



Minutes of Annual Meeting of Council

Held At / Via: Multi-Location Meeting - Llangyfelach Church, Llangyfelach & Microsoft Teams

On: Thursday, 9 May 2024 at 6.00pm.

Present:

Councillors: Paul Baker, Peter Gibson, Jamie Jewell, Daniel Lorey, Julie Rees & Mark Tribe

Clerk to the Council: Huw Evans

1 Election of Chair of Council

Resolved that Councillor Peter Gibson be elected Chair of Council for the Municipal Year 2024-2025.

Councillor Peter Gibson (Chair) Presiding

2 Election of Vice-Chair of Council

Resolved that Councillor Sharon Phillips be elected Vice-Chair of Council for the Municipal Year 2024-2025.

3 Apologies for Absence

Apologies for absence were received from Councillors Mike Glover, Sharon Phillips & Adrian Roberts.

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) 11 March 2024.

6 Announcements of the Chair of Council

There were no announcements.

7 Public Question Time

There were no public questions.

8 Community Reports

i) PCSO (Police Community Support Officers) Report

Councillor Mark Tribe provided an update on behalf of the PCSO.

ii) LAC (Local Area Co-ordinators) Report

Councillor Mark Tribe stated that the LAC would return from maternity leave in June 2024.

9 Payments, Receipts & Bank Account Transfers & Bank Reconciliation

The Clerk outlined all Payments, Receipts, Bank Account Transfers & Bank Reconciliations since the last meeting of Council. The payments were made in accordance with Minute 23 "Constitutional Matters" of the Annual Council held on 11 May 2023.

Payments (Expenditure)	£
Clerk Salary (April 2024)	331.89
CCS Pension Fund (Clerk) (April 2024)	175.00
Determined by Council	
-	
Payments Raised at the Meeting	
-	
Receipts (Income)	
Swansea Council Precept	10,000.00
VAT Refund 2023-2024	1,217.71
Bank Interest (April 2024)	34.13
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 Clerk stated that the Council's printer was faulty and that a new printer would be required.

Resolved that:

- 1) The Payments & Receipts be noted.
- 2) The Clerk be authorised to pay the Payments Raised at the Meeting.
- 3) The Clerk be authorised to purchase a replacement printer.

10 Correspondence

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

Correspondence	Actions
One Voice Wales. Training	Noted.
Swansea Council. Weekly Planning Applications	Noted.

Swansea Council. Weekly Planning Decisions	Noted.
Planning Aid Wales. Training & Events	Noted.
One Voice Wales. News Bulletin	Noted.
One Voice Wales. Community & Town Councils Awards 2024	Noted.
Pethau Bychan. Meetings. 16 April 2024 @11.00am & @ 6.30pm	Noted.
One Voice Wales. Cost of Living Crisis Newsletter: April 2024	Noted.
One Voice Wales. Vacancy. Cost of Living Crisis Project Support Officer	Noted.
One Voice Wales. Pre-election Period Timetable of Actions	Noted.
Pontarddulais Town Council. Clerk and Responsible Financial Officer & Facilities Manager	Noted.
Smart Towns Cymru. Cyber Security for Town Councils	Noted.
Environment Centre. Swansea Community Green Spaces Training Program	Noted.
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)	Noted.
Mynydd y Gwair Community Fund. Grant Funding Opportunities	Noted.
One Voice Wales. Save the Date - Innovative Practice Conference - 03.07.2024	Noted.
Circular Economy Innovation Communities. Project Promotion	Noted.
Swansea Council. Swansea Local Development Plan 2023 - 2038 (LDP2) - Starting the Conversation on Vision, Objectives and Options for Growth	Noted.
Swansea Council. Community & Town Councils Forum - Net Zero 2050	Noted.
Cymdeithas yr Iaith. Education Welsh for All: Reaching the Objective	Noted.
Swansea Council. School organisation - Future plans for Special Schools in Swansea	Noted.
Pennard Community Council. Community Garden Co-ordinator	Noted.

11 Delegates Feedback on Outside Bodies

i) One Voice Wales - Swansea Area Committee

The Clerk stated that he had attended the meeting. He provided feedback from the meeting.

12 Workplan (For Information)

The Council Workplan was presented.

13 Swansea Council Matters: Planning, Highways, Footpaths, Cycleways & Bridleways

i) Parking Concerns throughout Llangyfelach

Councillors expressed their ongoing concern at the indiscriminate parking throughout Llangyfelach particularly on Pengors Road, Swansea Road and the estate around Heol Pentre Felen.

Resolved that:

- 1) The Clerk invite a Highways Officer and a representative of South Wales Police to a future meeting of Council to allow them to outline the work they are doing to combat the problem and to highlight what the community can do to assist with the issue.
- 2) The Clerk liaise with Swansea Council to establish if part of the disused land at end of Fairview Road could be utilised as car parking for the staff of Llangyfelach Primary School.

14 Training

The Clerk stated that the Training Plan was adopted on 13 April 2023. It 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, Councillors should liaise with the Clerk.

Resolved that the update be noted.

15 Llangyfelach Ward Councillor Update

Councillor Mark Tribe, Llangyfelach Ward Councillor submitted a verbal report outlining his work within the Ward.

16 Community Council Insurance

The Clerk stated that the Council insurance was 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.

Resolved that the Insurance premium be purchased.

17 Hire & Storage at Llangyfelach Church Hall 2024-2025

The Clerk stated that he had a price to hire Llangyfelach Church Hall for the Council to meet during 2024-2025. The hire fee being £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.

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

18 One Voice Wales Membership 2024-2025

The Clerk stated that 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.

Resolved that the Council continue its One Voice Wales Membership.

19 Constitutional Matters 2024-2025

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 Constitutional Matters report.

Resolved that:

- 1) A Personnel Committee be appointed comprising 4 Councillors: Chair of Council, Vice-Chair of Council, Councillor Paul Baker & Councillor Jamie Jewell.
- 2) 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.

- 3) The schedule of Council Meetings as outlined be agreed:

4 June 2024 (Tuesday)	14 November 2024	13 March 2025
11 July 2024	12 December 2024	10 April 2025
9 September 2024 (Monday)	9 January 2025	8 May 2025 (Annual)
10 October 2024	13 February 2025	-

Note: The sequence predominantly being 6.00pm on the 2nd Thursday of each month. Meetings are not usually held during August.

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

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

- 5) 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.
- 6) The Clerk of the Council be delegated authority to make payments providing permission has been given in writing (e-mail) from two of the four following Councillors: Chair of Council, Vice-Chair of Council, Councillor of Personnel Committee & Councillor Mike Glover.
- 7) The Clerk e-mail the Bank Account Reconciliation Reports to all Councillors on Monthly basis.
- 8) The Chair of Council, Vice-Chair of Council, Chair of Personnel Committee & Councillor Mike Glover be delegated authority to accept quotations / tenders on behalf of the Council in consultation with the Clerk.

20 Appointment of Internal Auditor for Financial Year Ending 31 March 2025 & Beyond

The Clerk stated that the Internal Auditor for the Council was Ronald Dolbear. He has been retained as the Council's Internal Auditor with his term ending with his Internal Audit Report 2023-2024 (Council - 13 May 2021). The Clerk stated that an Internal Auditor should be appointed for the following years.

Resolved that Ronald Dolbear be appointed as the Council's Internal Auditor for a further period of 3-years, with the term of office ending following the submission of the Internal Auditors report for year ending 31 March 2027.

Next Council Meeting

6.00pm on Tuesday, 4 June 2024.

The meeting ended at 6.37 p.m.

Chair