

**FINAL MINUTES OF THE MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 11<sup>th</sup> June 2024 AT 7.03PM**

**Present:** Cllr Susan Rodaway SER (Chair), Cllr Keith Atkins KA, Cllr Lynda James LJ, Cllr Steve Sheriff SS, Cllr Rachel Carter REC, Cllr Mark Parkinson MP, Cllr Elsbeth Rodaway ER, Cllr Cari Jones CJ, Cllr Ralph Cook RC, Community Council Candidate, Clerk.

**Apologies for absence:** Cllr Christos Georgakis due to illness, Cllr Leanne Richards due to personal commitments. Cllr E Rodaway gave apologies that she would need to leave early.

**Declarations of interest:** Cllr Rachal Carter declared an interest at point 6a.

**All votes will be named votes**

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

**None**

**SER proposed that item 6a be moved to the beginning of the agenda.**

**Seconded by KA agreed by all**

- 6 (a)** To consider co-option of new community councillor for Kittle.

Cia Carter had met Council member prior to the meeting and had answered their questions.

**MP proposed that Cai be accepted as a Community Councillor for Kittle this was seconded by SS agreed by all with 1 abstention REC**

**Cai was welcomed to the Community Council.**

**Cllr E Rodaway left the meeting at 7.07pm**

**Swansea Council Report from Cllr Lynda James**

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

Cllr James report included matters about the LAC absence, the refreshing of the bus shelter painting at the top of Linkside and a Green Path update. There was also a discussion regarding the status of the cushion crossing which had been suggested last year and agreed that if funding became available a public consultation would be arranged.

- 1) 2024/55 To receive and sign the minutes of the Annual Meeting held on 7<sup>th</sup> May 2024**

**previously circulated**

Accuracy and approval

CJ asked that the minutes were amended to

Swansea Town Council Forum

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

Amendment proposed by CJ seconded by MP agreed by all

**Amended minutes proposed by RC seconded by LJ agreed by all**

- 2) 2024/56 To receive and sign the minutes of the Full Council Meeting held on 13<sup>th</sup> May 2024**

**previously circulated**

Accuracy and approval

LJ proposed an amendment to note that although the new bus was damaged the community bus service continued. Seconded by SS agreed by all

**Amended minutes proposed by LJ seconded by MP agreed by all with 1 abstention SS**

**3) 2024/57 To receive and sign the minutes of the Environment Meeting held on the on the 21st May 2024 previously circulated**

Accuracy and approval

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

**4) 2024/58 To receive and sign the minutes of the Planning Meeting held on the on the 30<sup>th</sup> May 2024 previously circulated**

Accuracy and approval

**Proposed by RC seconded by CJ agreed by all with 1 abstention SS**

**5) 2024/59 To receive and sign the minutes of the Finance Employment and Policy Meeting held on the on the 4<sup>th</sup> June 2024 previously circulated**

Accuracy and approval

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

**6) 2024/60 Admin**

a) To consider co-option of new community councillor for Kittle.

**Move to beginning of the meeting.**

b) To accept notice of change to Standing Orders

**Notice accepted**

c) To accept notice of change to Financial Regulations

**Notice accepted**

d) To note change of date for the January Full Council meeting

The January meeting was changed to the 14<sup>th</sup> of Jan

**Proposed by SER seconded by KA**

**Votes for REC MP CJ**

**Votes against SS**

**Abstain LJ**

**Motion carried.**

e) To discuss and consider changing the format of the Councillors Web page to contain phone numbers.

This was discussed and the pitfalls of having personal details on the website were pointed out.

**SS proposed that Councillor could request their personal phone numbers appear on the website.**

**Seconded by LJ**

**Votes for MP RC**

**Votes against SER CJ REC**

**Abstained KA**

**Motion carried**

f) To note application for standards committee vacancy

It was noted that Cllr Mark Parkinson intended applying.

**Noted**

g) To receive update regarding Hybrid equipment

The Clerk gave an update regarding the search for equipment and the sorts of costs involved.

h) To receive update from the Finance and Governance Toolkit training session

An update on a very interesting and informative training session was given by the Clark and Chair who had recently attended it.

i) To receive requests to attend the Innovation Practice Conference on the 3<sup>rd</sup> July  
MP and ER requested to attend.

j) To receive an update regarding the line painting of the hall and burial ground car parks and to agree a contractor to complete the tasks.

Company A £1200

Company B £ 3000

Company C £1500

Company A was proposed by SS seconded by KA on the understanding that they could provide the necessary Insurance references and Health and Safety information. If not, company C would be given the task.

## **7) 2024/61 Finance and Employment**

a) To approve payments for June 2024

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

b) To note closing balances May 2024

**Noted**

c) To accept the Internal Auditors report as recommended by the Finance Employment and Policy Committee

The report was briefly discussed having been previously distributed.

**Proposed by MP seconded by REC agreed by all**

d) To review and agree the AGAR 2023-24 as recommended by the Finance Employment and Policy Committee

The figures and reports previously sent round were presented and discussed

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

**Cai Carter left the meeting at 8.25pm**

e) To agree the Annual Governance Statement ready for signature by the RFO and Chair.  
Each point was looked at and filled in.

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

f) To note completion of Audit Notice for posting and display

**Noted**

g) To agree 5 year contract with Edge IT for our finance package.

This was briefly discussed, the prices had not changed since the information had been sought for budgeting purposes.

**Proposed by SER seconded by MP agreed by all**

h) To agree the format and use of pre-qualification for suppliers as recommended by the Finance Employment and Policy Committee

It was proposed this be taken back to the Finance Committee for further discussion.

**Proposed by SER seconded by MP agreed by all with 1 abstention SS**

i) To accept the implementation of the New Model Contract of Employment as recommended by the Finance Employment and Policy Committee with amendment.

It was proposed this be taken back to the Finance Committee for further discussion.

**Proposed by SER seconded by MP agreed by all**

j) To note Grant applications made or in production this month.

The Clerk reported that grant applications were in preparation for applying for COAST funding for Swansea MAD (£3790) sessions for the young members of the Community during the summer break. A further Swansea CYP grant (£4434) had been applied for, to provide holiday sessions for the younger

people though out the year, the Grants officer had reported that they have come back asking for a further statement of need, which was being dealt with.

### **8) 2024/62 Land Management**

#### **a) Update on Land Management matters**

The Clerk reported she was continuing to chase the electricity supplier for a bill for the pavilion which they had not been able to produce due to problems with their system. She had also had a meeting with Swansea Waste management to discuss the field bins and the contract to empty these fortnightly. Cllr Atkins reminded members that the reserves for the Burial Ground expansion would need to be looked at as mentioned in the internal auditor's report.

#### **b) To receive update on Community Hub Project.**

The Clerk explained that the consultation had started and that posters had been distributed around the ward. The Down to Earth team would have a presence at the Market and Carnival as well as holding a drop-in session at the hall.

### **9) 2024/63 Environment**

#### **a) Update on Environment matters**

The Clerk had attended the Biodiversity resources webinar and reported that she had found it very informative and the guidance very clear and useful, the training session were also going to be of great benefit.

#### **b) To receive update on Community Garden**

Update regarding funding was given by the Clerk, we were still waiting to hear from the Heritage Fund that the project could start.

#### **c) To agree to write to Welsh Govt asking for the legal requirement for a habitat plans to be extended to major land owners on an AONB**

**Proposed by REC seconded by CJ agreed by all**

#### **d) To note Youth Engagement Report and to discuss and agree the way forward.**

The report and sessions were discussed. The amount of young people who had attended was much greater than previous sessions which was a positive step. It was suggested that we wait until the result of the Coast bid before we agree a way forward but Cllr Parkinson thought it would be good to use the summer sessions to find out what the young people want going forward. Cllr S Rodaway agreed that we should strike while the interest was there, after further discussion it was agreed that plenary powers be given to Clerk and Chair of Council to go ahead with the 12 summer sessions should grant funding not be successful.

**Proposed by MP seconded by CJ agreed by all**

### **10) 2024/64 Hall**

#### **a) Update on Hall Matters**

**Update given regarding rear door**

#### **b) To receive report from Hall Users Meeting and note any actions requested**

Cllr James gave an update there were only a few issues which had been raised and were being dealt with by the Clerk.

### **11) 2024/65 Planning**

#### **a) To agree LDP2 consultation response as proposed by the Planning Committee**

The proposed response which had been sent round, was discussed and agreed with no further comments made.

**Proposed by REC seconded by RC agreed by all**

### **12) 2024/66 Correspondence**

the recent email conversations with to Cllr Smith was read out.

Pennard Community Council had received an invite to work with the Environment Centre with their Big Climate Leap initiative.

Prime Events had requested to rent the field for a family event in Aug

A request for the Community Council to organise a regular table top sale

News that the Planning officer has agreed to come to a planning meeting

**Meeting closed at 9.31pm**

# Financial Summary - Cashbook

Summary of receipts and payments between 01/05/24 and 31/05/24 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 £138,894.43

Pavillion Account £43,827.52

PEFTA A/C prev Green Path £3,733.90

Total £233,809.36

Balances at start of period

## Ordinary Accounts

Current Account £86,253.44

## Short Term Investment Accounts

No 4 Account £138,837.68

Pavillion Account £43,872.58

PEFTA A/C prev Green Path £3,255.68

Total £252,019.36

RECEIPTS	Net	Vat	Gross
Administration	£8,994.88	£0.00	£8,994.88
Burial	£1,441.00	£0.00	£1,441.00
Hall	£1,952.25	£0.00	£1,952.25
Total Receipts	<u>£10,388.13</u>	<u>£0.00</u>	<u>£10,388.13</u>

PAYMENTS	Net	Vat	Gross
Administration	£5,006.98	£24.87	£5,031.85
Burial	£393.32	£78.66	£471.98
FIELD	£1,091.85	£190.93	£1,282.78
Hall	£3,560.17	£591.28	£4,151.45
Total Payments	<u>£10,052.32</u>	<u>£885.74</u>	<u>£10,938.06</u>

Closing Balances

## Ordinary Accounts

Current Account £85,504.70  
£85,504.70

## Short Term Investment Accounts

No 4 Account £138,986.03

Pavillion Account £43,719.24

PEFTA A/C prev Green Path £3,259.46

Total £185,964.73

Total £251,489.43

Pennard Community Council													
Monthly Payments	May-24											CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card		
Octopus Electricity Pavillion										0.00	DD	Local Govt Act 1972 S111	
Dwr Cymru	50.50		93.50							144.00	DD	Local Govt Act 1972 S111	
Octopus Gas			305.98							305.98	DD	Local Govt Act 1972 S111	
Swansea CC - Rates			145.14							145.14	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	741.67	355	70							1166.67	i/n	Local Govt Act 1972 S111	
Street Light in BG Car Park (SSE)										0.00	DD	Highways Act 190 S301	
Memorial Stone Risk Assessment equipt										0.00	i/n	Local Authorities Cemtries Order 1977	
Cleaning	208.00		416							624.00	i/n	Local Govt Act 1972 S111	
Swansea CC - Waste disposal charges										0.00	DD	Local Govt Act 1972 S111	
Cleaning Material										0.00	i/n	Local Govt (Misc Provisions) Act 1976 s19	
Octopus Electricity for Hall			200.97							200.97	DD	Local Govt Act 1972 S111	
Internet for Hall			47.78							47.78	DD	Local Govt & Elections (Wales) Act 2021 s47	
Subscription										0.00	DC	Local Govt Act 1972 S111	
Paint										0.00	DC	Local Govt Act 1972 S111	
Repairs and maintenance	91.68	38.32	200.80							330.80	i/n	Local Govt Act 1972 S111	
Storeroom refurb			2095.00							2095.00		Local Govt Act 1972 S111	
Waste Collection Hall										0.00	i/n	Local Govt Act 1972 S111	
Cleaning Contribution			-15.00							-15.00	i/n	Local Govt Act 1972 S111	
Window Cleaning										0.00	i/n	Local Govt Act 1972 S111	
Lloyds Bank (Monthly Service Charge)							15.70			15.70	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						944.96				944.96	Payroll	Local Govt Act 1972 S112	
Employee costs						3364.58				3364.58	Payroll	Local Govt Act 1972 S112	
Home Working Allowance and Exp						26.7				26.70	Payroll	Local Govt Act 1972 S112	
Smart Pension						175.76				175.76	Payroll	Local Govt Act 1972 S112	
Smart Pension Admin Fee						22.00				22.00	DD	Local Govt Act 1972 S112	
Payrol back up						2.73				2.73	DD	Local Govt Act 1972 S112	
Councillor Allowances										0.00		Local Govt Act 1972 S111	
Zoom						15.59				15.59	DD	Local Govt & Elections (Wales) Act 2021 s47	
Web hosting										0.00	DC	Local Govt (Democracy) (Wales) Act 2013 s55	
Ieberra						3.32				3.32	DC	Local Govt Act 1972 S111	
Training										0.00	i/n	Local Govt Act 1972 S112	
Annual Fee (payrol)										0.00	i/n	Local Govt Act 1972 S111	
Stationery						13.32				13.32	DC	Local Govt Act 1972 S112	
Flowers and card						30.40				30.40	DC	Local Govt Act 1972 S112	
Adobe						16.64				16.64	DD	Local Govt Act 1972 S112	
PEFTA									306.06	306.06	DC	Local Govt & Elections (Wales) Act 2021 s24	
Professional services						17.94				17.94	DC	Local Govt Act 1972 S111	
Google Storage						1.32				1.32	DD	Local Govt Act 1972 S142	
<b>TOTAL</b>	<b>1091.85</b>	<b>393.32</b>	<b>3560.17</b>	<b>0.00</b>	<b>0.00</b>	<b>4685.22</b>	<b>15.70</b>	<b>0.00</b>	<b>306.06</b>	<b>10052.32</b>			

<b>Pennard Community Council</b>												
<b>Monthly Receipts</b>	<b>May-24</b>											
<b>Detail</b>	<b>PF</b>		<b>BG</b>		<b>CH</b>		<b>Admin</b>		<b>Enviroment</b>		<b>TOTAL</b>	
	<b>Invoiced</b>	<b>Rec'd</b>	<b>Expected</b>	<b>Rec'd</b>	<b>Invoiced</b>	<b>Rec'd</b>	<b>Expected</b>	<b>Rec'd</b>	<b>Expected</b>	<b>Rec'd</b>		
<b>Precept</b>											<b>0</b>	
<b>Rent</b>								1050	1050		<b>1050.00</b>	
<b>Insurance Contribution</b>								20.85	20.85		<b>20.85</b>	
<b>Water Contribution</b>					60	60					<b>60.00</b>	
<b>Grants</b>									2100		<b>2100.00</b>	
<b>Interest</b>									198.81		<b>198.81</b>	
<b>Wayleaves</b>									3625.22		<b>3625.22</b>	
<b>VAT</b>												
<b>Pennard Play</b>												
<b>Regular bookings (invoices Feb &amp; Mar)</b>						2487.75	1794.25				<b>1794.25</b>	
<b>Casual bookings (Invoices Feb &amp; Mar)</b>						228	98				<b>98.00</b>	
<b>Cancellations with 72 hrs + notice</b>	0											
<b>write offs due to heating</b>	0											
<b>Market (not invoiced until fee agreed)</b>											<b>0.00</b>	
<b>Pitch Hire</b>		585	0.00								<b>0.00</b>	
<b>cancellations due to weather</b>	0											
<b>Burials</b>			1441.00								<b>1441.00</b>	
<b>TOTAL</b>			<b>1441.00</b>	<b>0.00</b>		<b>1952.25</b>		<b>6994.88</b>		<b>0.00</b>	<b>10388.13</b>	