

**FINAL MINUTES FROM THE ANNUAL MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 7<sup>th</sup> May 2024 AT 7.00PM**

**Present:** Cllr Susan Rodaway (Chair) SER, Cllr Darren Hickery DH, 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, Cllr Mark Parkinson MP, Clerk, Community/Grants Officer

**All votes will be named votes**

Cllr Darren Hickery asked to address the meeting he explained that he was standing down as a Councillor as he taking up a role with the Church of Wales and would be leaving the area. He thanks everyone for their support and wished them well. Council thanked him for his dedication and hard work and wished him well for the future.  
DH left the meeting at 7.07pm

**1. Election of Chair**

SS nominated Cllr Lynda James seconded by WS votes for RC LJ  
CJ nominated Cllr Susan Rodaway seconded by ER votes for LR, KA, CG. SER abstained.  
Cllr Susan Rodaway was elected as Chair for 2024 – 25

**2. Election of Vice Chair**

SER nominated Cllr Mark Parkinson as Vice Chair  
CG nominated Cllr Lynda James who refused and seconded Mark votes for SS RC LR WS 2 abstentions CG and KA

**3. Apologies for Absence: Cllr Rachel Carter due to personal commitments**

**4. Declarations of Interest**

The Clerk had asked all Councillors to update their Register of Interest forms only a few had been returned. Item moved to Full Council Meeting.

**5. To review and agree the terms of reference for committees and sub committees.  
Proposed by LR seconded by KA agreed by all with 1 abstention WS**

**6. To appoint Designated Councillor for Finance (Chair of Finance, Employment and Policy committee)**

LJ nominated herself as Chair of Finance seconded by SS agreed by all

**7. Appointment of Committee Chairs and Vice Chairs- Finance, Employment and Policy, Planning, Land Management, Community Hall, Environment**

**Chair of Planning - Cllr Ralph Cook**

**Proposed by LJ seconded by LR agreed by all**

Chair of Land Management - Cllr Keith Atkins

**Proposed by SER seconded by CG agreed by all**

Chair of Hall – Cllr Lynda James

**Proposed by LJ seconded by RC agreed by all**

Chair of Environment – Cllr Rachel Carter  
**RC put herself forward seconded by ER agreed by all**

Vice Chair Finance Employment and Policy

**SER proposed ER seconded by KA agreed by all with 2 abstentions SS and WS**

Cllr Smith asked the Clerk to minute that he would be abstaining from future meetings unless the dynamics of the current chair and the fact that meeting were held remotely remained in place.

**Cllr Smith let the meeting at 7.28pm**

Vice Chair Planning

LR put herself forward seconded by ER agreed by all

Vice Chair Land Management

ER put herself forward seconded by CG agreed by all

Vice Chair Hall

CJ put herself forward seconded by SS agreed by all

Vice Chair Environment

CJ put herself forward seconded by ER agreed by all

## **8. Appointment of Committee Members - Finance, Employment and Policy, Planning, Land Management Community Hall, Environment**

Committee Members remain unchanged (list attached to these minutes)

**Proposed by SER seconded by RC agreed by all**

## **9. Appointment of Sub Committee members – Community Emergency sub-committee As laid out in the agreed terms of reference**

**Proposed by SER seconded by KA agreed by CJ, CG, ER, LR, RC, MP, against SS  
abstention LJ.**

## **10. Appointment of Working Group members – Hall Refurbishment, Community Hub, Climate Emergency and Biodiversity, Communication, Youth Provision, Community Garden, Accessibility**

Members agreed

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

## **11. To receive reports from previous representatives to outside bodies.**

### Parish Hall

Cllr Akins explained he had only been to one meeting so Cllr James gave a brief report, the Parish hall is thriving with lots of bookings, the annual Carnival will be going ahead as usual.

### One Voice Wales Area Committee

SER gave an update of the committee which meets 4 times a year and was a very useful event to find out what other Councils were doing and to discuss current developments.

### Swansea Town Council Forum

CJ had not attended any of these meetings as there had not been any arranged.

PACP (Pennard Area Community Partnership)

LJ gave a report, the main project at the moment was the Community Bus.

Pennard Charity

LJ reported that the Charity was fairly busy with a few applications being considered at each meeting.

**12. Appointments to outside bodies – Parish Hall (1), One Voice Wales Swansea Area Committee Meeting (1), PACP (1), Community Council Forum (3) Community Charity (4).**

See attached list

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

**13. To review and accept standing order for 2024- 2025**

SS proposed a change to section 3k but was advised that this item could not be amended.

SS proposed a change to section 2a to include mention of the Chair, this was discussed and a change to the wording suggested this was seconded by LJ and voted for by CJ RC LR MP abstaining were KA ER CG SER.

**14. To review and accept financial regulations 2024-2025**

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

**15. To affirm Pennard Community Councils criteria eligibility to use the General Power of Competency in 2024-2025.**

Moved to the June meeting of Full Council.

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

Renewal date of 1 Oct was noted Long Term Agreement runs till 2025.

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

The Clerk read out the subscriptions which were included in the budget for 24-25

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

**18. To agree all current Council policies and procedures following review by the Clerk.**

The Policies had all been sent round several weeks ago for perusal.

**Proposed MP seconded LJ agreed by all with 1 abstention**

**19. Determining the time and date of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

The meeting dates were looked at amended and agreed (see attached list)

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

**20. To accept the Independent Remuneration Panel Wales Annual Report for 2024-2025**

The Annual report sent round previously was accepted

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

**21. To agree remuneration for councillors and those with other responsibilities**

SER proposed Council accept the guidelines set by the remuneration panel

**Seconded MP agreed by all**

**22. To Review and agree Financial and Operational Risk Assessment**

The risk assessment was looked at and discussed

**Proposed by MP seconded KA agree by all with 1 against SS**

**23. To Approve List of Regular Monthly Payments for 2024/25**

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

**24. To note the asset register for 2023-24 as of 7th May 2024**

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

**Meeting closed at 8.39pm**

## **Committee Membership and Representative to outside Bodies As at 7 May 2024**

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

Cllr Lynda James (Chair)	Cllr Ralph Cook
Cllr Elsbeth Rodaway	Cllr Steve Sheriff
Cllr Susan Rodaway	Cllr Christos Georgakis
Cllr Cari Jones (VC)	Cllr Mark Parkinson

### **Environment Committee (10)**

Cllr Rachel Carter (Chair)	Cllr Mark Parkinson
Cllr Lynda James	Cllr Steve Sheriff
Cllr Elsbeth Rodaway	Cllr Susan Rodaway
Cllr Cari Jones (CJ)	Cllr Christos Georgakis
Cllr Will Smith	Cllr Leanne Richards

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

Cllr Ralph Cook (Chair)	Cllr Susan Rodaway
Cllr Mark Parkinson	Cllr Leanne Richards(VC)
Cllr Cari Jones	Cllr Keith Atkins MBE

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

Cllr Keith Atkins MBE(Chair)	Cllr Mark Parkinson
Cllr Susan Rodaway	Cllr Will Smith
Cllr Rachel Carter	Cllr Elsbeth Rodaway (VC)
Cllr Steve Sheriff	

### **Finance and Employment Committee (7)**

Cllr Lynda James (Chair)	Cllr Mark Parkinson
Cllr Elsbeth Rodaway (VC)	Cllr Keith Atkins MBE
Cllr Susan Rodaway	Cllr Ralph Cook
Cllr Rachel Carter	

### **Emergency Sub Committee (7)**

Cllr Lynda James (Chair)	Cllr Elsbeth Rodaway (VC)
Cllr Susan Rodaway	Cllr Ralph Cook
Cllr Rachel Carter	Cllr Keith Atkins MBE
Cllr Mark Parkinson	

## **Representatives on outside bodies in the Community**

### **PARISH HALL**

Cllr Keith Atkins MBE

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

Cllr Susan Rodaway

### **PACP**

Cllr Will Smith (temporarily not representing) Cllr Mark Parkinson

### **COMMUNITY COUNCILS FORUM**

Cllr Cari Jones

## **COMMUNITY CHARITY**

Cllr Lynda James Cllr Will Smith (temporarily not representing) Cllr Keith Atkins mop

## **Digital/Community & Practice**

Cllr Susan Rodaway, Cllr Mark Parkinson

**working groups who are formed to look at certain tasks and report to the Committees**

### **Community Hub Working Group**

Cllr Keith Atkins MBE(Chair)	Cllr Lynda James
Cllr Susan Rodaway	Cllr Cari Jones
Cllr Elsbeth Rodaway	Cllr Steve Sheriff
Cllr Leanne Richards	Cllr Mark Parkinson
Cllr Rachel Carter	

### **Climate Emergency and Biodiversity Working Group**

Cllr Cari Jones	Cllr Susan Rodaway
Cllr Rachel Carter (Chair)	Cllr Steve Sheriff
Cllr Elsbeth Rodaway	

### **Youth Working Group**

Cllr Rachel Carter (Chair)  
Cllr Susan Rodaway  
Cllr Elsbeth Rodaway

### **Community Garden Working Group**

Cllr Cari Jones	Cllr Rachel Carter (Chair)
Cllr Keith Atkins MBE	
Cllr Susan Rodaway	

### **Accessibility Working Group**

Cllr Cari Jones (Chair)	Cllr Susan Rodaway
Cllr Leanne Richards	Cllr Elsbeth Rodaway

# Dates for Meeting of Full Council During 2024/2025

Tues 11<sup>th</sup> Jun

Wed 10<sup>th</sup> Jul

Thur 12<sup>th</sup> Sept

Mon 14<sup>th</sup> Oct

Wed 13<sup>th</sup> Nov

Wed 11<sup>th</sup> Dec

Thurs 16<sup>th</sup> Jan

Mon 10<sup>th</sup> Feb

Wed 13<sup>th</sup> Mar

Wed 16<sup>th</sup> Apr

Tues 6<sup>th</sup> May – Annual Meeting

Thurs 15<sup>th</sup> May





