

## Items 7 to 20

Council - 9 July 2024

### Reports of the Clerk

#### 7. Payments, Receipts, Bank Account Transfers & Bank Reconciliation

- Payments (Expenditure). Paid in accordance with resolution of Annual Council of 9 May 2024 (Minute 19 “Constitutional Matters” refers).
- Determined by Council. Payments made following a decision of Council.
- Receipts (Income). Income received by Council.
- Bank Account Transfers.

<b>Payments (Expenditure)</b>	<b>£</b>
Clerk Salary (June 2024)	331.89
CCS Pension Fund (Clerk) (June 2024)	175.00
HMRC. PAYE Income Tax & NI. QTR 1. 2024-2025.	663.60
HB Enoch & Owen. Payroll Services. QTR 1. 2024-2025.	43.20
-	
<b>Determined by Council</b>	
Internal Auditor Fee. 2023-2024. Council - 04.06.2024.	300.00
3x Bleed Kits for Defibrillator Cabinets - 04.06.2024. <b>Pending.</b>	285.00
-	
<b>Receipts (Income)</b>	
Bank Interest (June 2024)	37.73
-	
<b>Bank Account Transfers</b>	
23.06.2024. Business Reserve Account to Current Account	1,000.00

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.

#### 8. 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
Swansea Council. Recruitment of a Community / Town Councillor Representative to the Standards Committee.
One Voice Wales. Wales Nature Week. 29 June - 7 July 2024. Celtic Wildflowers - Tour 02.07.2024.
Tidy Wales Awards 2024 - your time to shine!.

Environment Centre. Newsletter.
One Voice Wales. Multi-Location Meetings.
One Voice Wales. Innovative Practice Conference on Wednesday 3 July 2024.
One Voice Wales. Launch event video on You Tube - Biodiversity Resources.
Webinar - Green Prescribing with Keep Wales Tidy.
Playground Inspiration.
One Voice Wales. New consultation: Draft priorities for Culture 2024-2030.
Local Democracy & Boundary Commission for Wales. Swansea Community Review.
Swansea Council. Briefing on the new South-West Wales Regional Transport Plan.

### 9. Delegates Feedback on Outside Bodies (Verbal)

Outside Body	Membership - Council 9 May 2024
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

### 10. 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) Llangyfelach Ward Councillor Update. <b>Additional Items. Discussed as required.</b>
May <b>Annual Meeting</b>	➤ 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. ➤ Christmas Tree, Illuminations & Festivities. ➤ Personnel Committee - Clerk's Appraisal.
August	No Meetings.
September	➤ Christmas Newsletter.

	<ul style="list-style-type: none"> <li>➤ Christmas Tree, Illuminations &amp; Festivities.</li> <li>➤ Remembrance Sunday.</li> <li>➤ Budget Monitoring.</li> </ul>
October	<ul style="list-style-type: none"> <li>➤ Review of Council Policies.</li> <li>➤ Christmas Newsletter.</li> <li>➤ Christmas Tree, Illuminations &amp; Festivities.</li> <li>➤ Remembrance Sunday.</li> </ul>
November	<ul style="list-style-type: none"> <li>➤ Consider Requests for Grants and Donations.</li> <li>➤ Christmas Newsletter.</li> <li>➤ Christmas Tree, Illuminations &amp; Festivities.</li> </ul>
December	<ul style="list-style-type: none"> <li>➤ Budget &amp; Precept for Next Financial Year.</li> <li>➤ Floral Decorations within the Community.</li> </ul>
January	<ul style="list-style-type: none"> <li>➤ Floral Decorations within the Community.</li> </ul>
February	<ul style="list-style-type: none"> <li>➤ Review of Standing Orders (Every 5 years).</li> <li>➤ Review of Financial Regulations (Every 5 years).</li> </ul>
March	<ul style="list-style-type: none"> <li>➤ Review of Asset Register.</li> <li>➤ Consider Requests for Grants and Donations.</li> </ul>
April	<ul style="list-style-type: none"> <li>➤ Annual Report.</li> <li>➤ Action Plan.</li> </ul>
To be confirmed	Agree the External Auditors Report.

**11. Swansea Council Matters: Planning & Highways**

**12. 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. The Training Matrix is attached as **Appendix 12A**.

**Recommended** that the update be noted.

**13. Llanyfelach Ward Councillor Update (Verbal)**

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

**14. Placing Bleed Kits within Defibrillator Cabinets**

The Clerk has placed an order for 3x Bleed Kits to be placed within Defibrillator Cabinets within the community as resolved by Council on 4 June 2024. The total price being £285.

**Recommended** that the update be noted.

**15. Additional Defibrillators within Llangyfelach Community Council Area**

At the Council meeting on 4 June 2024, the Clerk was instructed to liaise with Heartbeat Trust UK to identify areas within Llangyfelach Community Council area that may benefit from a Defibrillator being placed there. A representative of the Heartbeat Trust UK will be present at the meeting to discuss options.

The Defibrillator Cabinets within Llangyfelach Community Council area located at:

- Llangyfelach Church Hall, Heol y Geifr, Llangyfelach.
- Junction of Heol Pentre Felen & Bryn Hedydd.
- Gavin Griffiths Group. Beechwood House, Bryntywod, Llangyfelach, Swansea SA5 7LP. **Note:** The Council owns this Cabinet; however, the Defibrillator is owned and maintained by the Gavin Griffiths Group.

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

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

The Christmas Event is scheduled for Friday, 6 December 2024. Pontarddulais Town Band have been booked to play from 17.30 until Father Christmas arrives at 18.15. They will have a break and then play for a further 30 minutes. The cost being £175.

Councillors are asked to consider some of the specifics of the event such as arranging Father Christmas, Sleigh, First Aid Cover, Christmas Tree and format of the event.

**Recommendation.** The view of Council is sought.

**17. AdvantEDGE - Finance Software. Year 5 of 5-Year Contract**

Council has entered a 5year contract with Edge IT Systems for their AdvantEDGE Finance Software. Year 5 of the contract commences on 10 July 2024 and ends on 9 July 2025. The fee for the year is £298.80.

**Recommended** that the Clerk be authorised to pay Edge IT Systems the Year 5 fee of £298.80.

**18. Action Plan 2024-2025**

The Action Plan 2024-2025 was adopted by Council on 11 April 2024. Council at its meeting on 4 June 2024 resolved that the Action Plan 2024-2025 be reviewed following the Internal Auditors report 2023-2024. The Action Plan 2023-2024 is attached as **Appendix 18A**.

**Recommendation.** The views of Council are sought.

**19. Laptop & Printer for the Clerk**

The Clerk was authorised to purchase a new laptop for up to £1,000 inclusive of VAT on 14 December 2023. On 9 May 2024 the Clerk was authorised to purchase a new printer. The decision of Council to purchase a printer is approaching six months, therefore for good governance, the Clerk asks that the resolution be reaffirmed. The Clerk intends purchasing both over the coming months.

**Recommended that:**

- 1) The Clerk be authorised to purchase a replacement laptop up to a value of £1,000 excluding VAT.
- 2) The Clerk be authorised to purchase a replacement printer up to a value of £250 excluding VAT.

**20. Consider Requests for Grants & Donations**

The Council allocated £1,500 of its 2024-2025 budget to its Grants & Donations Policy. The Policy is attached as **Appendix 20A**. To be eligible for a grant / donation applicants must comply with the conditions set out within the Policy. <https://www.llangyfelachcommunitycouncil.org.uk/policy-procedures/>

Requests for applications are considered every 4 months (July, November & March). To date, the budget has been allocated as outlined:

<b>Organisation</b>	<b>£</b>
-	-
<b>Total</b>	<b>£0</b>

No requests have been received for this period.

**Recommended** that the update be noted.

**Huw Evans (PSLCC)**  
**Clerk to Llangyfelach Community Council**