

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 15<sup>th</sup> MARCH 2023 AT 7.06PM**

**Present:** Cllr Susan Rodaway SER (Chair), Cllr Lynda James LJ, Cllr Keith Atkins KA, Cllr Rachel Carter REC, Cllr Elsbeth Rodaway ER, Cllr Leanne Richards LR, Cllr Steve Sheriff SS, Cllr Will Smith WS, Cllr Darren Hickery DH, Cllr Cari Jones CJ, Community & Grants Officer, Clerk.

Cllrs Sheriff and James attended from the Hall using the Hybrid system everyone else joined remotely.

**Apologies for Absence were received from** Cllr Ralph Cook, Cllr Jean Marnell, Cllr Karen Penny

**Apologies for Lateness:** Cllr Darran Hickery

**Dispensations**

**Declarations of interest**

**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**

**Cllr James had nothing new to report this month**

a) Questions from Councillors (Limited to 10 Minutes)

Cllr Rodaway asked if anything had been done about the destruction to the grass verge at the top of Heatherslade, Cllr James explained that the highways dept were aware.

**1) 2023/31 To receive and sign the minutes of the Full Council Meeting held on 13<sup>th</sup> Feb 2023 previously circulated**

Accuracy and approval

**Proposed by LJ seconded by SS agreed by all with one abstention CJ**

**2) 2023/32 To receive and sign the minutes of the Planning Meeting held on 15<sup>th</sup> Feb 2023 previously circulated**

Accuracy and approval

**Proposed by SER seconded by LR agreed by all with 2 abstentions SS and WS**

**3) 2023/33 To receive and sign the minutes of the Finance Employment and Policy Meeting held on 21<sup>st</sup> Feb 2023 previously circulated**

Accuracy and approval

**Proposed by SER seconded by REC agreed by all with 2 abstentions SS and WS**

**4) 2023/34 To receive and sign the minutes of the Planning Meeting held on 28<sup>th</sup> Feb 2023 previously circulated**

Accuracy and approval

**Proposed by SER seconded by REC agreed by all with 2 abstentions SS and WS**

**5) 2023/35 To receive and sign the minutes of the Environment Meeting held on 7<sup>th</sup> Mar 2023 previously circulated**

Accuracy and approval

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

**6) 2023/36 To receive and sign the minutes of the Hall Meeting held on 7<sup>th</sup> Mar 2023 previously circulated**

Accuracy and approval

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

**7) 2023/37 Finance and Employment**

a) To approve payments for Mar 2023

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

b) To note closing balances Feb 2023

**Noted**

c) To approve the Q3 figures as recommended by the Finance and Employment Committee

CJ left the meeting temporarily due to technical issues.

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

d) To receive the Audit Wales report for the 2021-2022 Audit

**Received and accepted proposed by REC seconded by KA agreed by all**

e) To agree that Finance Employment and Policy Committee should carry out a review our internal audit process

**Proposed by KA seconded by CJ agreed by all**

f) To give the Finance Employment and Policy Committee plenary powers to appoint an internal auditor for the 2022/23 audit.

**Deferred to Finance Employment and Policy Meeting to be held on 21 March 2023.**

g) To agree the asset register for year ending 31 March 2023

The asset register was presented, no further additions were suggested.

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

**Cllr Hickery joined the meeting at 7.31pm**

h) To note application of Business Rates relief for the Hall

**Noted**

i) To discuss creation of a 3 or 5 year plan.

Cllr Atkins explained his thinking behind the formulation of a 3 and 5 year plan, this was discussed some councillors felt 5 years was too long a span but the majority agreed with the proposal.

**Proposed by KA seconded by REC agreed by CJ, SER, ER,LR,DH Against SS, WS abstained LJ**

**Motion carried**

It was suggested that this be an agenda item on the next round of committee meetings.

**8) 2023/38 Admin**

a) PEFTA, Warm Hub and Period Poverty Update.

Due to technical difficulties the Clerk gave an update with included the report that the Warm Hub initiative had not been taken up as thought and there was still a lot of the fund unspent.

This was discussed at length with suggestions of a community lunch taking place in the spring, the Clerk explained this would be too late at the funds need to be spent by the 31<sup>st</sup> of March.

b) To note Clerks success in achieving her CiLCA Qualification.

Noted

c) To discuss potential alternative venues for hybrid meetings when the hall is in use. Cllr Sheriff expressed surprise that there were not more Councillor present in the Hall for the first Hybrid meeting. Alternative venues were discussed for times when the small hall was unavailable. Cllr Smith suggested that the Parish Hall would be available free of charge, the Clerk was asked to contact the Parish Hall to confirm this.

d) To note attendance at Gower Community Council Forum on the 22nd March.

It was noted that the Clerk would attend the initial meeting.

e) To agree to extend the timetable for Co-option to the Kittle Vacancy.

It was agreed that an open-ended advert for the Kittle Vacancy would be posted.

**Cllr Carter temporarily left the meeting and re-joined**

**Proposed by SS seconded by LJ agreed by all with 1 abstention REC**

**9) 2023/39 Burial Ground**

a) Update on Burial Ground matters

There was nothing new to report

b) To note grant of right no 420 and 421

**Noted**

**10) 2023/40 Field**

a) Update on Field matters including playpark

The new benches and picnic tables have arrived and are currently being stored.

b) To discuss and agree play equipment installation protocol

The installation protocol was discussed at length, especially the need for choosing installers with the right certification.

It was proposed that only certified installers should be used.

**Proposed by KA seconded by DH agreed by all with 1 abstention SS**

- c) To agree installation quote for play equipment  
This item was briefly discussed, the Clerk was to speak to the play equipment installers to see if the installation costs could include a second set of swing chains which would be needed in the near future and may save cost in the long run.

**Deferred until the April Full Council meeting**

**Cllr Will Smith left the meeting at 8.45pm**

- d) To agree to extra funding from unrestricted reserves for furniture installation in the park.

The Clerk explained that a new pad for the circular picnic bench would need to be installed. The contractor had quoted £90 to fit each bench but this extra work would be £380. The extra cost was agreed.

**Proposed by KA seconded by REC agreed by all**

- e) To discuss a request from the Newton Football team regarding flood lights and storage of goals.

**Deferred to a Land Management meeting**

## **11) 2023/41 Environment**

- a) Update on Environment matters  
No updates to report

- b) To agree the look and style of the web site as recommended by the Environment committee.

It was agreed that the new website would be published.

**Publication proposed by ER seconded by SS agreed by all with 1 abstention REC**

- c) To agree to add an accessibility link to the new website.  
Quotes had been obtained for a couple of different accessibility links both were very expensive, it was agreed that these were needed and that Disability Wales may be able to advise or even have a preferred tool,

**Deferred to the April meeting of Full Council**

## **12) 2023/42 Hall**

**Proposed by LJ seconded by SS agreed by all to move b to top of discussions**

- b) To discuss a full-time long-term booking request for the small hall.  
The Clerk had previously sent round the proposal and this was discussed, it was felt that a meeting should be arranged at the small hall with the requester to discuss further.

- a) Update on Hall Matters  
Councillor James asked why the Hall Committee's recommendation to meet with the architect to discuss plan changes had not been put on the agenda. It was explained that the Hall Working Group's remit was to look at the tender document not the plans which had already been agreed and paid for.

- c) To discuss and agree undertaking a heating review before purchasing a single thermostat for the hall

It was proposed that a heating engineer reviews the whole building, so the small hall can be independent of the main hall heating thermostat a discussion ensued.

**Proposed by SER seconded by ER agreed by all with 2 abstentions SS, LJ**

At 9 36. Councillor Rodaway announced that the meeting would need to be adjourned until Tuesday 21 March at 7.00pm due to the 2.5 hrs limit laid down in standing orders being reached.

**SS proposed that standing orders be suspended to complete the meeting, seconded by LJ, against KA SER ER DH CJ REC, 1 abstention LR**

**The meeting closed at 9.37pm**

**The meeting resumed at 7.10 on the 21 March.**

**Present: Cllr Susan Rodaway SER, Cllr Lynda James LJ, Cllr Keith Atkins KA, Cllr Will Smith WS, Cllr Karen Penny KP, Cllr Jean Marnell JM, Cllr Elsbeth Rodaway ER, Clerk.**

**Apologies were received from: Cllrs Sheriff, Cook, Jones, Hickery, Carter and Richards**

### **13) 2023/43 Correspondence**

The Clerk discussed the correspondence received including:

email concerning a fall on West Cliff

Stopping blood services at local clinics

Darth Run 18 Mar

Diolch and thanks for 20 mph

Small Hall booking request sent round and at 12b

Swansea Local Development Plan Review and Replacement input by 20 April

Training Survey finalisation

Deeds name change charge from Goldstones.

Thanksgiving service being held on the 30<sup>th</sup> April – attendee name required

New Monthly Market to start on 12 April

**Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media are 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 LJ agreed by all**

**14) 2023/44 To ratify employee spine point increase as agreed when setting the budget in light of qualification attainment.**

The employee left the room and the matter was discussed and agreed.

**Proposed by ER seconded by LJ agreed by all**

**The meeting ended at 7.30pm**



## Financial Summary - Cashbook

Summary of receipts and payments between 01/02/23 and 28/02/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

### Ordinary Accounts

Current Account £40,704.57

### Short Term Investment Accounts

Green Path £3,530.11  
No 4 Account £136,973.20  
Pavillion Account £39,556.72  
Total £220,764.60

Balances at start of period

### Ordinary Accounts

Current Account £59,621.98

### Short Term Investment Accounts

Green Path £3,533.35  
No 4 Account £137,098.58  
Pavillion Account £39,582.93  
Total £239,846.84

RECEIPTS	Net	Vat	Gross
Administration	£2,512.69	£0.00	£2,512.69
Burial	£4,135.00	£0.00	£4,135.00
Hall	£1,110.00	£0.00	£1,110.00
Total Receipts	<u>£7,757.69</u>	<u>£0.00</u>	<u>£7,757.69</u>

PAYMENTS	Net	Vat	Gross
Administration	£8,382.60	£73.25	£8,455.85
Burial	£1,628.94	£84.82	£1,713.76
FIELD	£6,765.60	£1,326.64	£8,092.24
Hall	£1,359.89	£198.69	£1,558.58
Total Payments	<u>£16,137.03</u>	<u>£1,683.40</u>	<u>£17,820.43</u>

Closing Balances

### Ordinary Accounts

Current Account £49,467.40

### Short Term Investment Accounts

Green Path £3,535.15  
No 4 Account £137,168.44  
Pavillion Account £39,613.11  
Total £229,784.10

Signed \_\_\_\_\_

Chair

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Clerk / Responsible Financial Officer



Pennard Community Council												
2021- 2022 Regular Payments	Feb-23										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card	
Octopus Pavilion Electricity	19.99									19.99	DD	Local Govt Act 1972 S111
Dwr Cynru	42.50		126.50							169.00	DD	Local Govt Act 1972 S111
Good Energy ( Hall Gas)			437.17							437.17	DD	Local Govt Act 1972 S111
Swansea CC- Rates			78.00							78.00	DD	Local Govt Act 1972 S111
ground rent										0.00	i/n	Local Govt Act 1972 S111
Swansea CC- Waste disposal charges	75.40									75.40	DD	Local Govt Act 1972 S111
Lloyds Bank ( Monthly Service Charge)							7.85			7.85	DD	Local Govt Act 1972 S111
Octopus Electricity for Hall			295.90							295.90	DD	Local Govt Act 1972 S111
Internet for Hall			33.45							33.45		Local Govt & Elections (Wales) Act 2021 s47
Vodafone						37.92				37.92	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						952.69				952.69	Payroll	Local Govt Act 1972 S112
Employee costs						3540.32				3540.32	Payroll	Local Govt Act 1972 S112
Home Working Allowance						26.7				26.70	Payroll	Local Govt Act 1972 S112
Youth worker 1 ( Leader) (12hr)										0.00	i/n	
youth worker 2 (12hr)										0.00	i/n	
Smart Pension						185.67				185.67	Payroll	Local Govt Act 1972 S112
Smart Pension Admin Fee						15.00				15.00	Payroll	Local Govt Act 1972 S112
Payrol back up						1.40				1.40	DD	Local Govt Act 1972 S112
Ground Maintenance	901.66	422.5	86.12							1410.28	i/n	Local Govt Act 1972 S111
Cleaning			362.75			217.65				580.40	i/n	Local Govt Act 1972 S111
Cleaning for party			-60							-60.00	i/n	Local Govt Act 1972 S111
Cleaning items for hall										0.00		Local Govt Act 1972 S133
Zoom						14.39				14.39	DD	Local Govt & Elections (Wales) Act 2021 s47
Street Light in BG Car Park (SWALEC)		6.44								6.44	DD	Highways Act 190 S301
Web hosting Krystal						12.98				12.98	DC	Local Govt (Democracy) (Wales) Act 2013 s55
Ieberra						3.99				3.99	DC	Local Govt Act 1972 S111
PEFTA									997	997.00	DC	Local Govt Act 1972 S137
Grave Digging		1200								1200.00	i/n	Local Authorities Cemeteries Order 1977 S. 214(6)
Paint for Field	90.65									90.65		Local Govt (Misc Provisions) Act 1976 s19
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Park Furniture	3172									3172.00		Local Govt (Misc Provisions) Act 1976 s19
Warm Hub items									145.41	145.41		Local Govt Act 1972 S137
subscription						20.00				20.00		Local Govt Act 1972 S133
See Saw replacement	2464									2464.00		Local Govt (Misc Provisions) Act 1976 s19
Kettle Covid Bench Fitting						80.00				80.00		Parish Councils Act 1957 s.1
Web Security						60.00				60.00		Local Govt (Democracy) (Wales) Act 2013 s55
Training						52.30				52.30		Local Govt & Elections (Wales) Act 2021 s67
<b>TOTAL</b>	<b>6765.60</b>	<b>1628.94</b>	<b>1359.89</b>	<b>0.00</b>	<b>0.00</b>	<b>5232.34</b>	<b>7.85</b>	<b>0.00</b>	<b>1142.41</b>	<b>16137.03</b>		