

Final Minutes from the Full Council Meeting held on the 13th March 2025 at 7.00pm

Present: Cllr Mark Parkinson (Chair) MP, Cllr Ralph Cook RC, Cllr Rachel Carter RC, Cllr Cai Carter CC, Cllr Cari Jones CJ, Cllr Richard Beynon RB, Cllr Steve Sheriff SS, Cllr Will Smith WS, Noel Clarke CMP NC, Community and Grants Officer, Clerk

Apologies for absence: Cllr Lynda James Cllr Susan Rodaway Cllr Leanne Richards and Cllr Christos Georgakis due to family work and personal commitments.

It was agreed to grant a further 6 month leave of absence to Cllr Leanne Richards and Cllr Christos Georgakis

Proposed by MP seconded by CC agreed by all

Apologies for Lateness: Cllr Will Smith, Cllr Steve Sheriff

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

a) Questions from Councillors (Limited to 10 Minutes)

No Report

1. To receive and sign the minutes of the Full Council Meeting held on the on the 10th Feb 2025 previously circulated

Accuracy and approval

Proposed by CC seconded by CJ agreed by all

2. To receive and sign the minutes of the Land Management Committee Meeting held on the on the 19th Feb 2025 previously circulated

Accuracy and approval

Proposed by CJ seconded by CC agreed by all

3. To receive and sign the minutes of the Planning Committee Meeting held on the on the 25th Feb 2025 previously circulated

Accuracy and approval

Proposed by RC seconded by RB agreed by all

4. To receive and sign the minutes of the Environment Committee Meeting held on the on the 5th Mar 2025 previously circulated

Accuracy and approval

Proposed by REC seconded by CJ agreed by all

5. Admin

a) To agree trustee replacement for the Pennard Charity

Cllr Jones put herself forward as a representative

Proposed by MP seconded by REC agreed by all

b) To receive update regarding the two vacancies for Southgate Ward

The Clerk gave an update

c) To receive update regarding the Food Festival

Update given

- d) To receive update from the Public Meeting
Cllr Sheriff gave an update
- e) To note receipt of the IPRM annual report for 25-26
Noted
- f) To agree Land, Environment and Hall committee meeting dates for the coming month.
Land – 9 Apr
Hall - 7 Apr
FE&P 31 Mar and 7 Apr
Environment - 2 Apr
Planning – 25 Mar
Ex Full Council – 20 Mar

6. Finance and Employment

- a) To agree payments for Mar 2025
Proposed by CJ seconded by REC agreed by all with 1 abstention SS

- b) To note and ratify closing balances Feb 2024
Proposed by MP seconded by RC agreed by all

- c) To agree updated Asset Registers as at 13 March 2025
Proposed by SS seconded by REC agreed by all

- d) To receive interim audit report and note advice
Received and noted.

- e) To receive Audit Result for 22/23
Received

- f) To receive Audit Result for 23/24
Received

- g) To receive an update regarding Councillor allowance claims for 24-25

- h) To note Grant applications made or in production this month and the results received.
Update given £950 received from Direct Food Support and £3000 agreed by Pennard Charity.
An application to POBL community Chest to be submitted for rental of picnic furniture and Marquee for the food festival.

Cllr Smith joined the meeting at 7.51pm

- i) PEFTA update
Update given 8 households being supported

7. Land Management

- a) To receive update regarding the Field and Burial ground
The Clerk gave a brief update Hedge clippings had been left in the Burial Ground from some recent hedge work at the Vicarage the Clerk was asked to contact the Vicar.

- b) To ratify tree contractor to pollard the Willow tree in the Burial Ground as agreed by the Land Management Committee and the funding transfer from Grave digging budget line.

The Clerk read out the quotes and explained the rational behind the Land Management Committee's choice. It was proposed to accept the recommendation.

Proposed by SS seconded by WS agreed by all

8. Environment

- a) To receive update regarding local current Environmental initiatives.
Cllr Rachel Carter gave an update on some exciting nature recovery projects coming soon

b) To agree to organise environmental activities in the area
Cllr Rachel Carter gave an update regarding some environmental activities which she hopes to organise over the easter holidays including Bee and reptile walks.

c) To discuss and agree a way forward to tackle speeding in the local area
A discussion regarding recent speeding issues in the village took place and the Clerk was asked to speak to Cllr James regarding the data produced by the Speed detection devices.

Cllr Cook left the meeting at 8.20pm

d) To receive Newsletter update
The Clerk was asked to send a reminder of the various articles' members had agreed to complete

e) To receive update on Community Garden
Cllr Rachel Carter reported on the volunteer sessions which had been taking place and the various tasks still needing to be completed for instance moving the boat which would need a few people to move.

f) To agree a preferred supplier list of Carpenters to do various small jobs in the Garden
The Clerk read out the hourly estimates she had received and explained that all the contractors were local to the area and all except C were sole traders which their rates were lower.

A - £60 for the first hour the £20 per hour there after

B - £25 per hour or £200 per day

C - £45 per hour

D - £20 per hour

It was agreed to add all, to the list, engaging the cheapest available for each job as it arises.

Proposed by REC seconded by SS agreed by all

g) To receive update on Youth activities.
Cllr Carter updated members on the meeting with MAD and the sessions they had planned which also involved the Community Garden project.

h) To receive update regarding the running of the Pennard Wellness walk and agree action
Cllr Jones explained that Swansea Councils accessibility group were looking at how they could support this.

i) To agree new members to the Accessibility working group and to agree meeting date and time.
The call for members once again went out with no response, it was suggested that we advertise through social media and bring back to a future meeting

9. Hall

a) To receive update on Hall repairs and maintenance due this month.
Nothing to report.

10. Correspondence

The Clerk read out an email received from Mumbles Community Council regarding health screening in young people she explained that she had spoken to Mumbles and advised that an agenda item would be raised at the April meeting. She also had an email From Horton Village hall wanting to use the hall to raise funds later in the year.

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 MP seconded by WW agreed by all

11. Employment

- a) To discuss and agree the new model Employment Contract documents as recommended by the Finance Employment and Policy Committee and following consultation with employees.

The contracts were briefly discussed all employees had seen copies and were happy with them, Cllr Parkinson reported on the work done by the Finance Employment and Policy committee and their recommendation to agree these was accepted.

Proposed by REC seconded by CJ agreed by all

Meeting closed at 8.55pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/02/25 and 28/02/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account £47,753.51

Short Term Investment Accounts

No 4 Account £138,694.43
 Pavillion Account £43,627.52
 PEFTA A/C prev Green Path £3,733.90
 Total £233,809.36

Balances at start of period

Ordinary Accounts

Current Account £65,410.04

Short Term Investment Accounts

No 4 Account £168,157.73
 Pavillion Account £25,547.55
 PEFTA A/C prev Green Path £1,346.91
 Total £260,462.23

RECEIPTS	Net	Vat	Gross
Administration	£7,212.75	£0.00	£7,212.75
FIELD	£2,680.00	£0.00	£2,680.00
Hall	£1,736.00	£0.00	£1,736.00
Total Receipts	<u>£11,628.75</u>	<u>£0.00</u>	<u>£11,628.75</u>

PAYMENTS	Net	Vat	Gross
Administration	£4,743.77	£9.95	£4,753.72
Burial	-£26.20	£73.27	£47.07
FIELD	£1,073.40	£194.68	£1,268.08
Hall	£1,225.57	£226.91	£1,452.48
Environment	£8,675.05	£553.87	£7,228.92
Youth	£740.00	£0.00	£740.00
Total Payments	<u>£14,431.59</u>	<u>£1,058.88</u>	<u>£15,490.27</u>

Closing Balances

Ordinary Accounts

Current Account £58,263.92
£58,263.92

Short Term Investment Accounts

No 4 Account £168,305.16
 Pavillion Account £28,069.95
 PEFTA A/C prev Green Path £1,961.68
£198,336.79
 Total £256,600.71

Pennard Community Council												
Monthly Payments	Feb-25										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity Pavillion	20.69									20.69	DD	Local Govt Act 1972 S111
Dwr Cymru	45.50		96.00							141.50	DD	Local Govt Act 1972 S111
Octopus Gas			395.57							395.57	DD	Local Govt Act 1972 S111
Swansea CC - Rates										0.00	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 Cemtries Order 1977 S.214(6)
Plaque engraving										0.00	i/n	Local Authorities Cemtries Order 1977 S.214(6)
Ground Maintenance	760.21	363.87	71.75							1195.83	i/n	Local Govt Act 1972 S111
Street Light in BG Car Park (SSE)		9.93								9.93	DD	Highways Act 190 S301
Memorial Stone repair payment		-400.00								-400.00	i/n	Local Authorities Cemtries Order 1977
Cleaning	208.00		352							560.00	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges	39.00									39.00	DD	Local Govt Act 1972 S111
Professional services										0.00	i/n	Local Govt Act 1972 S111
Cleaning Material										0.00	i/n	Local Govt (Misc Provisions) Act 1976 s19
Octopus Electricity for Hall			259.97							259.97	DD	Local Govt Act 1972 S111
Internet for Hall			55.28							55.28	DD	Local Govt & Elections (Wales) Act 2021 s47
Subscription										0.00	DC	Local Govt Act 1972 S111
Land Rent										0.00	DC	Local Govt Act 1972 S111
Repairs and maintenance										0.00	i/n	Local Govt Act 1972 S111
Memorial Repairs										550.00	i/n	Local Authorities Cemtries Order 1977
Waste Collection Hall										0.00	i/n	Local Govt Act 1972 S111
Cleaning Contribution			-5.00							-5.00	i/n	Local Govt Act 1972 S111
Window Cleaning										0.00	i/n	Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							10.92			10.92	DD	Local Govt Act 1972 S112
Vodafone						29.07				29.07	DD	Local Govt Act 1972 S111
Voxi										0.00	DD	Local Govt Act 1972 S111
HMRC						1012.01				1012.01	Payroll	Local Govt Act 1972 S112
Employee costs						3549.49				3549.49	Payroll	Local Govt Act 1972 S112
Home Working Allowance and Exp						26.7				26.70	Payroll	Local Govt Act 1972 S112
Payrol back up						2.73				2.73	DD	Local Govt Act 1972 S112
Zoom						15.59				15.59	DD	Local Govt & Elections (Wales) Act 2021 s47
Ieberra										0.00	DC	Local Govt Act 1972 S111
Training										0.00	i/n	Local Govt Act 1972 S112
Newsletter										0.00	i/n	Local Govt Act 1972 S111
Leaflet Printing				84.86						84.86	DC	Local Govt Act 1972 S112
Venues 4 Hire						30.00				30.00	DC	Local Govt Act 1972 S112
Youth Sessions					3790					3790.00	i/n	Local Govt Act 1972 S112
Adobe						16.64				16.64	DD	Local Govt Act 1972 S112
PEFTA									369.29	369.29	DC	Local Govt & Elections (Wales) Act 2021 s24
Website										0.00	DC	Local Govt Act 1972 S111
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Community Garden Project				2830.19		390.00				3220.19	i/n	Local Govt Act 1972 S111
TOTAL	1073.40	-26.20	1225.57	2915.05	3790.00	5073.56	10.92	0.00	369.29	14981.59		

Pennard Community Council												
Monthly Receipts	Feb-25											
Detail		PF		BG		CH		Admin		Enviroment		TOTAL
		Invoiced	Rec'd	Invoiced	Rec'd	Invoiced	Rec'd	Expected	Rec'd	Expected	Rec'd	
Precept												0
Rent								1000	1000			1000.00
Insurance Contribution								20.85	20.85			20.85
Water Contribution						233.58	60					60.00
Grants		2500	2500					6020.61	6020.61			8520.61
Interest									171.29			171.29
Wayleaves												0.00
VAT												0.00
PEFTA Donations												
Regular bookings						1604.01	1529.5					1529.50
Casual bookings						205	146.5					146.50
Cancellations with 72 hrs + notice	0											
write offs due to heating	0											
Market (not invoiced until fee agreed)												0.00
Pitch Hire		365	180.00									180.00
cancellations due to weather	4											
Burials		50										0.00
TOTAL			2680.00		0.00		1736.00		7212.75		0.00	11628.75