



## **Minutes of Annual Meeting of Council**

**Held Remotely via Microsoft Teams**

**On Thursday, 13 May 2021 at 6.00pm.**

### **Present:**

**Councillors:** Paul Baker, Phil Crayford, Tom Fenn, Peter Gibson, Sharon Phillips, Gareth Sullivan & Mark Tribe

**Clerk to the Council:** Huw Evans

### **1 Election of Chair of Council**

**Resolved** that Councillor Mike Glover be elected as Chair of Council for the Municipal Year 2021-2022.

### **2 Election of Vice-Chair of Council**

**Resolved** that Councillor Mark Tribe be elected as Vice-Chair of Council for the Municipal Year 2021-2022.

### **Councillor Mark Tribe (Vice-Chair) Presiding**

### **3 Apologies for Absence**

An apology for absence was received from Councillor Mike Glover.

### **4 Disclosures of Personal & Prejudicial Interests**

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, no interests were declared.

### **5 Minutes of Council**

**Resolved** that the Minutes of the Council Meeting(s) held on the following date(s) be approved and signed as a correct record:

- i) 8 April 2021.

### **6 Announcements of the Chair of Council**

The Vice-Chair thanked the outgoing Chair of Council (Councillor Peter Gibson) for his excellent work over the past term.

## 7 Public Question Time

No questions had been submitted.

## 8 PCSO (Police Community Support Officers) Report

No report received.

## 9 Record of Payments

The Clerk outlined those payments made since the last meeting of Council. The payments were made in line with the Council resolution of 8 October 2020 (Minute 28 "Financial Reporting - a) Council Bank Accounts" refers).

<b>Payments</b>	<b>£</b>
Clerk Salary (April 2021)	406.89
CCS Pension Fund (Clerk) (April 2021)	159.27
HB Enoch & Owen Payroll Services (Issue P45 to former Clerk & Close that payroll)	54.00
Pentagon (Website Hosting 05.04.2021-05.04.2022) & Domain Renewal (llangyfelachcommunitycouncil.org.uk)	280.08
Ronald Dolbear (Internal Auditor)	300.00
Planning Aid Wales. Introduction to Planning Enforcement Course on 27 May 2021. Cllrs Paul Baker & Mark Tribe attending.	60.00
<b>Payments Determined by Council</b>	
One Voice Wales Membership 2021-20212. (Council 08.04.2021)	374.00
Bluetooth Mouse. (Council 08.04.2021)	29.75
ICO Registration. (Council 08.04.2021) Price was £40 per annum but due to paying via Direct Debit, it dropped to £35.	35.00
Mr Flag. Welsh National Flag & Thank You NHS Flag. (Council 11.03.2021)	219.60
Donation to Llangyfelach AFC. (Council 10.12.2020)	5,000.00

**Resolved** that the payments be noted / approved.

## 10 Financial Reporting

### i) Bank Accounts - Reconciliation

The Clerk stated that the Bank Accounts - Reconciliation information had been shared with all Councillors.

## 11 Correspondence

The actions / comments made as in relation to the correspondence reported:

Correspondence	Actions
One Voice Wales. Remote Training Sessions – April / May 2021.	Noted.
One Voice Wales. News Bulletin.	Noted.
National Grid - Western Gas Network Upgrade.	Noted.
Pontarddulais Town Council. Press Release. Swansea Local Development Plan.	Noted.
Sweet Pickings Swansea. Query about a donation. Crowdfunder page is: <a href="https://www.spacehive.com/sweetpickingsswansea">https://www.spacehive.com/sweetpickingsswansea</a>	Noted.
Joint One Voice Wales / Society of Local Council Clerks (SLCC) Event. 13 May 2021 (10.00-16.30).	Noted that the Clerk attended and provided feedback from the Event.
Welsh Centre for Action on Dependency and Addiction (WCADA). Food Assistance.	Noted.
Mudiad Meithrin. Clwb Cwtsh sessions for Welsh Learners - May 2021. Contact: <a href="mailto:emyr.williams@meithrin.cymru">emyr.williams@meithrin.cymru</a>	Noted.
Audit Wales. Live Webinar: Your Town, Your Future. Your Town, Your Future – Town Centre Regeneration Event. 20 May 2021 (10.30-12.00).	Noted.
Planning Aid Wales. Introduction to Planning Enforcement.	Noted.
Dyfed Powys Police. Telephone Scam Posters.	Noted.
Dyfed Powys Police. Passwords...A Gentle Reminder.	Noted.
Tenovus Cancer Care - Help Give Hope / Helpu Cynnal Gobaith.	Noted.

## 12 Delegates on Outside Bodies Report

The Clerk stated that this would be a standing agenda item, thereby allowing the Councillor Delegates of Outside Bodies to provide feedback from the Council Outside Bodies they've attended.

## 13 General / ICT Matters

There were no matters.

**14 Workplan (For Information)**

The Clerk presented the Council Workplan and stated that it was a living document which would constantly be developed.

**15 Planning Applications & Planning Matters - Swansea Council**

No Planning Applications & Planning matters were raised.

**16 Highways, Footpaths, Cycleways & Bridleways - Swansea Council**

**i) Street Sign at Bryn Rhosyn**

Councillor Mark Tribe highlighted an issue relating to street signage at Bryn Rhosyn. He states that the placement of the signage makes it difficult for people to locate No. 15 & 17 Bryn Rhosyn. He hoped that the issue would resolve itself soon and would provide a further update in June.

**Resolved** that the update be noted, and the item remain on the Agenda for June's Council Meeting.

**ii) Road Safety - Crossing B4489 at Junction of Swansea Road & Pengors Road, Llangyfelach**

The Clerk provided an update following communication with Swansea Council as instructed. Councillors expressed their concern and reiterated the urgency of having a crossing installed in the vicinity of the junction of Swansea Road and Pengors Road.

The Council considered options to seek to get Swansea Council to prioritise the installation of the crossing. These including asking the School to start a Petition and contacting the Local Press.

**Resolved** that:

- 1) The Clerk write to the Leader of Swansea Council and the Cabinet Member for Environment Enhancement & Infrastructure Management seeking their intervention to prioritise the installation of the crossing of the B4489 in the vicinity of the Junction of Swansea Road and Pengors Road, Llangyfelach.
- 2) The Clerk be authorised to offer financial assistance (up to the value agreed by Llangyfelach Community Council) to Swansea Council as a gesture of goodwill to seek the urgent installation of the crossing.

## 17 Training

The Clerk reminded Councillors of the importance of training and reminded them of the monthly One Voice Wales training list which he had circulated. Should a Councillor wish to undertake a training course, they should notify the Clerk to arrange.

The Clerk outlined his contract commitment to undertake the CiLCA (Certificate in Local Council Administration) Qualification and stated that it was his intention to commence it later in 2021.

He outlined the training courses recently attended or scheduled to attend by Councillors / Clerk.

Course	Date	Attendee
Joint One Voice Wales / Society of Local Council Clerks (SLCC) Event.	13 May 2021	Huw Evans
Planning Aid Wales. Introduction to Planning Enforcement.	27 May 2021	Cllr Paul Baker. Cllr Mark Tribe.

**Resolved** that the update be noted.

## 18 Llangyfelach Ward Councillor Update

No update provided.

## 19 Playground at Fairview Road - Community Budget Capital - Play

There was no update to be given at this time.

## 20 Defibrillators within the Llangyfelach Community Council Area

The Clerk provided an update on the defibrillators within the Llangyfelach Community Council area.

### i) Defibrillator at Junction of Heol Pentre Felen & Bryn Hedydd

The Clerk stated that he had continued discussion with Swansea Council about fixing the Defibrillator on a wall and the requirement for two bollards. An alternative suggestion was for Swansea Council to erect a column on the grass verge and for the Defibrillator being fixed to that. The cost for this would be £175.

### ii) Defibrillator at Griffiths Waste Management, Bryntywod

Councillor Phil Crayford indicated that he would continue to communicate with Griffiths Waste Management about their Defibrillator.

**iii) Defibrillator at Llangyfelach Church Hall**

The Clerk stated that the electricity supply for the Defibrillator had been moved and the bollards installed.

**Resolved** that:

- 1) The erection of a column by Swansea Council on the grass verge on the junction of Heol Pentre Felen and Bryn Hedydd at a cost of £175 be approved.
- 2) The updates be noted.

**21 NHS, Social Care & Frontline Workers Day - 5 July 2021**

**i) Flags & Flagpole - Llangyfelach Church Tower**

Councillor Sharon Phillips stated that the flagpole had been received and that she was aiming to have it installed as soon as possible. The Clerk stated that the flags had been purchased and that they should be delivered the following week.

**Resolved** that:

- 1) The update be noted.

**ii) NHS & Keyworkers Rainbow Commemorative Bench - Village Green**

The Clerk stated that the bench base would be laid shortly and that the bench would be delivered within two weeks.

**Resolved** that:

- 1) The update be noted.

**22 Council Priorities & Spending Plan 2021-2022**

The Clerk stated that it was good governance for the Council to define its Priorities and Spending Plan for the forthcoming year. Such a plan will assist in setting the Community Council precept. It also addresses an item raised in the recent Internal Auditors Report 2020-2021.

**Resolved** that the following items be approved as Council Priorities & Spending Plan 2021-2022:

- i) Road Safety - Crossing B4489 at Junction of Swansea Road & Pengors Road, Llangyfelach.
- ii) Making Llangyfelach Community Council a Defibrillator Friendly area with Defibrillators being located at Junction of Heol Pentre Felen & Bryn Hedydd, Llangyfelach Church Hall & Griffiths Waste Management, Bryntywod.

- iii) Working with the Community.
- iv) To continue to work with Swansea Council / Third Sector Organisations / Private Businesses to improve the appearance of the area by working with the Llangyfelach Ward Member and other relevant parties.
- v) Playground Improvements at Fairview Road.
- vi) NHS, Social Care & Frontline Workers Day – 5 July 2021.

## 23 Constitutional Matters 2021-2022

The Clerk stated that the Council operates within a legal framework which was outlined within the report. He stated that the Council had to consider the issues outlined within the report.

### Resolved that:

- 1) The Independent Remuneration Panel for Wales' Annual Report be noted together with the determinations in relation to Community and Town Councils.
- 2) Determination 41 relating to "Contribution towards Costs of Care and Personal Assistance (CPA)" be noted.
- 3) Determination 42 for "*All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses*" be noted.
- 4) An annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities be not made. (Determination 44).
- 5) Payments be made to each Members in respect of travel costs for attending approved duties. (Determination 45).
- 6) Determination 46 in relation to overnight stays be noted.
- 7) Determination 47 in relation to the ability to pay financial loss compensation at the prescribed rates for attending approved duties be noted.
- 8) A payment to the Chair of the Council of £200 be made. This is in addition to the £150 payment for costs and expenses if claimed. (Determination 48).
- 9) No additional payment shall be made to the Vice-Chair of the Council. (Determination 49).
- 10) Determination 50 in relation to payments to Band 1 or Band 2 Senior Salary holders in Principal Councils be noted.

- 11) A Finance Committee & a Personnel Committee be appointed.
- i) The Finance Committee shall comprise 4 Councillors: Chair & Vice-Chair of Council, Councillors Phil Crayford & Peter Gibson.
  - ii) The Finance Committee Terms of Reference shall be:  

“To consider all matters relating to Finance and to make recommendations to Council”.
  - iii) The Personnel Committee shall comprise 4 Councillors: Chair & Vice-Chair of Council, Chair of Finance Committee & Councillor Paul Baker.
  - iv) The Personnel Committee Terms of Reference shall be:
    - a) To oversee the performance of the Clerk.
    - b) To oversee & monitor hours and holiday entitlement of the Clerk.
    - c) To monitor and manage any sickness / absence of the Clerk.
    - d) To manage any disciplinary or grievance issues (for or against) relating to the Clerk.
    - e) To manage the pay and training of the Clerk.
    - f) To deal with any other issues referred by the Council.
- 12) The schedule of Council Meetings as outlined below be agreed:

10 June 2021	11 November 2021	10 March 2022
8 July 2021	9 December 2021	14 April 2022
9 September 2021	13 January 2022	19 May 2022 (Annual)
14 October 2021	10 February 2022	-

**Note:** The sequence predominantly being 6.00pm on the 2<sup>nd</sup> Thursday of each month. Meetings are not usually held during August. The May 2022 meeting is on the 3<sup>rd</sup> Thursday due to the Local Government Elections on 5 May 2022.

- 13) Councillors be allocated to serve on Outside Bodies as outlined below:

<b>Outside Body</b>	<b>Membership</b>
Community / Town Council Forum	Councillor Phil Crayford, Councillor Sharon Phillips & Clerk of Council
Llangyfelach Primary School – School Governor (Additional Community Governor)	Councillor Paul Baker Term of Office: December 2017 - December 2021.
One Voice Wales Meetings including Swansea Area Committee	Councillor Tom Fenn, Councillor Mark Tribe & Clerk of Council



South Wales Police Meetings with Representatives of Community Councils including PACT Meetings	Councillor Margaret Boyter / Councillor Mark Tribe
Swansea Rural Development Partnership	Councillor Paul Baker

- 14) The Clerk of the Council be delegated authority to respond directly to Swansea Council in relation to Planning Application & Planning Matters subject to the process outlined in the report being followed.
- 15) The Clerk of the Council be delegated authority to make payments providing permission has been given in writing (e-mail) from two of the three following Councillors: Chair of Council, Chair of Finance Committee and Councillor Gareth Sullivan.
- 16) The Clerk e-mail the Bank Account Reconciliation Reports to all Councillors on Monthly basis.
- 17) The Chair & Vice-Chair of Council, the Chair of Finance and Councillor Peter Gibson be delegated authority to accept quotations / tenders on behalf of the Council in consultation with the Clerk.

**Note:** Councillor Phil Crayford asked that it be recorded that he voted against Resolution 8 above.

## **24 Internal Auditors Report for the Year Ended 31 March 2021**

The Internal Auditor submitted his Internal Auditors Report for Year Ended 31 March 2021. The Internal Audit Report made one recommendation as outlined:

*“The council continues to develop spending plans annually in line with the precept to ensure reserves do not become disproportionate to need.”*

**Resolved** that:

- 1) The Internal Auditor be thanked for his Internal Audit Report.
- 2) The “Council Priorities & Spending Plan 2021-2022” report contained on the agenda be noted as a positive action to address the Internal Auditors recommendation.

**25 Annual Governance Statement 2020-2021 – Year Ended 31 March 2021**

The Clerk submitted the Annual Governance Statement 2020-2021 – Year Ended 31 March 2021. He outlined the content of the response together with the evidence to be submitted to the External Auditor.

**Resolved** that the Annual Governance Statement 2020-2021 – Year Ended 31 March 2021 be approved, signed, and submitted to the External Auditor together with any evidence required to support the submission.

**26 Appointment of Internal Auditor for Financial Year Ending 31 March 2022 & Beyond**

The Clerk stated that the Internal Auditors three-year term of Office ended on 31 March 2021 and there was a need to appoint a new Internal Auditor. The 'Governance & Accountability for Local Councils in Wales: A Practitioners' Guide 2011' (as amended) publication requires Local Councils to "maintain an adequate and effective system of Internal Audit." Internal audit must look at the accounting records and the system of internal control. It must also comply with proper internal audit practices.

**Resolved** that:

- 1) Ronald Dolbear be retained as the Council's Internal Auditor for a further 3-year term at a cost of £300 per annum. The 3-year term ends with his Internal Audit Report for the Financial Year Ending 31 March 2024.

**Next Council Meeting**

6.00pm on Thursday, 10 June 2021.

The meeting ended at 7.40pm

**Chair**