

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 11th July 2023 AT 7.09PM**

Prior to the meeting opening the Clerk asked Cllr Sheriff to alter the OWL settings so the whole room could be more visible, he explained he was not sure where to look and it was time to start the meeting despite explanation from both the Clerk and Chair, he still did not attempt to change the settings suggesting the Clerk or Chair come to the hall to make the alterations.

The Clerk asked the members of the Public to introduce themselves as they could only be seen by Councillors in the room, they refused.

There were multiple calls from the room for the members online to attend the hall in person. Cllr. Susan Rodaway explained there was no requirement for the members or staff joining remotely to attend in person as legislation is in place in Wales to allow for multi-location meetings. She further explained this increased attendance at meetings significantly as some members work full time, others have family or caring commitments and others may have disabilities.

Present Online: Cllr Susan Rodaway SER (Chair), Cllr Darran Hickery DH, Cllr Cari Jones CJ, Cllr Elsbeth Rodaway ER, Community & Grants Officer, Clerk.

Present in the Hall: Cllr Lynda James LJ, Cllr Ralph Cook RC, Cllr Will Smith WS, Cllr Steve Sheriff SS, Cllr Leanne Richards LR, Cllr Karen Penny KP Cllr Christos Georgakis CG, 7 Members of the Public.

Apologies for absence, Cllr Rachel Carter due to Family commitments.

Absent: Cllr Keith Atkins

Apologies for lateness: Cllr Cari Jones

Declarations of interest: Cllr Smith declared an interest in point 10 and 11, Cllr E Rodaway declared an interest at point 5a.

All votes will be named votes

Questions from the Public relating to items on this agenda (limited to 10 minutes)

A member of the public present raised a couple of points relating to the minutes of the last full council meeting that she disagreed with and pointed out that the venue of the hybrid meeting was missing from the agenda. She also raised concerns regarding the remote members maintaining confidentiality whilst online and raised concerns regarding point 12 saying the Council should look at overheads carefully and perhaps staff should work more smartly so not to build up overtime hours.

The Chair remarked that these were more statements rather than questions agreeing that the amendments would be made subject to Council approval. She also gave assurance that the Council took stewardship very seriously and review working practices regularly and that employees should not be expected to work for free.

There were no other questions.

Swansea Council Report from Cllr Lynda James

a) Questions from Councillors (Limited to 10 Minutes)

Cllr James gave her report. She had raised the subject of the raised crossing platform via her newsletter and consulted the residents who live opposite and had received a very mixed response. She had also received information from highways regarding the wear and tear these can cause to the road either side, so remained undecided.

Extra collections had been put in place for new street bins, extra bins have been given to businesses as well as an extra bin on Pennard Rd
The NEETS team had informed Lynda that they had some planters which had been built during lockdown for the community garden.
The feedback from the carnival had been good, apart from one incident everything had been well received.

Cllr Rodaway suggested she put the crossing pillow idea onto the Vocaleyeyes platform to reach a wider audience for a more comprehensive view or to hold a public meeting. Cllr James agreed to input an entry onto the platform.

1) 2023/81 To receive and sign the minutes of the Full Council Meeting held on 13th June 2023

previously circulated

Accuracy and approval

A discussion ensued regarding amendments.

Deferred to the next meeting whilst amendments were made.

2) 2023/82 To receive and sign the minutes of the Planning Committee held on the 26th June 2023 previously circulated

Accuracy and approval

Proposed by ER seconded by DH agreed by RC, LR with 5 abstentions WS, CG, KP, SS, LJ.

3) 2023/83 To receive and sign the minutes of the Finance Employment and Policy Meeting held on the on the 28th June 2023 previously circulated

Accuracy and approval

Proposed by ER seconded by RC agreed by all with 3 abstentions WS, SS, KP.

Cllr Jones joined the meeting at 7.39pm

4) 2023/84 Finance and Employment

a) To approve payments for Jul 2023

After a short discussion the payments were proposed.

Proposed by DH seconded by SS agreed by all

b) To give plenary powers to Committee Chairs to approve August payments for ratification at the Sept Meeting

As there was not a meeting in August this was agreed

Proposed by LR seconded by SS agreed by all

c) To note closing balances Jun 2023

Noted

d) PEFTA update including report from Charity Meeting

The Clerk gave an update regarding to the PEFTA scheme and the recent meeting of the Charity she had attended.

e) To discuss and agree appointment of the Ground Maintenance Contractor as recommended by the Finance Employment and Policy Committee.

The Clerk read out the quotes

Company A - £16765 for yr 1 £16765 yr 2 = £33530

Company B - £14000 for yr 1 £14350 Yr 2 = £28350

Company C - £18000 for yr 1 £18000 yr 2 = £36000

The recommendation of Company B made by the Finance Employment and Policy Committee was agreed, the Clerk revealed this to be James Porter Landscaping and Groundworks Ltd

Proposed by SS seconded by LJ agreed by all

f) To agree the Hall Remodelling Tender document ready for publishing as recommended by the Finance Employment and Policy Committee.

A heated discussion ensued, where Cllr James reminded Councillors that they were responsible to the public for spending their monies wisely.

Proposed by DH seconded by ER agreed by SER, CJ, DH, ER against SS, LJ, RC, WS, KP. Abstained CG, LR.

The motion fell.

g) To agree to the timings for the Hall refurbishment tender as recommended by the Finance Employment and Policy Committee.

This was adjourned due to the previous motion falling.

5) 2023/85 Admin

a) Community Lunch Update.

The Clerk updated the meeting with the current numbers and asked for volunteers to help set up the hall and manage the event as well as distributing the newsletters which contained the advert for the lunch.

b) To note statement in the newsletter regarding Hall refurbishment matter.

This was adjourned as no statement had been written

6) 2023/86 Land Management

a) Update on Field matters including playpark

The Clerk reported a problem with one of the swings which was in hand.

b) To note playground inspection taking place w/c 17th July

Noted

c) To note burial ground inspection taking place w/c 24th July

Noted

d) To agree to extend the Pavilion Cleaning Contract to 31 March 2024 as recommended by the Finance Employment and Policy Committee

The Clerk gave a brief update on the background to this, this was briefly discussed and the recommendation from the Finance Employment and Policy Committee was agreed.

Proposed by SS seconded by LJ agreed all

7) 2023/87 Environment

a) Update on Environment matters including date of next meeting

The next meeting is planned for the 19th July

b) To receive feedback from the recent Climate and Biodiversity Working Group meeting

The members who had attended the working group meeting gave some feedback and information from the meeting with West Cross and Mumbles Councillors.

c) To discuss and consider the final draft of the community engagement survey on Bee friendly status/Glyphosate spraying.

The Clerk showed the members an example of the survey for approval.

Proposed by SS seconded by LJ agreed by all with 1 abstention CJ

d) To agree to display 'It's for them' signage at no-mow areas of the playing fields.

The Clerk showed the meeting an example of the signage as suggested by the Environment Chair.

Proposed by SS seconded by KP agreed by all with 1 abstention RC

e) To receive an update regarding youth provision.

No update available

8) 2023/88 Hall

a) Update on Hall Matters including date of next meeting

Cllr James said she should send round some suggested dates. Cllr James and Sheriff had conducted the hall alarm tests and monthly inspection and had given a list of matters to the Clerk.

The Clerk explained that the Fire Panel inspection/service was booked for the 17th July. She raised a concern regarding the hole in the plaster board wall in the store room and if that would raise concerns during the inspection.

Cllr Rodaway asked who had made the hole, Cllr Smith admitted to doing this to inspect the wall of the store room for the placement of the door. Cllr Rodaway asked who had given permission to do this as she was unaware of any authorisation being given by Council as a whole to do so. Cllr. Smith verified he had not been authorised by anyone and had taken it upon himself to do so. Councillor Susan Rodaway explained that his actions were a breach of Council Standing Orders.

9) 2023/89 Correspondence

13 emails had been received in response to Cllr James news letter which had been passed round previously.

The Clerk read out the names of all the people who had written in, a discussion then took place.

Cllr Rodaway said she had asked the Clerk to put together a statement to which would be agreed to the council and sent out in due course.

Cllr Smith Left the meeting room at 8.55pm

An email from Squiggles nursery had been received requesting permission to change the kitchen units, permission was required to enable them to access grant funding. The Clerk was asked to investigate further and if it was in line with the lease then to give them permission, if not, the Chair will call an extraordinary meeting.

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.

The Members of the Public left the room at 9.03pm along with Cllr Penny

Proposed by SER seconded by DH agreed by all with 1 abstention KP who had left the room.

Cllr Penny came back into the room at 9.04 pm

10) 2023/90 To receive note the report regarding the rental valuation of Squiggles Nursery in preparation for the new lease agreement.

The report was discussed and accepted.

Proposed by LJ seconded by RC agreed by all

11) 2023/91 To agree next step in lease preparation for Squiggles

The Clerk was asked to obtain 3 quotes to draw up the lease.

Proposed by LJ second by CG agreed by all

Cllr Georgakis left the meeting at 9.24pm

Cllr Smith came back to the room at 9.24pm

12) 2023/92 To agree payment of employee's additional worked hours as recommended by the Finance Employment and Policy Committee

It was agreed to accept the Finance Employment and Policy Committee's recommendation.

Proposed by RC seconded by ER agreed by all with 2 abstentions SS and WS

Meeting closed at 9.32pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/06/23 and 30/06/23 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

Green Path £3,536.82

No 4 Account £137,233.08

Pavillion Account £39,631.78

Total £226,246.43

Balances at start of period

Ordinary Accounts

Current Account £54,052.08

Short Term Investment Accounts

Green Path £3,541.07

No 4 Account £137,398.00

Pavillion Account £39,679.40

Total £234,670.53

RECEIPTS	Net	Vat	Gross
Administration	£3,535.91	£0.00	£3,535.91
Burial	£4,970.00	£0.00	£4,970.00
FIELD	£690.00	£0.00	£690.00
Hall	£941.00	£0.00	£941.00
Total Receipts	<u>£10,136.91</u>	<u>£0.00</u>	<u>£10,136.91</u>

PAYMENTS	Net	Vat	Gross
Administration	£5,495.26	£14.75	£5,510.01
Burial	£1,536.60	£84.83	£1,621.43
FIELD	-£127.95	-£63.67	-£191.62
Hall	£1,078.71	£111.56	£1,190.27
Total Payments	<u>£7,982.62</u>	<u>£147.47</u>	<u>£8,130.09</u>

Closing Balances

Ordinary Accounts

Current Account £53,443.82

£53,443.82

Short Term Investment Accounts

Green Path £2,500.00

No 4 Account £137,485.52

Pavillion Account £43,248.01

Total £183,233.53

Total £236,677.35

Pennard Community Council												
Monthly Payments	Jun-23										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity Pavillion	15.78									15.78	DD	Local Govt Act 1972 S111
Dwr Cymru	42.50		126.50							169.00	DD	Local Govt Act 1972 S111
Good Energy (Hall Gas)										0.00	DD	Local Govt Act 1972 S111
Swansea CC - Rates			54.00							54.00	DD	Local Govt Act 1972 S111
ground rent										0.00	i/n	Local Govt Act 1972 S111
Grave Digging		1100								1100.00	i/n	Local Authorities Cemeteries Order 1977 S.214(6)
Plaque engraving		7.5								7.50	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)		6.60								6.60	DD	Highways Act 190 S301
Cleaning	285.00		420							705.00	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges	83.20		168.00							251.20	DD	Local Govt Act 1972 S111
Paint for fence	52.91									52.91	DC	Local Govt (Misc Provisions) Act 1976 s19
Play equipment replacement and fitting refund	-2464.00									-2464.00	DC	Local Govt (Misc Provisions) Act 1976 s19
Furniture fitting and groundworks	955.00									955.00	i/n	Local Govt (Misc Provisions) Act 1976 s19
Subscriptions										0.00	i/n	Local Govt Act 1972 S111
Octopus Electricity for Hall			69.85							69.85	DD	Local Govt Act 1972 S111
Internet for Hall			34.24							34.24	DD	Local Govt & Elections (Wales) Act 2021 s47
cleaning contribution			-30.00							-30.00	i/n	
Cleaning Supplies for Hall										0.00	i/n	Local Government Act 1972, s.133
Drain clearance			150.00							150.00	i/n	Local Government Act 1972, s.133
Electrical inspection and repairs										0.00	i/n	Local Government Act 1972, s.133
Lloyds Bank (Monthly Service Charge)							7.00			7.00	DD	Local Govt Act 1972 S112
Vodafone						39.96				39.96	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						873.77				873.77	Payroll	Local Govt Act 1972 S112
Employee costs						3055.27				3055.27	Payroll	Local Govt Act 1972 S112
Home Working Allowance						26.7				26.70	Payroll	Local Govt Act 1972 S112
Key Frame security										0.00	i/n	Local Govt (Democracy) (Wales) Act 2013 s55
Payrol renewal										0.00	i/n	Local Govt Act 1972 S111
Training										0.00	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						165.36				165.36	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
Ieberra						3.99				3.99	DC	Local Govt Act 1972 S111
Printing						42.90				42.90		Local Govt Act 1972 S111
PEFTA									877	877.00	DC	Local Govt & Elections (Wales) Act 2021 s24
Warm Hubs										0.00	DC	Local Govt & Elections (Wales) Act 2021 s24
Internal Audit						300.00				300.00		Local Govt Act 1972 S111
ICO						35.00				35.00		Local Govt Act 1972 S111
Postage						8.90				8.90	DC	Local Govt Act 1972 S112
Stationery						9.98				9.98	DC	Local Govt Act 1972 S112
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
TOTAL	-127.95	1536.60	1078.71	0.00	0.00	4611.26	7.00	0.00	877.00	7982.62		