

**FINAL MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 14th Dec 2023 AT 7.00PM**

Present: Cllr Susan Rodaway (Chair) SER, Cllr Lynda James LJ, Cllr Cari Jones CJ, Cllr Rachel Carter REC, Cllr Steve Sheriff SS, Cllr Ralph Cook RC, Clerk, Community Grants Officer, Two Members of the Down to Earth Team. Cllr Elsbeth Rodaway ER, joined at 8.35 when the meeting became inquorate.

Apologies for absence: Cllrs Keith Atkins and Elsbeth Rodaway due to illness, Cllrs Keith Roberts, Will Smith, Leanne Richards, Christos Georgakis and Darren Hickery due to previous family and work commitments

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

Questions from Councillors (Limited to 10 Minutes)

Cllr James report included:

1. Her visit to Pennard School to talk to Year 5 class,
2. The date of the next Carnival which will be Saturday 13th July.
3. A request from Pennard Parish Hall regarding the invoice from the Solicitors regarding the Parish Hall Land Registry
4. An update from Pennard Charity regarding our PEFTA application.
5. Update on the application for the Community Bus.
6. News regarding a donation made to the South Gower Community Bus service by Ilston Community Council.
7. The PACP Request for assistance from the Community Grants Officer with grant applications help.

Cllr Cari Jones joined the meeting at 7.09pm

1) 2023/137 To receive an update from Down to Earth regarding the Community Hub and Hall

Decarbonisation project.

Two members of the team gave a very informative presentation. Including an idea of what the projects could cost. A discussion ensued regarding the projects and the way forward. The Down to Earth team advised that they would provide a schedule of works outlining initial costs and a timetable of tasks early in the new year, which will give the information required to draw up a contract. They would also help identify pots of funding which we would be able to apply for and measure our success on achieving the funding we need.

Cllr Rodaway stated that working groups would be set up to help with the process.

The Down to Earth members left at 8.03 pm

Cllr Steve Sheriff left the meeting at 8.03pm

2) 2023/138 To receive and sign the minutes of the Full Council Meeting held on 14th Nov 2023

previously circulated

Accuracy and approval

**Cllr James Proposed an amendment due to a typo Seconded by REC agreed by all
Amended Minutes Proposed by LJ seconded by RC agreed by all**

3) 2023/139 To receive and sign the minutes of the Extraordinary Full Council Meeting held on 20th Nov 2023 previously circulated

Accuracy and approval

Proposed by SER seconded by RC agreed by all

4) 2023/140 To receive and sign the minutes of the Finance Employment and Policy Committee Meeting held on 20th Nov 2023 previously circulated

Accuracy and approval

Proposed by LJ seconded by REC agreed by all

5) 2023/141 To receive and sign the minutes of the Finance Employment and Policy Committee Meeting held on 5th Dec 2023 previously circulated

Accuracy and approval

Proposed by RC seconded by LJ agreed by all

6) 2023/142 Finance and Employment

a) To approve payments for Dec 2023.

Proposed by RC seconded by LJ agreed by all

b) To note closing balances Nov 2023.

Noted

c) To note the signed agreement between Practical Pilates and Pennard Community Council

Noted

d) To approve the Interim report from the Internal Auditor (IA) as recommended by Finance Employment and policy Committee

Noted and accepted

Proposed b REC seconded by RC agreed by all

e) To agree actions arising from the IA report going forward.

This included the production of a monthly report showing a breakdown of income.

Proposed by LJ seconded by REC agreed by all

f) To discuss and agree the need for caretaker input at the Burial Ground in addition to the Grounds Maintenance Contract.

This was discussed and it was agreed that there were some tasks at the Burial Ground which could do with the Caretakers help.

Proposed by CJ seconded by REC agreed all

7) 2023/143 Admin

a) To receive an update regarding the PEFTA scheme.

The Community and Grants officer reported that there were now 6 households being supported by the scheme.

b) Update concerning the damage to the storeroom wall.

An update was given, the Clerk reported that the wall had been mended and painted, this had been discovered when she met with the contractor tasked with doing the repair.

A brief discussion took place regarding this.

Cllr Ralph Cook Left the meeting at 8.30

The Meeting was adjourned for 5 mins until Cllr Elsbeth Rodaway joined from her sickbed

The Meeting resumed at 8.35pm

8) 2023/144 Land Management

a) To agree date of next Land Management Meeting

A meeting will be called in January

b) To receive an update on Field and Burial Ground matters.
The Clerk gave a brief update

c) To note repairs to playing field boundary fence and sign post.

Noted

d) To review and agree burial ground policy and fees.
The Policy was reviewed and a 1% increase in fees was proposed

Proposed by ER seconded by CJ agreed by all

e) To note Burial Ground inspection report.
The Clerk reported that the Report has not yet been received but was expected any time soon.

9) 2023/145 Environment

a) To receive an update from the community garden working group meeting
An update on the funding bid was given, the Panel will meet in Mid Feb/Early March to make their decisions.

The Grants officer thanked Cllr Carter for her help and Council thanked both of them for their hard work.

b) To receive an update from the accessibly working group meetings
Cllr Jones reported that she was awaiting feedback from the survey.

c) To receive update and feedback from newsletter
The Clerk gave an update on the delivery and the feedback she had received from community members.

10) 2023/146 Hall

a) To receive update regarding the monthly market
An update was given, the market is planned for the first Saturday in February.

b) To agree a contractor to conduct a fire risk assessment for the Community Hall
The Clerk presented the estimates received
Company A £550
Company B £350
Company C £1500

Company B was proposed by SER seconded by LJ agreed by all

Company B was revealed to be Black Mountain Fire Ltd

c) To agree a contractor to build the archery storage cupboard in the main hall.

Several Quotes had been received these were discussed no one was chosen, as it was suggested the Archery Group be given the opportunity to decide on whether they wanted sliding doors or not.

11) 2023/147 Correspondence

This Included:

An email from Parish Hall Chair regarding a puddle in the Burial Ground car park, news about a centenarian in the village and an email regarding Park Lives who are interested in what goes on in our park.

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 SES seconded by REC agreed by all

12) 2023/148 To receive update regarding EPC certification for Squiggles Nursery.

The Clerk reported that the Certification had been received and passed to the solicitor to inclusion with the lease documentation.

13) 2023/149 To receive an update regarding the Squiggles lease.

The Clerk explained that the Parking was being marked on the plan and the final lease should be ready very soon, the Clerk was asked to update the Nursery as to the progress of the Lease.

The Meeting ended at 9.23 pm

The Chair thanked everyone for the hard work and wished all a Merry Christmas.

Financial Summary - Cashbook

Summary of receipts and payments between 01/11/23 and 30/11/23 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 £39,631.78

PEFTA A/C prev Green Path £3,536.82

Total £226,246.43

Balances at start of period

Ordinary Accounts

Current Account £53,730.69

Short Term Investment Accounts

No 4 Account £137,936.19

Pavillion Account £43,389.00

PEFTA A/C prev Green Path £250.70

Total £235,306.58

RECEIPTS	Net	Vat	Gross
Administration	£1,121.96	£0.00	£1,121.96
FIELD	£815.00	£0.00	£815.00
Hall	£1,013.00	£0.00	£1,013.00
Total Receipts	<u>£2,949.96</u>	<u>£0.00</u>	<u>£2,949.96</u>

PAYMENTS	Net	Vat	Gross
Administration	£7,133.07	£193.66	£7,326.73
Burial	£811.37	£161.32	£972.69
FIELD	£1,897.63	£354.38	£2,252.01
Hall	£858.88	£141.69	£1,000.57
Total Payments	<u>£10,700.95</u>	<u>£851.05</u>	<u>£11,552.00</u>

Closing Balances

Ordinary Accounts

Current Account £39,927.54
£39,927.54

Short Term Investment Accounts

No 4 Account £138,088.49

Pavillion Account £43,436.91

PEFTA A/C prev Green Path £5,251.60

Total £186,777.00

Total £226,704.54

Pennard Community Council											
Monthly Payments	Nov-23										CI
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	
Octopus Electricity Pavillion										0.00	
Dwr Cymru	42.50		126.50							169.00	
Octopus Gas										0.00	
Swansea CC - Rates			54.00							54.00	
ground rent										0.00	
Grave Digging										0.00	
Plaque engraving										0.00	
Ground Maintenance	741.67	355	70							1166.67	
Street Light in BG Car Park (SWALEC)		6.37								6.37	
Cleaning	270.00		420							690.00	
Swansea CC - Waste disposal charges	83.20									83.20	
Gas Service										0.00	
Octopus Electricity for Hall										0.00	
Internet for Hall			34.24							34.24	
Goal Nets	96.36									96.36	
Paint	56.66									56.66	
Repairs	570	450	184.14							1204.14	
RADAR Keys and signs	37.24									37.24	
Waste Collection Hall										0.00	
Cleaning Contribution			-30.00							-30.00	
Window Cleaning										0.00	
Lloyds Bank (Monthly Service Charge)							15.50			15.50	
Vodafone						39.96				39.96	
Voxi						10.00				10.00	
HMRC						873.77				873.77	
Employee costs						3742.06				3742.06	
Home Working Allowance						26.7				26.70	
Smart Pension						165.36				165.36	
Smart Pension Admin Fee						22.00				22.00	
Payrol back up						2.52				2.52	
Zoom						15.59				15.59	
Web hosting						4.99				4.99	

Pennard Community Council

Monthly Receipts		Nov-23								
Detail		PF		BG		CH		Admin		SUB TOTAL
		Expecte d	Rec'd	Expecte d	Rec' d	Expecte d	Rec'd	Expecte d	Rec'd	
Rent								900	900	900.00
Insurance Contribution								20.85	20.85	20.85
Water Contribution						50	50			50.00
Grants										0.00
Interest									201.11	201.11
Regular bookings						1153	810.5			810.50
Casual bookings						129.5	152.5			152.50
Cancellations with 72 hrs + notice	4									
Market										0.00
Pitch Hire		260	815.00							815.00
cancellations due to weather	6									
TOTAL			815.00		0.00		1013.00		1121.96	2949.96

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