

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 15<sup>th</sup> May 2023 AT 7.03PM**

**Present Online: Cllr Susan Rodaway SER (Chair), Cllr Darran Hickery DH, Cllr Cari Jones CJ, Cllr Elsbeth Rodaway ER, Cllr Keith Atkins KA, Cllr Rachel Carter REC, Cllr Leanne Richards LR, Community & Grants Officer, Clerk.**

**Present in the Hall: Cllr Lynda James LJ, Cllr Ralph Cook RC, Cllr Will Smith WS, Cllr Steve Sheriff SS.**

**Apologies for absence Cllr K Penny, due to Family 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**

Cllr James reported that the most of the dog waste bins would be changed for dual use bins except for the newer ones which were still in good condition. She also reported that she had contacted the dept overseeing the multiple races, that take place in the area, regarding the road closures and litter, she read out the reply which she had received from them. Cllr James also reported that she had asked for a quote to install a platform/cushion on the crossing at the school as well as some road painting depicting crossing children.

**a) Questions from Councillors (Limited to 10 Minutes)**

The Clerk asked about the Green Path and Cllr James confirmed that funding had been offered for the installation and that she was just waiting on the next stage of the process.

Cllr Carter remarked that the Cultural Services Department had not really answered the questions raised and if they needed them, she had supporting photographs.

Cllr Jones also raised the point that the organisers were not contacting support groups and social services as they had said they would.

**1) 2023/60 To receive and sign the minutes of the Full Council Meeting held on 13<sup>th</sup> Apr 2023 previously circulated**

Accuracy and approval -

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

**2) 2023/61 To receive and sign the minutes of the Finance Employment and Policy Committee held on the 24<sup>th</sup> Apr 2023 previously circulated**

Accuracy and approval

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

**3) 2023/62 To receive and sign the minutes of the Hall Meeting held on the on the 25<sup>th</sup> Apr 2023 previously circulated**

Accuracy and approval

An amendment was proposed to point 3, inserting to Squiggles after relevant.

The amendment was proposed by SER seconded by SS and agreed by all with 2 abstentions WS and RC.

**The amended minutes with Proposed by DH seconded by ER and agreed by all**

**4) 2023/63 To receive and sign the minutes of the Planning meeting held on the 9<sup>th</sup> May 2023 previously circulated**

Accuracy and approval

**Proposed by RC seconded by ER agreed by all with 3 abstentions SS WS LJ.**

**5) 2023/64 Finance and Employment**

a) To approve payments for May 2023

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

b) To note closing balances Apr 2023

**Noted**

c) To approve the quarter 4 figures as reviewed and recommended by the Finance Employment and Policy Committee.

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

d) To note receipt of Audit Documentation for 2022-23, but no audit notice setting out the date by which documents must be submitted.

**Noted**

e) To discuss and consider setting up a bank account to receive funding for PEFTA. This was discussed and agreed that the Clerk should investigate further and if it did not incur a silly charge, go ahead and open one up. She was also asked to include an item in the newsletter letting community members know that they could donate to the scheme.

**Proposed by DH seconded by SS agreed by all**

**6) 2023/65 Admin**

a) PEFTA, Community Lunch Update.

The Community and Grants officer gave an update explaining the Clerk would be putting an application to the Charity for funding as the other funding had not been released yet. The

Clerk also stated that there was money for PEFTA in the budget should the Charity not be able to help at this time.

An update was also given regarding the two lunches planned for the day of the Iron Man Race (16 July). This was briefly discussed.

b) To note the resignation of Cllr Marnell.

The Clerk reported the resignation of Cllr Marnell since the last Full Council meeting and was asked to write to her on behalf of the Councillor to thank her for her contribution and hard work over the last few years.

c) To note request for a bi election which is planned to take place on the 15 June 23 closing 18<sup>th</sup> May.

As there was a vacancy a request for a bi election had been made, we would know if it would be uncontested by the end of the 18<sup>th</sup> May otherwise there would be an election on the 15 June.

d) To note receipt of model standing orders.

This was deferred as they had not yet been received.

## **7) 2023/66 Land Management**

a) Update on Burial Ground matters

There were no updates

b) Update on Field matters including playpark

The Clerk reported that the installation of the Rota Roka and the replacement chains fitting had been done and that the remaining furniture would be installed in the next week.

c) To receive notification from Gerald Davies Ltd

Gerald Davis Ltd had given notice that the company were closing so would not be carrying out any ground maintenance after the 31 July 23.

d) To discuss and agree to go out to tender for the ground maintenance contract.

The matter was discussed at the Clerk was asked to send out tenders which should be returned by 23<sup>rd</sup> of June to give enough time to choose a new contractor for the beginning of August.

## **8) 2023/67 Environment**

a) Update on Environment matters

There were no updates not covered by the matters below.

b) Update from Clerk's contact with Cultural Services regarding the litter problems after races

The Clerk explained that she had also spoken to Cultural Services as instructed regarding the litter left after races. She had been assured that they would take better care in future and remove all the litter generated. Cllr Carter explained that it was the use of plastic cups which were the main culprit as runners just dropped them to be blown off over the cliffs.

c) Update from erosion meeting

The Clerk gave an update of the initial meeting held on the 19<sup>th</sup> of April and the subsequent visit of the paths and bridle ways. Cllr Carter and Jones both asked to be involved in any future meeting.

d) Update regarding the community garden  
The Clerk reported the meeting with the NEETS team leader and how they were keen to help clear and do some construction work in the Garden.

e) Update regarding the Web site  
The Clerk briefly presented the look of the website and gave the link to all so they could peruse at their leisure, she explained that she would be contacting the Web Designer to finalise the project and get it published.

f) To receive update regarding youth provision.  
Not update

g) Update on newsletter.  
The Clerk presented the newsletter as is currently is and said she would send it round for comment.

**9) 2023/68 Hall**

a) Update on Hall Matters  
The Clerk reported that the electrical inspection had been re-done and the other jobs on the list including the drain cleaning was in hand.

b) To discuss and consider to revisit the agreed refurbishment plans.  
Cllr James explained that she felt the plans were unimaginative and that they could be improved, she suggested that the plans should be revisited and amended, if possible, perhaps even be split into several phases. She went on to explain the suggested changes.

**Cllr Rachel Carter left the meeting at 8.30pm**

A lengthy discussion took place with members of the hall committee explaining why they thought the Architect should be asked to make revisions. Cllr Rodaway expressed concerns that this would further delay the refurbishment, which had been agreed by Council over 12 months ago, and that she was surprised by the Hall Chair's comments, as the plans had been amendments several times and Cllr James had been happy to agree and pay £1640 for them previously. She also pointed out that the Hall Committee had been involved in drawing up the tender document ready for distribution.

Cllr Smith asked for it to be included in the minutes that he felt not revisiting the plans especially with regards to changing the door positions was, in his opinion, wasting public funds. The discussion continued.

**It was proposed to revisit the agreed refurbishment plans**

**Proposed by SS seconded by ER agreed by SS, ER, LR, WS, LJ, those against the motion were SER, KA, DH, RC and 1 abstention CJ.**

**The motion to revisit the plans was carried.**

**c) To consider an onsite meeting with the Architect to discuss possible changes to the agreed plan**

Following the previous discussion.

**Proposed by LJ seconded by SS agreed by LJ, SS, WS, LR, RC against the motion SER, Abstained KA,CJ,DH,ER**

Motion carried, the Clerk was asked to arrange a meeting with the Architect.

**Cllr Richards left the meeting at 9,00pm**

**d) To discuss and agree the design and purchase of a banner for the hall as recommended by the Hall Committee**

The Clerk had put together a couple of designs, the Chair of Hall liked one of them but some Councillors thought it was a bit bland. Cllr Rodaway suggested that the Hall Committee design a banner and give that to the Clerk. She explained that she had been asked to get printing cost not do the design she read out the cost she had obtained.

Company A - £50.28

Company B - £54

SS proposed that the banner design shown should be bought. Cllr Jones thought it needed more colour.

Cllr Rodaway proposed that the matter including the costs should be taken to the Hall Committee and that they also agree a design.

**e) To agree the virement of funds from the PPL/PRS budget line to a publicity budget line as recommended by the Hall Committee.**

Discussed above at point d

**Proposed by SER Seconded by DH agreed by all**

**f) To discuss and agree a contractor to conduct a fire risk assessment for the Hall as recommended by the Hall Committee.**

The Clerk gave an update on the Fire Risk Assessment information and requirements she had been able to ascertain. As we already had a contract with a Company to test and replace the fire equipment, we could for an extra £190 per year add a twice-yearly test and service of the fire alarm panel to this.

LJ asked if this included the 3 hour down time to test the batteries. The Clerk she said she would check.

**It was proposed to add this test to our current Contract with FPS Ltd by RC seconded by DH agreed by all**

**g) Update regarding the full time booking of the small hall.**

At the recent Hall meeting the Committee were happy for the individual to rent the small hall by session, paint the walls, put in plants and store her two reformer platforms at her own risk. The Clerk had received more information which included the need to install six structures resembling scaffolding towers along one of the walls, this equipment would stand proud of the wall by around 18" – 20", she was happy to screen these off with a curtain. This was discussed further; the Clerk was asked to find out if the equipment could fold flat to the wall.

**10) 2023/69 Correspondence**

The Clerk had received an email from Parish Hall clarifying that the cost for a 2.5 hour meeting would be £15 nor £20.

**The meeting closed at 9.18pm**

## Financial Summary - Cashbook

Summary of receipts and payments between 01/03/23 and 31/03/23 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 £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

RECEIPTS	Net	Vat	Gross
Administration	£4,005.83	£0.00	£4,005.83
Burial	£4,135.00	£0.00	£4,135.00
FIELD	£295.00	£0.00	£295.00
Hall	£1,995.50	£0.00	£1,995.50
Total Receipts	<u>£10,431.33</u>	<u>£0.00</u>	<u>£10,431.33</u>

PAYMENTS	Net	Vat	Gross
Administration	£8,631.07	£87.94	£8,719.01
Burial	£2,328.78	£84.81	£2,413.59
FIELD	£1,125.62	£198.87	£1,324.49
Hall	£1,383.50	£128.41	£1,511.91
Total Payments	<u>£13,468.97</u>	<u>£500.03</u>	<u>£13,969.00</u>

Closing Balances

### Ordinary Accounts

Current Account £45,844.75  
£45,844.75

### Short Term Investment Accounts

Green Path £3,536.82  
No 4 Account £137,233.08  
Pavillion Account £39,631.78  
£180,401.68  
Total £226,246.43

Pennard Community Council												
Monthly Payments	Apr-23										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	S137	SUB TOTAL	Dr Card	
Octopus Pavilion Electricity	29.43									29.43	DD	Local Govt Act 1972 S111
Dwr Cymru	42.50		126.50							169.00	DD	Local Govt Act 1972 S111
Good Energy (Hall Gas)			26.63							26.63	DD	Local Govt Act 1972 S111
Swansea CC - Rates			51.94							51.94	DD	Local Govt Act 1972 S111
ground rent			150.00							150.00	i/n	Local Govt Act 1972 S111
Grave Digging										0.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Ground Maintenance	901.66	422.5	86.12							1410.28	i/n	Local Govt Act 1972 S111
Street Light in BG Car Park (SWALEC)		6.92								6.92	DD	Highways Act 190 S301
Cleaning	261.18		391.77							652.95	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges										0.00	DD	Local Govt Act 1972 S111
Line Paint and Tape	98.14									98.14		Local Govt (Misc Provisions) Act 1976 s19
Play equipment	2464.00									2464.00	DC	Local Govt (Misc Provisions) Act 1976 s19
Subscriptions		140				532.5				672.50	i/n	Local Govt Act 1972 S111
Octopus Electricity for Hall			200.96							200.96	DD	Local Govt Act 1972 S111
Internet for Hall			34.24							34.24	DD	Local Govt & Elections (Wales) Act 2021 s47
cleaning contribution			-7.50							-7.50		
Lloyds Bank (Monthly Service Charge)							7.00			7.00	DD	Local Govt Act 1972 S111
Vodafone						37.92				37.92	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						980.29				980.29	Payroll	Local Govt Act 1972 S112
Employee costs						3055.47				3055.47	Payroll	Local Govt Act 1972 S112
Home Working Allowance						26.7				26.70	Payroll	Local Govt Act 1972 S112
Key Frame security											i/n	Local Govt (Democracy) (Wales) Act 2013 s55
Payrol renewal						119				119.00	i/n	Local Govt Act 1972 S111
Training						35				35.00	i/n	Local Govt & Elections (Wales) Act 2021 s47
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						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
leberra						3.99				3.99	DC	Local Govt Act 1972 S111
PEFTA									959.28	959.28	DC	Local Got Act 1972 S137
Period Poverty									8	8.00	DC	Local Got Act 1972 S137
Warm Hubs									3	3.00	DC	Local Got Act 1972 S137
Postage						6.00				6.00	DC	Local Govt Act 1972 S111
Stationery						78.22				78.22	DC	Local Govt Act 1972 S111
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
<b>TOTAL</b>	<b>3796.91</b>	<b>569.42</b>	<b>1060.66</b>	<b>0.00</b>	<b>0.00</b>	<b>5110.19</b>	<b>7.00</b>	<b>0.00</b>	<b>970.28</b>	<b>11514.46</b>		