

Items 7 to 22

Council - 9 September 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.

Payments (Expenditure)	£
Clerk Salary (July 2024)	774.29
CCS Pension Fund (Clerk) (July 2024)	175.00
Clerk Salary (August 2024)	442.49
CCS Pension Fund (Clerk) (August 2024)	175.00
-	
Determined by Council	
Donation - Funding of Book. Gardening Life of Herbert (Bert) Stacey. Council - 9 July 2024	250.00
AdvantEdge - Finance Software. Year 5 of 5-Year Contract. Council - 9 July 2024	298.80
-	
Receipts (Income)	
Bank Interest (July 2024)	42.15
Bank Interest (August 2024)	37.64
Precept	10,000.00
-	
Bank Account Transfers	
10.07.2024. Business Reserve Account to Current Account	1,500.00
28.08.2024. Business Reserve Account to Current Account	1,000.00
30.08.2024. 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.

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
Environment Centre. Lotto Abertawe
Lichfields. Statutory Pre-Application Consultation: Maes Melin BESS [LICH-DMS.FID458137]
Welsh Government. Retailers in your area - Swansea
One Voice Wales. Innovative Practice Conference 2024 Report & 'Save the Date'. National Conference on Wednesday 16 October 2024 at Llanelwedd
Democracy and Boundary Commission Cymru. Guide to the 2026 Review of Senedd constituencies
Audit Wales. Presentation to Larger Councils Committee
Llais. Launch of Llais Maternity Experience Survey 2024
One Voice Wales. Biodiversity Resources – Feedback Needed
Environment Centre. Calling for: community led green space projects
One Voice Wales. Apply for a free garden pack today
One Voice Wales. Calling for: community led green space projects
RSPCA. Hedgehog Fact Sheet. stigggywinkles.org.uk
Environment Centre. August Newsletter
NatWest Business. Important News about your account
Eden Project Communities. Introduction to Eden Project Community Action Online Course
Tenovus Cancer Care. How can we support you
Save a Life Cymru. Information
VE DAY 80. 'A Shared Moment of Celebration' - 8 May 2025
Natural Resources Wales. Free resources to help tackle fly-tipping in your communities
One Voice Wales. Guidance on powers and policies which relate to Local Councils
One Voice Wales. News from the Cost-of-Living Crisis Support Team
One Voice Wales. The Digital Community of Practice Update
Cyber Resilience Centre for Wales. August 2024 newsletter
Swansea Council. Resilient Swansea
Environment Centre. Low Carbon Food Growing - webinar
One Voice Wales. Councils Connect: Youth Engagement & Cost of Living Initiative

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) Llanyfelach Ward Councillor Update. Additional Items. Discussed as required.
May Annual Meeting	<ul style="list-style-type: none"> ➤ Constitutional Matters. ➤ Insurance Cover. ➤ Hire of Church Hall. ➤ Personnel Committee. Elect Chair & Vice-Chair.
June	<ul style="list-style-type: none"> ➤ Annual Governance Statement. ➤ Internal Auditors Report.
July	<ul style="list-style-type: none"> ➤ Consider Requests for Grants and Donations. ➤ 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.

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.

Recommended that the update be noted.

13. Llangyfelach Ward Councillor Update (Verbal)

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

14. Placing Bleed Kits within Defibrillator Cabinets

On 4 June 2024, Council resolved to purchase Bleed Kits and to have them placed within Defibrillator Cabinets throughout Llangyfelach Community Council area.

The Bleed Kits were placed in the Defibrillator Cabinets on 9 August 2024. Community Councillors Sharon Phillips & Mark Tribe attended the official launch of the initiative along with the High Sheriff.

Recommended that the update be noted.

15. Additional Defibrillators within Llangyfelach Community Council Area

On 9 July 2024, Council resolved that two additional Defibrillators and Bleed Kits be placed in the vicinity of:

- i) Y Llwyni & its junction with the footpath leading to Bryn y Gors.
- ii) Pengors Road & its junction with the footpath leading to Maes y Dderwen.

Note: The exact location to be agreed between the Chair of Council (Councillor Peter Gibson), Councillor Mark Tribe & Heartbeat Trust UK.

Discussions are ongoing and an update will be provided at the meeting.

Recommended that the update be noted.

16. General Data Protection Regulation (GDPR) / Data Protection Act 2018. Renewal Fee

The Council must pay an annual General Data Protection Regulation (GDPR) / Data Protection Act 2018 fee. The normal cost is £40; however, as the Council pays via direct debit, the fee is reduced to £35. The next payment is due on 10 October 2024.

Resolved that the spend be authorised annually and the update noted.

17. **Daffodil Bulbs**

Swansea Council offers its Councillors and Community / Town Councils the opportunity to purchase sacks of daffodil bulbs for planting within the community. The cost is approximately £90.40 for a 25kg sack of daffodil bulbs which includes planting. A sack will cover between 4-5m².

Recommended:

- 1) The Clerk be authorised to purchase 3 sacks of Daffodil Bulbs.
- 2) The Daffodil Bulbs be planted in the vicinity of:
 - The entrance to Bryntywod.
 - Pant-lasau near the Cottages on way to Morriston Hospital.
 - Turning up to Heol Pentre Felen and Swansea Road. Just above the speed camera lay-by.

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. **Microsoft 365 Subscription**

The Clerk utilises Microsoft 365 as the software package and cloud storage for the Council's business needs. The cost is currently £79.00 per annum. The payment for 2024-2025 was paid on 1 September 2024. Council on 11 September 2023 resolved that this annual subscription continue until a further review in Autumn 2028.

Recommended that the update be noted.

20. **Remembrance Sunday**

Remembrance Sunday is a day to commemorate the contribution of British and Commonwealth military and civilian servicemen and women in the two World Wars and later conflicts. Remembrance Sunday falls on 10 November 2024. Traditionally, the Council purchase a Poppy Wreath which the Chair of Council lays on behalf of the Community Council.

Recommended that a Poppy Wreath be purchased.

21. **Christmas Newsletter**

Traditionally, the Council produces the Llangyfelach Community Council's - Christmas Newsletter. This is distributed in December each year and contains of articles by the local Groups operating within the area. Councillors Peter Gibson and Paul Baker led the work for the previous newsletter.

Council needs to consider whether to continue with the newsletter and if so, the content and the lead Councillors to deliver it. If supported, the Clerk will need to send out letters seeking quotations.

Recommended. The views of Council are requested. If supported, the Clerk seek quotations and be delegated authority in consultation with Councillors Paul Baker & Peter Gibson to award the work to the most suitable quote.

22. 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.

The Clerk has arranged for Father Christmas to visit and is in the process of arranging First Aid Cover and a 20ft Nordman Fir Christmas Tree. The Christmas Tree pit shall need to be checked for electrical safety.

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

Once, the Council have agreed the format of the event, Swansea Council will be informed of the event via their Organising an Event in Swansea webpage. <https://www.swansea.gov.uk/organisinganevent>

Recommended:

- 1) The Clerk in consultation with Councillors Sharon Phillips & Julie Rees determine the number of Chocolate Selection Boxes required and be authorised to purchase them.
- 2) The Clerk arrange an electrical safety inspection of the Christmas Tree pit.
- 3) The Clerk be authorised to purchase a Christmas Tree and to arrange and pay for First Aid Cover.
- 4) The Clerk be authorised to arrange a sleigh for Father Christmas.
- 5) The update be noted.
- 6) The views of Council be sought.

Huw Evans (PSLCC)
Clerk to Llangyfelach Community Council