

## Items 8 to 23

Council – 14 July 2022

### Reports of the Clerk

#### 8. Record of Payments

The table outlines a list of payments. The “Payments Raised at the Meeting” element of the table require a decision of Council. The payments were made in line with the Annual Council resolution of 19 May 2022 (Minute 23 “Constitutional Matters” refers).

<b>Payments</b>	<b>£</b>
Clerk Salary (June 2022)	413.81
CCS Pension Fund (Clerk) (June 2022)	162.06
HMRC – PAYE Income Tax & NI Contributions 2021-2022	0.20
HMRC – PAYE Income Tax & NI Contributions 2022-2023	310.40
HB Enoch Owen – Payroll Services	39.60
AdvantEDGE Finance Software. Annual Fee. Year 3 of 5 Year Contract.	264.00
<b>Determined by Council</b>	
-	
<b>Payments Raised at the Meeting</b>	
-	

**Resolved** that:

- 1) The Payments & Receipts be noted.
- 2) The Clerk be authorised to pay the Payments Raised at the Meeting.

#### 9. Financial Reporting (For Information)

**i) Bank Accounts - Reconciliation**

The Bank Accounts Monthly Reconciliation has been e-mailed to all Councillors.

**ii) Community Council Giving Gifts**

The Clerk spoke with One Voice Wales about the possibility of the Community Council giving a gift to an individual. One Voice Wales have given clear advice that no gifts can be purchased using public money.

**iii) Contribution towards a Councillors Costs & Expenses**

The Independent Remuneration Panel for Wales (IRPW) have determined that £150 may be given to each Councillor. The Clerk needs bank details to make the payment.

## 10. Correspondence (emailed to all Councillors)

One Voice Wales. Training Dates
Dogs Trust Service for your Community
City and County of Swansea. Decision List Week ending 24 June 2022
One Voice Wales. Information Update
Ystadau Cymru. Assets Collaboration Programme Wales Phase 3 (ACPW3) Grant Scheme
Sustainable Futures. Shaping Wales' Future.
One Voice Wales. Wales Nature Week
One Voice Wales. Hello and welcome from the Local Places for Nature officer!
One Voice Wales. Young Traders Market
Public Sector Executive. Connecting the Welsh Public Sector
Swansea Council. Recruitment of a Community / Town Councillor to the Standards Committee
Society of Local Council Clerks. News Bulletin
Welsh Government. Finance & Governance Toolkit
Ystadau Cymru. Newsletter
Welsh Government. Statutory Guidance relating to the Local Government and Elections (Wales) Act 2021
One Voice Wales. Good Councillor's Guide 2022
One Voice Wales. National Forest for Wales funding announcement
Planning Aid Wales. Training
Natural Resources Wales. Resilient Communities Grant Launch

## 11. Feedback from Delegates on Outside Bodies (Verbal) (For Information)

## 12. General / ICT Matters (Verbal)

## 13. Workplan (For Information)

The Workplan is a living document that will continue to develop.

Council Date	Workplan Items
All Dates	Standard Items. Discussed each month: a) PCSO Report. b) Record of Payments. c) Financial Report. d) Correspondence. e) Feedback from Delegates on Outside Bodies. f) General / ICT Matters. g) Workplan. h) Planning Applications & Planning Matters - Swansea Council. i) Highways, Footpaths, Cycleways & Bridleways - Swansea Council. j) Training.

	k) Llangyfelach Ward Councillor Update. <b>Additional Items. Discussed as required:</b>
January	➤ Budget & Precept for Next Financial Year. ➤ Set Amounts for Grants & Donations Policy.
February	➤ Review of Standing Orders. ➤ Review of Financial Regulations. ➤ Personnel Committee - Clerk's Appraisal.
March	➤ Review of Asset Register. ➤ Consider Requests for Grants and Donations.
April	-
May <b>Annual Meeting</b>	➤ Constitutional Matters. ➤ All Committees (Finance, Personnel). Elect Chair & Vice-Chair.
June	➤ Annual Governance Statement. ➤ Internal Auditors Report.
July	➤ Consider Requests for Grants and Donations. ➤ Christmas Tree, Illuminations & Festivities.
August	No Meetings.
September	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Remembrance Sunday.  Finance Committee. 6 Month Budget Monitoring.
October	➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Remembrance Sunday.
November	➤ Consider Requests for Grants and Donations. ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.
December	➤ Finance Committee. Draft Budget for Next Year.
To be confirmed	Agree the External Auditors Report.

#### **14. Planning Applications & Planning Matters - Swansea Council (Verbal)**

#### **15. Highways, Footpaths, Cycleways & Bridleways - Swansea Council**

- i) Road Safety – Crossing B4489 at Junction of Swansea Road & Pengors Road, Llangyfelach.

The Clerk will provide a verbal update.

#### **16. Training (For Information)**

The Community Council Training Plan adopted by Council on 9 June 2022 sets out the training requirements for Community Councillors and Staff. The monthly One Voice Wales Remote Training Schedule has been circulated. You should regularly review your training requirements to meet the Training Plan. To attend training, liaise with the Clerk. The table outlines progress against the Community Council Training Plan:

Training	Date										
		P Baker	P Crayford	T Fenn	P Gibson	M Glover	J Jewell	S Phillips	A Roberts	M Tribe	H Evans (Clerk)
<b>Code of Conduct.</b> All. Within 6 Months of Election. Deadline 04.11.2022	20.06.2022	1	0	0	1	0	0	0	1	0	1
	29.06.2022	0	1	0	0	1	1	1	0	1	1
<b>Understanding the Law.</b> All. Within 6 Months of Election. Deadline 04.11.2022											
<b>Chairing Skills.</b> Chairs / Vice-Chairs & Clerk. Within 6 Months of Election				NA	NA		NA		NA	NA	
<b>The Council Meeting.</b> All. Within 6 Months of Election											
<b>Local Government Finance.</b> All Finance Cttee & Clerk. Within 6 Months of joining Finance Cttee		NA		NA			NA		NA	NA	
<b>The Council.</b> All. Once within Council Term.											
<b>The Councillor.</b> All. Once within Council Term.											
<b>Effective Staff Management.</b> All Personnel Cttee. Within 6 Months of Election				NA		NA	NA		NA	NA	NA
<b>The Council as an Employer.</b> All Personnel Cttee. Within 6 Months of Election				NA		NA	NA		NA	NA	NA
<b>Advanced Local Government Finance.</b> All Finance Cttee & Clerk. Before end of Year 2 of Council Term		NA		NA			NA		NA	NA	
<b>Introduction to Community Engagement.</b> Two Cllrs. Once within Council Term											
<b>Community Engagement Part 2.</b> Two Cllrs. Once within Council Term											
<b>Health &amp; Safety.</b> Two Cllrs & Clerk. Once within Council Term											
<b>Creating a Community Plan.</b> Two Cllrs. Once within Council Term											
<b>Information Management.</b> Two Cllrs & Clerk. Once within Council Term											
<b>Equality &amp; Diversity.</b> Two Cllrs. Once within Council Term											
<b>Mediation and Conciliation.</b> Two Cllrs & Clerk. Once within Council Term											
<b>Planning.</b> Two Cllrs. Once within Council Term											

<b>Key:</b>	<b>1</b> - Attended	<b>0</b> – Not Attended	<b>NA</b> – Not Applicable
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**17. Llangyfelach Ward Councillor Update (Verbal)**

Councillor Mark Tribe, Llangyfelach Ward Councillor on Swansea Council shall provide a verbal update relating to his Ward work.

**18. Playground at Fairview Road – Provision of Two Benches**

The Clerk shall provide a verbal update relating to the benches and concrete plinths.

**Recommended** that the update be noted.

**19. Swansea Communities Feasibility Study**

Councillors Paul Baker & Peter Gibson have been liaising with Officers from the Swansea Rural Development Programme as Llangyfelach is eligible for funding. The funding ends in February 2023 and the Local Action Group have offered to pay for a feasibility study in Llangyfelach up to the value of £10,000. More information regarding the Rural Development Programme is available at [www.swansea.gov.uk/RDPmembership](http://www.swansea.gov.uk/RDPmembership)

Councillors Baker & Gibson will provide feedback from their discussions at the meeting.

**Recommended** that the update be noted.

**20. Christmas Tree, Illuminations & Festivities**

Traditionally, the Council places a Christmas Tree and Illuminations on the Green adjacent to the Plough & Harrow. Christmas Festivities have also been arranged in the past.

Council needs to consider what it wishes to do for Christmas 2022. All spend must be made in line with the Financial Procedure Rules.

**Recommended.** The views of Council are requested.

**21. Consider Requests for Grants and Donations**

No applications received.

**22. Notice Board at Junction of Heol Pentre Felen & Bryn Hedydd, Llangyfelach**

The Annual Council resolved that the Clerk investigate placing a Notice Board at the junction of Heol Pentre Felen & Bryn Hedydd, Llangyfelach near to the defibrillator. The Clerk is in contact with Swansea Council and finding suitable Notice Boards.

### **23. Certificate in Local Council Administration (CiLCA)**

The Clerk (Huw Evans) was appointed on 1 June 2020. At that time the Clerk was asked to undertake the Certificate in Local Council Administration (CiLCA) in due course. The Clerk attended the Introduction to CiLCA course on 5 July 2022. Council paid £70 for his attendance.

The Clerk has stated that he is now ready to undertake the CiLCA qualification. The Community Council will need to pay for the course and associated costs; however, the Clerk will seek to access the financial bursary that is available from One Voice Wales and the Welsh Government. It should be noted that the course is scheduled to be approximately 200 hours of work over a year. The Society of Local Council Clerks (SLCC) suggest that the Community Council should pay up to 70% of these hours. The Clerk states that he is not intending to claim for these additional hours; however, reserves the right to raise it in the future should a particular period become overly time consuming.

**Recommended** that the Clerk be authorised to undertake the CiLCA qualification at the expense of the Authority providing the Chair of Council, Vice Chair of Council and Chair of Personnel Committee authorise each element of the spending in advance.

**Huw Evans**  
**Clerk to Llangyfelach Community Council**