**LLANGYFELACH COMMUNITY COUNCIL.**

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**CYNGOR CYMUNED LLANGYFELACH.**

**MINUTES OF THE ANNUAL GENERAL MEETING**

**OF THE COUNCIL HELD ON THURSDAY 9 MAY 2019.**

**Present: -**

P. Gibson (New Chairperson). P. Baker.

P. R. Crayford. K. Roderick.

M. A. Glover. Mrs M. E. Boyter.

D. G. Sullivan.

**Minute No. 19/2019. – Election of Chairman & to receive the New Chairman’s**

**Declaration of Acceptance of the Office as Chairman.**

Councillor P. Gibson was elected unanimously as the Council’s Chairman for

the Council’s year of office, commencing 9 May 2019 & signed the Declaration

of Acceptance of the Office as Chairman of the Council.

**NOTED.**

**Minute No. 20/2019. – Vote of Thanks & Appreciation to last year’s Chairman.**

Councillor P. Gibson moved a Vote of Thanks & Appreciation, on behalf of the

Council to Councillor P. for his work for the benefit of residents of the Llangyfelach Ward

& for the Council’s appreciation for his diligence as the past year’s Chairman of the

Community Council.

**AGREED.**

**Minute No. 21/2019. – Election of Vice-Chairperson.**

Councillor M. A. Glover was elected unanimously as the Council’s Vice-Chairman for

the Council’s year of office, commencing 9 May 2019.

**AGREED.**

**Minute No. 22/2019. – Apologises for Absence.**

The Clerk reported that all of the elected Members were present.

N**OTED.**

**(36/2019).**

**Minute No. 23/2019. – Declaration of Interests from Members.**

The Clerk reported that there were no Declarations of Interests from Members.

**AGREED.**

**Minute No. 24/2019. - To consider the Minutes of the Council Meeting held on**

**18 April 2019.**

The Minutes of the Council Meeting held on 18 April 2019 were considered and

accepted as a true record.

**NOTED.**

**Minute No. 25/2019 – To consider Matters arising from the Council Meeting held**

**on 18 April 2019**

The Clerk referred to the Council’s Schedule of Payments to be Made (Page No.

46/2019) for the proposed payment to **St John Cymru-Wales** be deferred pending a

report from Councillor D. G. Sullivan. (Minute No. 12/2019 Item (C). refers).

The Clerk requested that this Item in the Schedule of Payments to be Made be noted

accordingly.

**AGREED.**

**Minute No. 26/2019. – To consider matters referred to this Council, from previous**

**Council Meetings or arising from previous Council Meetings.**

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 27/2019. – To receive questions from Members of the Public.**

The Clerk reported that no Members of the Public were present.

**NOTED.**

**Minute No. 28/2019. – To consider the Council’s Investment Strategy for 2019/2020.**

**RESOLVED** to approve the 2019/20 Investment Strategy & the Chairman be authorised to   
 sign the Strategy on behalf of the Council.

**Minute No. 29/2019. – To consider the 2019-2020 Community Council’s Risk Management Assessment Schedule.**

**RESOLVED** to approve the Schedule.

**(37/2019).**

**Minute No. 30/2019. – Appointment of Committees, the Appointment of Chairman &**

**Vice-Chairman of those Committees & to appoint Members to those Committees for**

**2019 – 2020.**

The Clerk drew to Members attention that the Chairman & Vice Chairman of the

Council were to be Members of all Committees and all Members of the Council can

attend **ALL Council Committee Meetings but ONLY the appointed Committee**

**Members can VOTE in the relevant Committee Meetings.**

**RESOLVED** that the undermentioned Members be appointed to the following Committees:-

**(A). Finance Committee (which comprises 6 Members).**

Councillors P. Gibson, M. A. Glover, P. Baker, D. G. Sullivan, P. R. Crayford &

Mrs M. E. Boyter.

Councillor P. R. Crayford was appointed the Chairman, of the Committee for the year

May 2019 to April 2020. The appointment of the Vice-Chairman of the Committee

was deferred to the first meeting of the Committee.

**(B). Highways & Footpaths Committee (which comprises 6 Members).**

Councillors P. Gibson, M. A. Glover, P. Baker, M. S. Tribe, Mrs M. E. Boyter &

D. G. Sullivan.

The appointment of the Chairman & Vice-Chairman of the Committee was deferred

to the first meeting of the Committee.

**(C).** **Planning, Development & Land Committee (which comprises 6 Members).**

Councillors P. Gibson, M. A. Glover, P. Baker, M. S. Tribe, Mrs M. E. Boyter &

P.R. Crayford.

Councillor P. Baker was appointed the Chairman of the Committee, for the year May

2019 to April 2020. The appointment of the Vice-Chairman of the Committee was

deferred to the first meeting of the Committee.

**(D). Race Relations Committee (which comprises 5 Members).**

Councillors P. Gibson, M. A. Glover, M. S. Tribe, Mrs M. E. Boyter &

P. R. Crayford.

The appointment of the Chairman & Vice-Chairman of the Committee was deferred

to the first meeting of the Committee.

**Minute No. 31/2019. – Appointment of Council’s Representatives to External Bodies.**

**(A). South Wales Police meetings with Representatives of Community Councils –**

**P. A. C. T. meetings.**

**RESOLVED** that Councillor M. E. Boyter represent the Community Council at all PACT

Meetings.

**(38/2019)**

**(B). City & County of Swansea Forum meetings with Community Councils.**

**RESOLVED** that Councillor P. R. Crayford represent the Community Council at these

meetings. In the absence of Councillor Crayford, the Clerk is authorised

to represent the Council.

(C). **One Voice Wales Meetings.**

**RESOLVED** that Councillor M. S. Tribe represent the Council at these meetings. In the

absence of Councillor Tribe, the Clerk is authorised to represent the Council.

**Minute No. 32/2019. – Consideration of Payment of Annual Subscriptions.**

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 33/2019. – Requirement to complete Page 3 of the Annual Return for the year ended 31 March 2019.**

The Clerk referred to Page 3 of the above Annual Return, a copy of which had been

forwarded to each Member for their consideration & completion at the June Council

meeting.

**RESOLVED** to refer this matter to the next Council meeting.

**Minute No. 34/2019. – Consideration of the Chairman’s Allowance for 2018-19.**

The Clerk referred to the fact that the Chairman normally paid for the Christmas confectionary to be distributed by Father Christmas at the annual Visit of Father Christmas to Llangyfelach. At the 2018 Visit of Father Christmas, the payment for the confectionary had been paid by the Council. In the circumstances Councillor Baker, the Chairman for the 2018-

2019 financial year had requested that the sum of £110.00. (the cost of the confectionary) be deducted from his Chairman’s Allowance for that year.

**RESOLVED** to pay the sum of £140.00. to Councillor P. Baker as his Chairman’s

Allowance for the year 2018-2019.

**Minute No. 35/2019. – Consideration of the Chairman’s Allowance for 2019-20.**

Councillor P. Gibson, the Chairman of the Council for 2019-2020 informed Members he

wished to refuse the payment of the sum of £250.00. for theChairman’s Allowance for

2019-2020.

**NOTED & AGREED**

**Minute No. 36/2019. – To consider any matter relating to the Llangyfelach Ward.**

**(39/2019)**

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 37/2019. – Correspondence from Came & Company regarding the renewal of the Council’s insurance policy - Quotations for Renewal of Council’s Insurance Policy.**

The Clerk reported on the details of 3 No. Quotations for the Renewal of the Council’s   
 Insurance Policy (from 1 June 2019 to 31 May 2020) received from Came & Company,   
 together with a core cover comparison chart & other relevant documents. (Copies of   
 which had been sent to every Member).

The Quotations were as follows:-

Insurance Company A…………………………………….£350.59.

Insurance Company B…………………………………….£877.32..

Insurance Company C…………………………………….£904.74.

The above sums are inclusive of insurance premium tax at the prevailing rate, to which

must be added Came & Company’s Administration fee of £50.00.

Came & Company having checked the three insurance providers & recommend that

the Council accept Quotation A from Inspire for the total Annual Premium of £350.59.

**RESOLVED:-**

**(i).**  to accept Quotation A above from Inspire via Axa for the sum of £350.59

plus Came & Company’s Administration fee of £50.00 totalling £400.59.

**(ii)**. pay Came & Co. (the Council’s Insurance brokers) the sum of £400.59.

(No VAT payable)

**Minute No. 38/2019. – Latest information from the Information Commissioners Office on Data Protection. (Copies were Emailed to Members).**

The Clerk recommended to Councilthat Members should read & implement ,if necessary,

all correspondence from the ICO

**NOTED**

**Minute No. 39/2019. – To consider any matters relating to Highways & Footpaths.**

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 40/2019. – To consider & approve/determine (if thought appropriate) all**

**(40/2019).**

**Correspondence received, including Invoices etc. & Requests for Payment (See for details, tonight’s Correspondence & separate Schedule of Payments Received,& Payments to be Made & Requests for Donations).**

The Clerk referred to the system of reporting Correspondence. A total of 26 Items of

Correspondence had been received as per the List of Correspondence with the Council’s

Agenda; of which 21 had been **NOTED.** Decisions resolved on the **List of** **Correspondence** are as follows and based on the

**No.** given in the List of Correspondenceenclosed with the Council‘s Summons and

Agenda.

**(A). Correspondence No. 2 . – Came & Company – Renewal of Council’s Insurance**

**Policy.**

The Clerk referred to the renewal of the Council’s Insurance policy, details of which

had been Emailed to each Member on 3 May 2019. In the letter from Came &

Company it requested that each Member read the attached documents.

**NOTED.**

**(B). ). Correspondence No. 3 . – Came & Company – Renewal of Council’s Insurance**

**Policy with “Inspire” Insurance Renewal Statement of Fact.**

The Clerk referred to the renewal of the Council’s above Insurance policy in (A)

above, which states that the Council’s Members are required to declare in writing to

the Clerk that each Member complies with the Statement of Fact 2019, in the Inspire

Insurance documents, in order that the Clerk can confirm to the Council’s insurers

that all the members do comply with this Statement of Fact.

**RESOLVED** to refer this matter to the next Council meeting, at which the Members can give

the Clerk the relevant confirmation in writing that the Member does comply

with the Inspire Statement of Fact 2019.

**(C). Correspondence No. 4. – Came & Company - Quotations for Renewal of   
 Council’s Insurance Policy.**

**RESOLVED** that the Council accept the Insurance Quotation from Inspire for the Council’s

insurance policy & pay Came & Company the sum of £400.59. (No VAT

applicable).

**(D). Correspondence No. 14. Councillors’ Allowance ( per Determination 40 of the**

**Independent Review Panel for Wales Final Report for 2019/20). – Members’s**

**entitlement to £150.**

The Clerk referred to Minute No. 224/2018. & requested that each Member notify

him in writing, (as per the Opt Out proforma provided by One Voice Wales & sent to

each Member for this meeting) whether they wished to be paid this allowance by the

next Council Meeting.

**(41/2019).**

**RESOLVED** that each Member confirm to the Clerk, in writing whether they wished to be   
 paid this allowance

**(E).** **Correspondence No. 21. - St. John Cymru-Wales,**

The Clerk referred to a Statement had been received from St. John Cymru-Wales,

requesting the payment of this outstanding amount of £96.00. (Incl £16.00 VAT)

**RESOLVED** as per the April Council meeting (Minute No.12/2019 (C). to await the report   
 on this matter from Councillor Sullivan.

**Minute No. 41/2019 – New Method of Reporting Correspondence received to the Council.,**

Members discussed the existing method of reporting Correspondence to Council, they

considered that as they as they were being sent copies of Correspondence, by Email,

before the relevant Council meeting, there was no point in repeating this information.

In future, they only wished to have a list of correspondence that was relevant for

discussion & on which they had to make a decision. If the new List of Correspondence

did not include a matter, which they considered should be discussed, the relevant Member

would notify the Clerk, the Friday before the Council meeting so that it can be added to

the List of Correspondence.

**RESOLVED** that all future Correspondence for Council is to be dealt with as detailed above.

**Minute No. 42/2019 – To consider matters, relating to Finance,**

**(1).** **Balances.**

The Clerk reported that as at today’s date, the Clerk had been verbally informed, by

the Bank that the Council’s Current Account stood at £15,768.22 and the Reserve

Account at £21,960.17.

**NOTED.**

**(2).** **Payments Received.**

**(A).** City & County ofSwansea (First part of Precept)……………………£8,000.00..

**(3).** **Payments to be Made.**

**(A).** Swan CD Ltd.

**(i).** Invoice No. 59634- Site maintenance agreement

for Council computer, printers etc…......£192.00…...……………. £32.00.   
 **(ii).** Invoice No. 59635 – Purchase & installation of  
 Norton Security –I User…………………£35.00…………………...£5.83.

**(iii).** Invoice No.59638 **–** 2 No.Remanufactured

HP 78A Black Laser Toners……….……..£70.00………………….£11.67.

**(42/2019).**

**(iv).** Invoice No.59639 **– 1** No.Remanufactured

Epson (Yellow) ink cartridge……..………£6.00……………………£1.00.

**See May 2019 Council’s Schedule of Payments to be Made.**

**RESOLVED** that these payments be made.

**Minute No. 43/2019. – To consider any other matters relating to Finance.**

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 44/2019. – To consider any matters relating to the Christmas Festivities   
2018.**

Nothing was raised under this Minute.

**NOTED.**

**Minute No. 45/2019. – Clerk’s Matters.**

**(A).** The Clerk reported that he had received the Annual Return for the Year

ended 31 March 2019 from the Council’s External Auditors acting for the

Welsh Auditor General for Wales, which must be completed by the Council,

by no later than the June Council meeting.

**NOTED.**

**(B).** To consider electronic Banking & for all Members to complete a new Bank

Mandate.

**RESOLVED:-**

**(1).** Not to consider electronic Banking.

**(2).** All Members to complete a new Bank Mandate at the June Council

meeting.

**(C).** Authority for the Clerk to attend all meetings of One Voice Wales, such

attendance to be an approved duty

**AGREED.**

**(D).** Authority for the Clerk to attend & vote on behalf of the Council at meetings

of the Community/Town Council’s Forum, if the Council’s representative is

not present. The Clerk’s attendance at such meetings to be an approved duty

**AGREED.**

**(43/2019).**

**(E).** Authority for the Clerk to attend all Meetings of the Society of Local Council

Clerks, such attendance to be an approved duty

**AGREED.**

**(F).** Authority for the Clerk to offer, if he considers it appropriate, to the County

Archivist for their safe keeping, any Council’s Minutes prior to 31 March 2016.

which are in his possession.

**AGREED.**

**(G).** Authority for the Clerk to purchase minor office equipment, stationery &

computer supplies etc. required for Council purposes. If the relevant cost is in

excess of £100, then the Chairman of the Finance Committee’s approval be first

obtained

**AGREED.**

**(H).** To grant, following consultation with the Council’s Chairman of the Planning

Committee, delegated powers to the Clerk to pass Observations, on behalf of the

Council, on all Planning Matters received during the Council’s summer recess

& during the Christmas & New Year periods, if the time limit set by the LPA   
 would be exceeded prior to the next Council meeting.

**AGREED.**

**Minute No. 46/2019. – Purchase & Disposal of Books & Equipment etc.**

**(A).** Authority for the Clerk to dispose of various books & Council correspondence

including planning applications etc. if he considers it appropriate.

**AGREED.**

**(B).** Authority for the Clerk to dispose of items of Council equipment, not

working & not economically repairable, to the City & County of Swansea’s tip.

**AGREED.**

**(C).** Authority for the Clerk to purchase Acts of Parliament, Welsh

Government/Welsh Assembly Acts &/or publications/documents, of/from

The Wales Audit Office, the Society of Local Council Clerks & One Voice

Wales

**AGREED.**

**Minute No. 47/2019. Planning Matters.**

**(A). Weekly Lists of Registered Planning Applications.**

**(44/2019).**

The following planning applications were discussed and Observations passed at the

Annual General Meeting of the Council, held at 7.00.p.m.on 9 May 2019 at the

Llangyfelach Church Hall, Swansea Road, Llangyfelach, Swansea: -

Week No. Plan.Appl.No. Location. Proposed Development.

15/2019. - - -

16/2019. - - -

17/2019. - - -

**N.B. From 1 June 2017 the City & County of Swansea are no longer providing hard   
 copies of planning applications or the weekly list. Details of the planning   
 applications can be viewed online at** [**http://property.swansea.gov.uk**](http://property.swansea.gov.uk)

**(B). Any Other Planning Matters.**

None.

**Minute No. 48/2019. – Date of Next Council Meeting.**

**RESOLVED** that the next Council Meeting will be held on 13 June 2019.

**Approved by the Council & signed by the Chairman………………………….**

**Dated 13 June 2019.**

**(45/2019).**