, Cllr Steve Sheriff

**Declarations of interest:** none

**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**

This was postponed until Cllr James' arrival but there was no report

a) Questions from Councillors (Limited to 10 Minutes)

**1) 2024/35 To receive and sign the minutes of the Full Council Meeting held on 13<sup>th</sup> Mar 2024**

**previously circulated**

Accuracy and approval

**Proposed by CG seconded by LR agreed by all with 1 abstention WS**

**2) 2024/36 To receive and sign the minutes of the Planning Meeting held on the on the 14<sup>th</sup> Mar 2024 previously circulated**

Accuracy and approval

**Proposed by RC seconded by CG agreed by all with 2 abstention WS and LR**

**3) 2024/37 Admin**

a) To consider co-option of new community councillor.

The Councillors has spoken with Mark Parkinson before the meeting and it was proposed to invite him to become a Community Councillor

**Proposed by WS seconded by CG agreed by all**

b) PEFTA, Pennard Play Update.

Update given by Community/Grants officer we are currently supporting 5 households but this is due to reduce to 4 by the end of the month. Currently the scheme is being supported with funds from the Direct Food grant obtained from Swansea Council.

3 half day sessions of Pennard Play had been run over the Easter break these had been well supported with 20 bookings. The use of the school's woodland area had really added to the experience which included puppet shows, nature bingo as well as toast and hot chocolate round the fire.

c) Youth Engagement Update.

The Clerk explained that the Youth Leader had resigned and spoke about some alternative ways of engaging with the Youth in Pennard. She explained that a meeting was planned with a member of Swansea MAD who specialise in your engagement to see what activities they could provide.

d) To receive feedback from the Innovative Practice Award Conference

Cllr Susan Rodaway and Cllr Cari Jones gave feedback. Cllr Jones who had attended for the first time explained how useful she had found it on both a training and networking basis. Cllr Rodaway went on to

report that we had won “Commended” awards for both the PEFTA Scheme and our use of digital resources.

e) To note inclusion in Hope in Swansea App

The Clerk explained that we now had entries in the Hope in Swansea App meaning that any user seeking help would be able to see what provisions were available in our community.

Noted

f) To note the date of the Annual Meeting to be held on the 7<sup>th</sup> May at 7.00pm via zoom.

Noted

#### **4) 2024/38 Finance and Employment**

a) To approve payments for Apr 2024

The payment reports and copy invoices had been received and agreed by the committee chairs

**Proposed by RC seconded by CG agreed by all**

b) To note closing balances Mar 2024

Noted

c) To accept receipt of the Audit papers for 2023-24 External Audit and note timetable.

The timetable is the same as previous years the AGAR will be signed off at the June Full Council Meeting, the notice placed on the website and notice boards and the relevant papers will be sent to Audit Wales by the 30<sup>th</sup> June

**Proposed by LR seconded by CG agreed by all**

d) To note Finance and Employment meeting to go through Q4 figures and agree virements.

**Noted that the meeting would take place on the 24<sup>th</sup> April at 7.30pm**

#### **5) 2024/39 Land Management**

a) Update on Burial Ground matters

The Clerk gave an update

b) Update on Field matters including playpark

The Clerk gave an update which included the matter of the dead tree overhanging the fence, she would write to the owner.

c) To note Grant of Right for grave 426

**Noted**

d) To receive update on Community Hub Project.

The Clerk gave an update on the project so far.

e) To receive information regarding field ramp.

The Clerk gave an update of the Engineers findings and suggestions. Cllr Smith asked if the whole slab could be replaced the Clerk was asked to investigate.

f) To discuss the request to open the pavilion toilets during the school holidays.

The request was discussed along with the response from the Insurance company.

#### **6) 2024/40 Environment**

a) Update on Environment matters

Update given

b) To consider and agree upon a contractor to complete the initial ground works at the Community Garden.

The estimates were read out, further information was requested, plenary powers given to the Clerk and Chair of Environment to enable the environment committee to make a choice.

**Proposed by RC seconded by LR agreed by all**

c) To receive an update regarding Ilston CC and glyphosate spraying in the Ward.

The Clerk read out Cllr Pleydell email to Swansea Parks Dept.

d) To receive Newsletter Update.  
Update given

Cllr Elsbeth Rodaway joined the meeting at 8.35pm  
Cllr James joined the meeting at 8.39pm

## **7) 2024/41 Hall**

a) Update on Hall Matters

The Storeroom roof work is being done the week commencing 22 April, hall users had all been notified.

b) Update regarding new business rubbish collection rules.

Although Hall users had been advised of the new rules it was suggested and update be sent and reminders posted on the website and on social media.

## **8) 2024/42 Correspondence**

**This included :**

Rev Brooks had asked if we had anything planned for the 80<sup>th</sup> Anniversary of D Day.

This was discussed, the Community Council had no plans Cllr James reported that the PACP had no plans either.

Are we planning anything to mark the Community Council's anniversary.

This was discussed and thoughts of a tree being planted were put forward. This suggestion will be taken to the next full council meeting.

Mark Parkinson left the meeting at 8.52pm

**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 ER agreed by all.**

## **9) 2024/43 To discuss and agree Employee matters**

The Youth leader's letter was read out and it was agreed to accept her resignation without notice. The extra hours worked and the relevant holiday payment would be made at the end of April

**Proposed by SER seconded by ER agreed by all**

**Meeting closed at 9.16pm**

# Financial Summary - Cashbook

Summary of receipts and payments between 01/03/24 and 31/03/24 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 £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 £241,816.65

| RECEIPTS       | Net               | Vat          | Gross             |
|----------------|-------------------|--------------|-------------------|
| Administration | £2,575.38         | £0.00        | £2,575.38         |
| Burial         | £5,519.00         | £0.00        | £5,519.00         |
| Hall           | £2,480.00         | £0.00        | £2,480.00         |
| Total Receipts | <u>£10,574.38</u> | <u>£0.00</u> | <u>£10,574.38</u> |

| PAYMENTS       | Net               | Vat              | Gross             |
|----------------|-------------------|------------------|-------------------|
| Administration | £8,860.30         | £253.22          | £9,113.52         |
| Burial         | £1,364.16         | £129.83          | £1,493.99         |
| FIELD          | £1,117.47         | £187.33          | £1,304.80         |
| Hall           | £5,750.49         | £1,041.53        | £6,792.02         |
| Youth          | -£156.79          | £34.13           | -£122.66          |
| Total Payments | <u>£16,935.63</u> | <u>£1,646.04</u> | <u>£18,581.67</u> |

Closing Balances

## Ordinary Accounts

Current Account £47,753.51

£47,753.51

## Short Term Investment Accounts

No 4 Account £138,694.43

Pavillion Account £43,627.52

PEFTA A/C prev Green Path £3,733.90

£186,055.85

Total £233,809.36

| Pennard Community Council             |                |                |                |             |                |                |             |             |               |                 |              |  |
|---------------------------------------|----------------|----------------|----------------|-------------|----------------|----------------|-------------|-------------|---------------|-----------------|--------------|--|
| Monthly Payments                      | Mar-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                           |                |                | 484.03         |             |                |                |             |             |               | 484.03          | DD           | Local Govt Act 1972 S111                       |
| Good Energy final bill                |                |                |                |             |                |                |             |             |               | 0.00            | 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                         |                | 700            |                |             |                |                |             |             |               | 700.00          | i/n          | Local Authorities Cemtries Order 1977 S.214(6) |
| Plaque engraving                      |                | 15             |                |             |                |                |             |             |               | 15.00           | i/n          | Local Authorities Cemtries 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)     |                |                |                |             |                |                |             |             |               | 0.00            | DD           | Highways Act 190 S301                          |
| Memorial Stone Risk Assessment equipt |                |                |                |             |                |                |             |             |               | 0.00            | i/n          | Local Authorities Cemtries Order 1977          |
| Cleaning                              | 195.00         |                | 375            |             |                |                |             |             |               | 570.00          | 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          |                |                | 225.18         |             |                |                |             |             |               | 225.18          | DD           | Local Govt Act 1972 S111                       |
| Internet for Hall                     |                |                | 47.78          |             |                |                |             |             |               | 47.78           | DD           | Local Govt & Elections (Wales) Act 2021 s47    |
| Tree removal                          |                | 270            |                |             |                |                |             |             |               | 270.00          | DC           | Local Govt Act 1972 S111                       |
| Paint                                 |                |                |                |             |                |                |             |             |               | 0.00            | DC           | Local Govt Act 1972 S111                       |
| Repairs and maintenance               | 47.1           | 24.16          | 8.50           |             |                |                |             |             |               | 79.76           | i/n          | Local Govt Act 1972 S111                       |
| Fire Risk Assessment                  |                |                |                |             |                |                |             |             |               | 0.00            | 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                 |                |                | -82.50         |             |                |                |             |             |               | -82.50          | i/n          | Local Govt Act 1972 S111                       |
| Window Cleaning                       |                |                |                |             |                |                |             |             |               | 0.00            | i/n          | Local Govt Act 1972 S111                       |
| Lloyds Bank (Monthly Service Charge)  |                |                |                |             |                |                | 9.55        |             |               | 9.55            | 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                                  |                |                |                |             |                | 954.13         |             |             |               | 954.13          | Payroll      | Local Govt Act 1972 S112                       |
| Employee costs                        |                |                |                |             |                | 3981.75        |             |             |               | 3981.75         | Payroll      | Local Govt Act 1972 S112                       |
| Home Working Allowance and Exp        |                |                |                |             | 8.1            | 26.7           |             |             |               | 34.80           | Payroll      | Local Govt Act 1972 S112                       |
| Smart Pension                         |                |                |                |             |                | 175.76         |             |             |               | 175.76          | Payroll      | Local Govt Act 1972 S112                       |
| Smart Pension Admin Fee               |                |                |                |             |                | 22.00          |             |             |               | 22.00           | DD           | Local Govt Act 1972 S112                       |
| Payrol back up                        |                |                |                |             |                | 2.21           |             |             |               | 2.21            | DD           | Local Govt Act 1972 S112                       |
| Councillor Allowances                 |                |                |                |             |                | 1024.00        |             |             |               | 1024.00         |              | Local Govt Act 1972 S111                       |
| Zoom                                  |                |                |                |             |                | 15.59          |             |             |               | 15.59           | DD           | Local Govt & Elections (Wales) Act 2021 s47    |
| Web hosting                           |                |                |                |             |                | 9.98           |             |             |               | 9.98            | DC           | Local Govt (Democracy) (Wales) Act 2013 s55    |
| Ieberra                               |                |                |                |             |                | 3.99           |             |             |               | 3.99            | DC           | Local Govt Act 1972 S111                       |
| Training                              |                |                |                |             |                | 463.00         |             |             |               | 463.00          | i/n          | Local Govt Act 1972 S112                       |
| Professional Services                 |                |                |                |             |                | 999.00         |             |             |               | 999.00          | i/n          | Local Govt Act 1972 S111                       |
| Stationary                            |                |                |                |             |                |                |             |             |               | 0.00            | DC           | Local Govt Act 1972 S112                       |
| Get Well Flowers and card             |                |                |                |             |                | 27.20          |             |             |               | 27.20           | DC           | Local Govt Act 1972 S112                       |
| Adobe                                 |                |                |                |             |                | 16.64          |             |             |               | 16.64           | DD           | Local Govt Act 1972 S112                       |
| Storage Container set up              |                |                |                |             |                | 150.00         |             |             |               | 150.00          | i/n          | Local Govt Act 1972 S111                       |
| archery cupboard                      |                |                | 1750           |             |                |                |             |             |               | 1750.00         | i/n          | Local Govt Act 1972 S111                       |
| Hearing loop for Halls                |                |                | 2779           |             |                |                |             |             |               | 2779.00         | i/n          | Local Govt Act 1972 S111                       |
| PEFTA                                 |                |                |                |             |                |                |             |             | 394.51        | 394.51          | DC           | Local Govt & Elections (Wales) Act 2021 s24    |
| Pennard Play                          |                |                |                |             |                |                |             |             | 200           | 200.00          | i/n          | Local Govt Act 1972 S111                       |
| Insurance for Pennard Play Journalaed |                |                |                |             |                | -333           |             |             | 333           |                 | journal      | Local Govt Act 1972 S111                       |
| Equipment for Youth Club              |                |                |                |             | 168.11         |                |             |             |               | 168.11          | i/n          | Local Govt Act 1972 S111                       |
| Google Storage                        |                |                |                |             |                | 1.33           |             |             |               | 1.33            | DD           | Local Govt Act 1972 S142                       |
| <b>TOTAL</b>                          | <b>1117.47</b> | <b>1364.16</b> | <b>5750.49</b> | <b>0.00</b> | <b>-156.79</b> | <b>7923.24</b> | <b>9.55</b> | <b>0.00</b> | <b>927.51</b> | <b>16935.63</b> |              |  |

| <b>Pennard Community Council</b>                 |                 |              |                 |              |                 |              |                 |              |                   |              |              |                 |
|--|-----------------|--------------|-----------------|--------------|-----------------|--------------|-----------------|--------------|-------------------|--------------|--------------|-----------------|
| <b>Monthly Receipts</b>                          | <b>Mar-24</b>   |              |                 |              |                 |              |                 |              |                   |              |              |                 |
| <b>Detail</b>                                    | <b>PF</b>       |              | <b>BG</b>       |              | <b>CH</b>       |              | <b>Admin</b>    |              | <b>Enviroment</b> |              | <b>TOTAL</b> |                 |
|  | <b>Invoiced</b> | <b>Rec'd</b> | <b>Expected</b> | <b>Rec'd</b> | <b>Invoiced</b> | <b>Rec'd</b> | <b>Expected</b> | <b>Rec'd</b> | <b>Expected</b>   | <b>Rec'd</b> |              |                 |
| <b>Precept</b>                                   |                 |              |                 |              |                 |              |                 |              |                   |              |              | <b>0</b>        |
| <b>Rent</b>                                      |                 |              |                 |              |                 |              |                 | 1050         | 1050              |              |              | <b>1050.00</b>  |
| <b>Insurance Contribution</b>                    |                 |              |                 |              |                 |              |                 | 20.85        | 20.85             |              |              | <b>20.85</b>    |
| <b>Water Contribution</b>                        |                 |              |                 |              |                 | 60           | 60              |              |                   |              |              | <b>60.00</b>    |
| <b>Grants</b>                                    |                 |              |                 |              |                 |              |                 |              | 1300              |              |              | <b>1300.00</b>  |
| <b>Interest</b>                                  |                 |              |                 |              |                 |              |                 |              | 204.53            |              |              | <b>204.53</b>   |
| <b>Wayleaves</b>                                 |                 |              |                 |              |                 |              |                 |              |                   |              |              |                 |
| <b>VAT</b>                                       |                 |              |                 |              |                 |              |                 |              |                   |              |              |                 |
| <b>Regular bookings (invoices Feb &amp; Mar)</b> |                 |              |                 |              |                 | 2502.2       | 2224            |              |                   |              |              | <b>2224.00</b>  |
| <b>Casual bookings (Invoices Feb &amp; Mar)</b>  |                 |              |                 |              |                 | 119          | 196             |              |                   |              |              | <b>196.00</b>   |
| <b>Cancellations with 72 hrs + notice</b>        | 0               |              |                 |              |                 |              |                 |              |                   |              |              |                 |
| <b>write offs due to heating</b>                 | 0               |              |                 |              |                 |              |                 |              |                   |              |              |                 |
| <b>Market (not invoiced until fee agreed)</b>    |                 |              |                 |              |                 |              |                 |              |                   |              |              | <b>0.00</b>     |
| <b>Pitch Hire</b>                                |                 | 100          | 0.00            |              |                 |              |                 |              |                   |              |              | <b>0.00</b>     |
| <b>cancellations due to weather</b>              | 2               |              |                 |              |                 |              |                 |              |                   |              |              |                 |
| <b>Burials</b>                                   |                 |              |                 |              |                 |              | 5519            |              |                   |              |              | <b>5519.00</b>  |
| <b>TOTAL</b>                                     |                 |              | <b>0.00</b>     |              | <b>5519.00</b>  |              | <b>2480.00</b>  |              | <b>2575.38</b>    |              | <b>0.00</b>  | <b>10574.38</b> |

