

Items 7 to 18

Annual Council - 9 May 2024

Reports of the Clerk

9. Payments, Receipts, Bank Account Transfers & Bank Reconciliation

- Payments (Expenditure). Paid in accordance with resolution of Annual Council of 11 May 2023 (Minute 23 “Constitutional Matters” refers).
- Determined by Council. Payments made following a decision of Council.
- Receipts (Income). Income received by Council.
- Bank Account Transfers.

Payments (Expenditure)	£
Clerk Salary (April 2024)	331.89
CCS Pension Fund (Clerk) (April 2024)	175.00
-	
Determined by Council	
-	
Receipts (Income)	
Bank Interest (April 2024)	34.13
VAT Refund 2023-2024	1,217.71
Precept 2024-2025	10,000.00
-	
Bank Account Transfers	
15.04.2024. Business Reserve Account to Current Account	1,000.00
30.04.2024. Current Account to Business Reserve Account	8,500.00

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

Recommended that:

- 1) The Payments, Receipts, Bank Account Transfers & Bank Account Monthly Reconciliations be noted.
- 2) The Clerk be authorised to pay the Payments Raised at the Meeting.

10. Correspondence (emailed to all Councillors)

One Voice Wales. Training
Swansea Council. Weekly Planning Applications
Swansea Council. Weekly Planning Decisions
Planning Aid Wales. Training & Events
One Voice Wales. News Bulletin
One Voice Wales. Community & Town Councils Awards 2024
Pethau Bychan. Meetings. 16 April 2024 @11.00am & @6.30pm
One Voice Wales. Cost of Living Crisis Newsletter: April 2024
One Voice Wales. Vacancy. Cost of Living Crisis Project Support Officer
One Voice Wales. Pre-election Period Timetable of Actions

Pontarddulais Town Council. Clerk and Responsible Financial Officer & Facilities Manager
Smart Towns Cymru. Cyber Security for Town Councils
Environment Centre. Swansea Community Green Spaces Training Program
Swansea Council. Warm Hubs. Safe and welcoming “warm hubs”: Building social connections and inclusion in Welsh communities Journal of Community Safety and Well-Being (journalcswb.ca)
Mynydd y Gwair Community Fund. Grant Funding Opportunities
One Voice Wales. Save the Date - Innovative Practice Conference - 03.07.2024
Circular Economy Innovation Communities. Project Promotion
Swansea Council. Swansea Local Development Plan 2023 - 2038 (LDP2) - Starting the Conversation on Vision, Objectives and Options for Growth
Swansea Council. Community & Town Councils Forum - Net Zero 2050
Cymdeithas yr Iaith. Education Welsh for All: Reaching the Objective
Swansea Council. School organisation - Future plans for Special Schools in Swansea
Pennard Community Council. Community Garden Co-ordinator

11. Delegates Feedback on Outside Bodies (Verbal)

Outside Body	Membership - Council 11 May 2023
Community / Town Council Forum	Councillor Mike Glover, Councillor Jamie Jewell & Clerk of Council
One Voice Wales Meetings including Swansea Area Committee	Councillor Mike Glover, Councillor Adrian Roberts & Clerk of Council
South Wales Police Meetings with Representatives of Community Councils including PACT Meetings	Councillor Mark Tribe
Swansea Rural Development Partnership	Councillor Paul Baker

12. 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) Community Reports: PCSO & LAC. b) Payments, Receipts, Bank Account Transfers & Bank Reconciliation. c) Correspondence. d) Delegates Feedback on Outside Bodies. e) Workplan. f) Swansea Council Matters: Planning & Highways. g) Training Plan. h) Llanyfelach Ward Councillor Update. Additional Items. Discussed as required.
May Annual Meeting	➤ Constitutional Matters. ➤ Insurance Cover. ➤ Hire of Church Hall. ➤ Personnel Committee. Elect Chair & Vice-Chair.
June	➤ Annual Governance Statement. ➤ Internal Auditors Report.
July	➤ Consider Requests for Grants and Donations.

	<ul style="list-style-type: none"> ➤ Christmas Tree, Illuminations & Festivities. ➤ Personnel Committee - Clerk's Appraisal.
August	No Meetings.
September	<ul style="list-style-type: none"> ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Remembrance Sunday. ➤ Budget Monitoring.
October	<ul style="list-style-type: none"> ➤ Review of Council Policies. ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities. ➤ Remembrance Sunday.
November	<ul style="list-style-type: none"> ➤ Consider Requests for Grants and Donations. ➤ Christmas Newsletter. ➤ Christmas Tree, Illuminations & Festivities.
December	<ul style="list-style-type: none"> ➤ Budget & Precept for Next Financial Year. ➤ Floral Decorations within the Community.
January	<ul style="list-style-type: none"> ➤ Floral Decorations within the Community.
February	<ul style="list-style-type: none"> ➤ Review of Standing Orders (Every 5 years). ➤ Review of Financial Regulations (Every 5 years).
March	<ul style="list-style-type: none"> ➤ Review of Asset Register. ➤ Consider Requests for Grants and Donations.
April	<ul style="list-style-type: none"> ➤ Annual Report. ➤ Action Plan.
To be confirmed	Agree the External Auditors Report.

13. Swansea Council Matters: Planning & Highways

14. Training Plan

The Training Plan adopted by Council on 13 April 2023 sets out the training requirements for Community Councillors and Staff. The monthly One Voice Wales, Planning Aid Wales and other relevant training schedules have been circulated. Councillors should regularly review their training requirements in line with the Training Plan & Training Matrix. To attend training, liaise with the Clerk.

Recommended that the update be noted.

15. Llangyfelach Ward Councillor Update (Verbal)

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

16. Community Council Insurance

The Council insurance is currently provided by Zurich Municipal Insurance. The Insurance year runs from 1 June annually. The Council entered a 3-year deal with Zurich on 11 May 2023. The renewal for Year 2 of the 3-Year deal is £353.21.

Recommended that:

- 1) The Insurance premium be purchased.

17. Hire of & Storage at Llangyfelach Church Hall 2024-2025

The Clerk has made enquiries to hire Llangyfelach Church Hall for Council Meetings. The hire fee is £45 per meeting and there are 11 meetings. The hire charge for the year being £495.

The Clerk reminded Councillors that many of the Council's assets are stored at the Church for an annual fee at an annual cost of £500.

Recommended that the Clerk be authorised to hire the Llangyfelach Church Hall for its meetings.

18. One Voice Wales Membership 2024-2025

The Council's Membership of One Voice Wales ends on 31 March. A renewal membership letter has been received. The cost being £452. The benefits of membership of One Voice Wales are worthwhile as it provides excellent support, advice, and access to a training programme.

Recommended that the Council continue its One Voice Wales Membership.

Huw Evans (PSLCC)
Clerk to Llangyfelach Community Council