

**FINAL MINUTE FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 14th Sept 2023 AT 7.07PM**

Present: Cllr Susan Rodaway (Chair) SER, Cllr Karen Penny KP, Cllr Christos Georgakis CG, Cllr Elsbeth Rodaway ER, Cllr Ralph Cook RC, Cllr Keith Atkins KA, Cllr Cari Jones CJ, Clerk, Keith Roberts.

Apologies for absence: Cllr Leanne Richards, Cllr Lynda James and Cllr Steve Sheriff due to family commitments, Cllr Rachel Carter due to work commitments, Cllr Will Smith sent apologies but gave no reason.

Apologies for Lateness: Cllr Darran Hickery due to work commitments

Declarations of interest: CJ declared an interest at point 15d.

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

a) Questions from Councillors (Limited to 10 Minutes) Question raised regarding abstentions.

Deferred as Cllr James was unable to attend.

1) 2023/95 To discuss and consider the Co-option of new Councillor for Kittle

Councillors had met with Mr Roberts prior to the meeting starting, his application was discussed and it was agreed that he should be Co-opted to Council.

Proposed by KP seconded by CJ agreed by all with 1 against KA.

2) 2023/96 To receive and sign the minutes of the Full Council Meeting held on 13th June 2023

previously circulated

Accuracy and approval

Proposed by ER seconded by CG agreed by all

3) 2023/97 To receive and sign the minutes of the Full Council Meeting held on 11th July 2023

previously circulated

previously circulated

Accuracy and approval

Proposed by ER seconded by CJ agreed by all with 1 abstention KP

4) 2023/98 To receive and sign the minutes of the Planning Committee Meeting held on 18th July 2023 previously circulated

Accuracy and approval

Proposed by RC seconded by CG agreed by all

5) 2023/99 To receive and sign the minutes of the Environment Meeting held on 19th July 2023

previously circulated

Accuracy and approval

Proposed by CJ seconded by CG agreed by all with 1 abstention KP

- 6) **2023/100 To receive and sign the minutes of the Extraordinary Full Council Meeting held on 26th July 2023 previously circulated**
Accuracy and approval
Proposed by CJ seconded by ER agreed by all
- 7) **2023/101 To receive and sign the minutes of the Land Management Committee Meeting held on 26th July 2023 previously circulated**
Accuracy and approval
Proposed by KA seconded by CG agreed by all
- 8) **2023/102 To receive and sign the minutes of the Hall Committee Meeting held on 26th July 2023 previously circulated**
Accuracy and approval
Proposed by ER seconded by CJ agreed by all
- 9) **2023/103 To receive and sign the minutes of the Planning Committee Meeting held on 22 Aug 2023 previously circulated**
Accuracy and approval
Proposed by RC seconded by CJ agreed by all
- 10) **2023/104 To receive and sign the minutes of the Extraordinary Full Council Meeting held on 29th Aug 2023 previously circulated**
Accuracy and approval
Amendment suggested to the numbering
Proposed by SER seconded by ER agreed by all
With amendment
Proposed by ER seconded by RC agreed by all
- 11) **2023/105 To receive and sign the minutes of the Finance Employment and Policy Committee held on the 7 Sept 2023 previously circulated**
Accuracy and approval
Proposed by CJ seconded by ER agreed by all with 1 abstention KP
- 12) **2023/106 Finance and Employment**
- a) To approve payments for Sept 2023
Proposed by SER seconded by ER agreed by all
Cllr Georgakis briefly left the meeting at 7.24
- b) To ratify payments made in August 2023 which were approved by Committee Chairs
Proposed by CJ seconded by RC agreed by all
- c) To note closing balances July and Aug 2023
Noted
Cllr Georgakis rejoined the meeting at 7.26
- d) To Note Quarter 1 figures as reviewed and recommended by the Finance Employment and policy committee.
It was suggested that Note be changed to Approve
Proposed by SER seconded by CJ agreed by all
Amended motion **Proposed by RC seconded by CJ agreed by all**
- e) To note the cost of RAAC investigation and response to Welsh govt
Noted
- f) To agree to extend the Pavilion Cleaning Contract to 31 March 2024 as recommended by the Finance Employment and Policy Committee.
This was briefly discussed and agreed.
Proposed by KA seconded by KP agreed by all

- g) To agree joint Cleaning Tender document and timetable as recommended by the Finance Employment and Policy Committee.

The document was presented and discussed.

Proposed by CJ seconded by ER agreed by all

- h) PEFTA update

The Clerk gave an update in the absence of the PEFTA Officer.

- i) To note insurance renewal in line with long term agreement with BHIB.

Noted

- j) To receive update regarding Community Bus and how we are affected as stakeholders
Cllr Penny updated the meeting with what she knew about the bus service but as Cllr James had not been able to attend the item was deferred until October Full Council Meeting

- k) To note increase to pension admin fee.

The Clerk explained that the fee was increasing from £18 to £22.

Noted

- l) To note with thanks receipt of Direct Food support grant from Swansea Food Poverty Scheme of £1500

Noted

13) 2024/107 Admin

- a) To note response being sent to Members of the Public who sent in emails regarding "Pennard news extra"

No one present had anything they wished to add and they thanked the Clerk for the effort put into drafting the response especially with the amount of cross referencing and research involved.

Noted

- b) To discuss and agree Christmas events.

This was briefly discussed and it was agreed to hold the light switch on event on the late afternoon / evening of the 2nd December after the shopping event taking place in the hall.

- c) Update regarding Footpath survey
Progress was being made.

- d) Update regarding Food Festival and the Monthly Market

The Clerk gave an update from her meeting with JL Events regarding the possibility of putting on a Gower Food festival next September and gave an idea of what such an undertaking would cost. The budgetary estimate covered all the organisation as well as helping to apply for grants. Cllr Georgakis gave an account of his experience taking part in such an event. The Clerk went on to explain that Uplands Markets had pulled out of running a monthly market at the hall. Cllr Georgakis reported that he would be happy to help organise a new market and suggested that the Council again take ownership of it's organisation.

Cllr Georgakis left the meeting at 8.25pm

- e) To agree to hold a full council remote Code of Conduct training session as suggest by fellow councillor.

Deferred until the October Full Council Meeting

- f) To receive an update from the Gower Community Council Forum.

The Clerk gave an update including the request from the Gower Voluntary Transport scheme for volunteer drivers

14) 2023/108 Land Management

- a) Update on Field matters including playpark

An update given which included complaints received regarding the Burial Ground grass cutting. The Clerk said she would be passing the comments on to the new contractor.

b) To consider the purchase of a bench similar to the Kittle Bench.
It was agreed that this would be purchased for the burial ground to replace the old WI bench.

Proposed by CJ seconded by ER agreed by all

c) To agree contractor for the installation and manufacture of assessable gates for the park.
The Clerk presented the quotes to remove the existing 1640mm panel and replace with a new, hot dipped galvanized gate with posts to match existing style with the new gate to having radar padlock.
Company A - £834

Company B - £1500

Cllr Cook left the meeting at 8.55pm

Company A was proposed by KA seconded by KP agreed by SER and ER with CJ voting against

Company A was revealed to be Swansea Forge.

d) To agree the purchase of 10 radar keys.

These keys would enable contractors and community members access through the new gate.

Proposed by SER seconded by KP agreed by KA and ER with CJ against

e) To note Grant of Right no 423.

Noted

15) 2023/109 Environment

a) Update on Environment matters including date of next meeting

The next environment meeting will be held on the 4th October at 7.00pm

b) To receive an update regarding the holiday playscheme.

The Clerk gave a report including the positive comments from both playscheme staff and users, there had been 77 children attend the sessions over the 5 week period. She was asked to minute that thanks should go to the Community Officer who had gone above and beyond to make the playscheme such a success.

c) To approve future playscheme sessions.

Approval proposed by ER seconded by CJ agreed by all

d) To ask Council to support Pennard Active Travel in their mission to improve active travel in Pennard Community Council area for all

The Council will show its support by including information in the newsletter.

As Cllr Jones would need to declare an interest, making the meeting inquorate for this item, the item was deferred.

e) To note date of community garden working group meeting

Deferred

f) To consider the purchase of at least 2 "Thank You" benches for placement around Pennard/Southgate similar to the Kittle Bench.

Deferred

16) 2023/110 Hall

a) Update on Hall Matters including date of next meeting

The Clerk gave a brief update.

b) To discuss and consider obtaining new quotes for Gas and Electricity for the hall.

Clerk asked to obtain updates and quotes ready for the October meeting.

c) To receive an update regarding the hall maintenance requirements.

The Clerk gave an update.

Cllr Hickery joined the meeting at 9.15pm

As there were now enough councillors present, we revisited item **15d**

Cllr Jones declared an interest.

It was proposed to publish an article in the newsletter by was of support to the PAT Group.

Proposed by KP seconded by ER agreed by all with 1 abstention CJ

17) 2023/111 Correspondence

The Clerk read out some emails received which included those about fires on East Cliffs and pot holes in the private road near High Pennard

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.

18) 2023/112 To agree practitioner to conduct the renewal negotiation and draw up a new 10-year lease for Squiggles Nursery as recommended by the Finance Employment and Policy Committee

The Clerk read out the quotes explaining the Finance Employment and Policy recommendation to accept the £975 quote from Company A. **It was proposed that their recommendation be accepted by CJ seconded by KP agreed by all**

Company A was revealed to be Douglas-Jones Mercer.

19) 2023/113 To agree payment of employee's additional worked hours as recommended by the Finance Employment and Policy Committee

This was discussed and agreed that the recommendation to pay the extra hours be accepted.

Proposed by CJ seconded by KP agreed by all

The meeting closed at 9.30pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/07/23 and 31/07/23 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 £39,831.78

PEFTA A/C prev Green Path £3,536.82

Total £226,246.43

Balances at start of period

Ordinary Accounts

Current Account £53,443.82

Short Term Investment Accounts

No 4 Account £137,485.52

Pavillion Account £43,248.01

PEFTA A/C prev Green Path £2,500.00

Total £236,677.35

RECEIPTS	Net	Vat	Gross
Administration	£3,794.97	£0.00	£3,794.97
Burial	£1,705.00	£0.00	£1,705.00
Hall	£312.00	£0.00	£312.00
Total Receipts	<u>£5,811.97</u>	<u>£0.00</u>	<u>£5,811.97</u>

PAYMENTS	Net	Vat	Gross
Administration	£9,755.22	£447.42	£10,202.64
Burial	£1,951.76	£169.33	£2,121.09
FIELD	£4,750.29	£921.19	£5,671.48
Hall	£1,088.13	£134.85	£1,222.98
Total Payments	<u>£17,545.40</u>	<u>£1,672.79</u>	<u>£19,218.19</u>

Closing Balances

Ordinary Accounts

Current Account £41,107.00
£41,107.00

Short Term Investment Accounts

No 4 Account £137,578.93

Pavillion Account £43,276.63

PEFTA A/C prev Green Path £1,308.57

Total £182,164.13

Total £223,271.13

Financial Summary - Cashbook

Summary of receipts and payments between 01/08/23 and 31/08/23 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 £39,831.78

PEFTA A/C prev Green Path £3,536.82

Total £226,246.43

Balances at start of period

Ordinary Accounts

Current Account £41,107.00

Short Term Investment Accounts

No 4 Account £137,578.93

Pavillion Account £43,276.63

PEFTA A/C prev Green Path £1,308.57

Total £223,271.13

RECEIPTS	Net	Vat	Gross
Administration	£13,518.55	£0.00	£13,518.55
Burial	£435.00	£0.00	£435.00
FIELD	£12,573.33	£0.00	£12,573.33
Hall	£4,547.83	£0.00	£4,547.83
Environment	£1,833.33	£0.00	£1,833.33
Total Receipts	<u>£32,908.04</u>	<u>£0.00</u>	<u>£32,908.04</u>

PAYMENTS	Net	Vat	Gross
Administration	£6,168.42	£50.69	£6,219.11
Burial	£13.94	£0.32	£14.26
FIELD	£738.11	£112.52	£850.63
Hall	£1,246.08	£215.35	£1,461.43
Youth	£333.00	£0.00	£333.00
Total Payments	<u>£8,499.55</u>	<u>£378.88</u>	<u>£8,878.43</u>

Closing Balances

Ordinary Accounts

Current Account £66,027.36

£66,027.36

Short Term Investment Accounts

No 4 Account £137,680.70

Pavillion Account £43,308.64

PEFTA A/C prev Green Path £284.04

Total £181,273.38

Total £247,300.74

Pennard Community Council												
Monthly Payments	Jul-23										CHQ/BACS/DD/	
	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity Pavillion	15.63									15.63	DD	Local Govt Act 1972 S111
Dwr Cymru	42.50		126.50							169.00	DD	Local Govt Act 1972 S111
Good Energy (Hall Gas)										0.00	DD	Local Govt Act 1972 S111
Swansea CC - Rates			54.00							54.00	DD	Local Govt Act 1972 S111
ground rent										0.00	i/n	Local Govt Act 1972 S111
Grave Digging		1100								1100.00	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	1803.32	845	172.24							2820.56	i/n	Local Govt Act 1972 S111
Street Light in BG Car Park (SWALEC)		6.76								6.76	DD	Highways Act 190 S301
Cleaning	300.00		390							690.00	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges	83.20									83.20	DD	Local Govt Act 1972 S111
Ground clearing	6.99									6.99	DC	Local Govt Act 1972 S111
Paint for pitches	90.65									90.65		Local Govt (Misc Provisions) Act 1976 s19
Surface under new equipment	2178.00									2178.00		Local Govt (Misc Provisions) Act 1976 s19
Subscriptions										0.00	i/n	Local Govt Act 1972 S111
Octopus Electricity for Hall			311.15							311.15	DD	Local Govt Act 1972 S111
Internet for Hall			34.24							34.24	DD	Local Govt & Elections (Wales) Act 2021 s47
Lloyds Bank (Monthly Service Charge)								7.00		7.00	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						873.77				873.77	Payroll	Local Govt Act 1972 S112
Employee costs						3475.53				3475.53	Payroll	Local Govt Act 1972 S112
Home Working Allowance						26.7				26.70	Payroll	Local Govt Act 1972 S112
Key Frame security						60				60.00	i/n	Local Govt (Democracy) (Wales) Act 2013 s55
Smart Pension						165.36				165.36	Payroll	Local Govt Act 1972 S112
Smart Pension Admin Fee						15.00				15.00	Payroll	Local Govt Act 1972 S112
Payrol back up						2.52				2.52	DD	Local Govt Act 1972 S112
Zoom						15.59				15.59	DD	Local Govt & Elections (Wales) Act 2021 s47
Web hosting Krystal						4.99				4.99	DC	Local Govt (Democracy) (Wales) Act 2013 s55
Website						1675.00				1675.00		Local Govt (Democracy) (Wales) Act 2013 s55
leberra						3.99				3.99	DC	Local Govt Act 1972 S111
Printing						607.01				607.01		Local Govt Act 1972 S111
PEFTA								890		890.00	DC	Local Govt & Elections (Wales) Act 2021 s24
Warm Hubs								1383.14		1383.14	DC	Local Govt & Elections (Wales) Act 2021 s24
Professional Services	230					475.00				705.00		Local Govt Act 1972 S111
Flowers						23.33				23.33		Local Govt Act 1972 S111
Postage										0.00	DC	Local Govt Act 1972 S112
Stationery										0.00	DC	Local Govt Act 1972 S112
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
TOTAL	4750.29	1951.76	1088.13	0.00	0.00	7475.08	7.00	0.00	2273.14	17545.40		

Pennard Community Council												
Monthly Payments	Aug-23											CHQ/BACS/DD/
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity Pavillion	66.39									66.39	DD	Local Govt Act 1972 S111
Dwr Cymru	42.50		126.50							169.00	DD	Local Govt Act 1972 S111
Good Energy (Hall Gas)			-202							-202.00	DD	Local Govt Act 1972 S111
Swansea CC - Rates			54.00							54.00	DD	Local Govt Act 1972 S111
ground rent										0.00	i/n	Local Govt Act 1972 S111
Grave Digging										0.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Plaque engraving		7.5								7.50	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Ground Maintenance										0.00	i/n	Local Govt Act 1972 S111
Street Light in BG Car Park (SWALEC)		6.44								6.44	DD	Highways Act 190 S301
Cleaning	285.00		390							675.00	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges	83.20									83.20	DD	Local Govt Act 1972 S111
Ground clearing										0.00	DC	Local Govt Act 1972 S111
New Bin	261.02									261.02	i/n	Local Govt (Misc Provisions) Act 1976 s19
Surface under new equipment										0.00	i/n	Local Govt (Misc Provisions) Act 1976 s19
Subscriptions										0.00	i/n	Local Govt Act 1972 S111
Octopus Electricity for Hall			170.38							170.38	DD	Local Govt Act 1972 S111
Cleaning Products			68.58							68.58	i/n	Local Govt Act 1972 S111
Internet for Hall			34.24							34.24	DD	Local Govt & Elections (Wales) Act 2021 s47
Repairs			434.66							434.66	i/n	Local Govt Act 1972 S111
Cleaning Contribution			-7.50							-7.50	i/n	Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							10.40			10.40	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						1168.00				1168.00	Payroll	Local Govt Act 1972 S112
Employee costs						3055.07				3055.07	Payroll	Local Govt Act 1972 S112
Home Working Allowance						26.7				26.70	Payroll	Local Govt Act 1972 S112
Key Frame security										0.00	i/n	Local Govt (Democracy) (Wales) Act 2013 s55
Smart Pension						217.91				217.91	Payroll	Local Govt Act 1972 S112
Smart Pension Admin Fee						15.00				15.00	Payroll	Local Govt Act 1972 S112
Payrol back up						2.52				2.52	DD	Local Govt Act 1972 S112
Zoom						15.59				15.59	DD	Local Govt & Elections (Wales) Act 2021 s47
Web hosting Krystal						4.99				4.99	DC	Local Govt (Democracy) (Wales) Act 2013 s55
Ieberra						3.99				3.99	DC	Local Govt Act 1972 S111
Printing			45.37							45.37	DC	Local Govt Act 1972 S111
PEFTA									1025.83	1025.83	DC	Local Govt & Elections (Wales) Act 2021 s24
Pennard Play					333				292.13	625.13	DC	Local Govt & Elections (Wales) Act 2021 s24
Professional Services Fire			131.85							131.85	i/n	Local Govt Act 1972 S111
SLCC						279.00				279.00	i/n	Local Govt Act 1972 S112
Flowers										0.00	DC	Local Govt Act 1972 S111
Postage										0.00	DC	Local Govt Act 1972 S112
Stationery										0.00	DC	Local Govt Act 1972 S112
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
TOTAL	738.11	13.94	1246.08	0.00	333.00	4840.06	10.40	0.00	1317.96	8499.55		