

## Items 7 to 22

Council - 14 November 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 (October 2024)	442.49
CCS Pension Fund (Clerk) (October 2024)	175.00
Pentagon. <a href="http://www.llangyfelachcommunitycouncil.org.uk">www.llangyfelachcommunitycouncil.org.uk</a> Wordfence Website Security Licence Annual. 20.10.2024-20.10.2025	120.00
<b>Determined by Council</b>	
B&M. 312x Cadbury Selection Boxes. Council 10.10.2024	371.28
Heartbeat Trust UK. 2x Bleed Kits. Council 10.10.2024	190.00
Heartbeat Trust UK. 2x Defibrillators. Council 10.10.2024	3,790.00
Cllr Wendy Lewis, Armed Forces Champion - Swansea Council. Remembrance Day Wreath. Council 09.09.2024	25.00
Information Commissioners Office (ICO). GDPR Annual Registration. Council 09.09.2024	35.00
Dell Latitude 7440 Laptop including: <ul style="list-style-type: none"><li>• 5-year Dell Pro Support Enhanced Coverage for Business Package. £152.00.</li><li>• 5-year Dell Accidental Damage Protection Package. £45.08.</li><li>• Dell Eco Loop Premier Briefcase. £55.43.</li></ul> Council 09.07.2024	1,459.71
<b>Receipts (Income)</b>	
Bank Interest (October 2024)	41.15
<b>Bank Account Transfers</b>	
14.10.2024. Business Reserve Account to Current Account	5,000.00

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
Eisteddfod yr Urdd Dur a Môr, Parc Margam a'r Fro 2025
One Voice Wales. Biodiversity resources Feedback required
One Voice Wales. Annual Financial Timetable of Actions
Planning Aid Wales. Upcoming Network Event
Cenin. Upper Lliw Energy Brochure
Welsh Blood Service. Save Lives! Donate Blood!
One Voice Wales. Cost of Living Crisis Support Team. Funding News
One Voice Wales. Response to the Senedd Inquiry for Community and Town Councils
Antur Cymru. Invitation: Shaping the future of Welsh Town Centres
Environment Centre. Free - Fruit Trees Workshops x3
Department of Work and Pension. Scam Alert
Environment Centre. Green Fair posters and B&Q grants
One Voice Wales. £1.5 Million Funding for Safe and Warm Hubs Across Wales
One Voice Wales. Wales & VE Day 80 - 8 May 2025
One Voice Wales. Pethau Bychain Nature Network
One Voice Wales. Wellbeing Economy Cymru Festival of Ideas
One Voice Wales. Practice Development Note (9) Terms of Reference for Council Meetings
Welsh Government. New consultation: Legislation (Procedure, Publication and Repeals) (Wales) Bill
North & Mid Wales Truck Road Agent. M4 J41 Pentyla / Baglan - J47 Penlle'r-gaer Fibre Network Upgrade Works
Wales Air Ambulance. Community Council Appeal 2024
One Voice Wales. Pay Agreement for 2024-2025

## 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. <b>Additional Items. Discussed as required.</b>
May Annual Meeting	<ul style="list-style-type: none"> <li>➤ Constitutional Matters.</li> <li>➤ Insurance Cover.</li> <li>➤ Hire of Church Hall.</li> <li>➤ Personnel Committee. Elect Chair &amp; Vice-Chair.</li> </ul>
June	<ul style="list-style-type: none"> <li>➤ Annual Governance Statement.</li> <li>➤ Internal Auditors Report.</li> </ul>
July	<ul style="list-style-type: none"> <li>➤ Requests for Grants and Donations.</li> <li>➤ Christmas Tree, Illuminations &amp; Festivities.</li> <li>➤ Personnel Committee - Clerk's Appraisal.</li> </ul>
August	No Meetings.
September	<ul style="list-style-type: none"> <li>➤ Christmas Newsletter.</li> <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 (Every 5 years).</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>➤ 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>➤ Requests for Grants and Donations.</li> </ul>
April	<ul style="list-style-type: none"> <li>➤ Council Annual Report.</li> <li>➤ Council Action Plan.</li> </ul>
To be confirmed	Agree the External Auditors Report.

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

**i) Presentation - Penllergaer Solar Park**

A representative of Elements Green, shall provide a 15 minute presentation relating to the [Penllergaer Solar Park](#) draft proposals. The site is situated between Pontlliw, Tircoed and Felindre.

The proposed 40-megawatt peak (MWp) solar energy park will generate enough to power over 19,000 homes and save 16,000 tonnes of carbon every year, as well as contributing to the Welsh Government's target to meet 100% of its electricity needs from renewable sources by 2035.

Due to the scale of the proposed Penllergaer Solar Park, it is classed as a Development of National Significance (DNS) and a planning application will be submitted to the Planning Environment Decisions Wales (PEDW) for determination by Welsh Ministers. Further details at <https://www.penllergaersolar.com/>

**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. Remembrance Sunday**

Remembrance Sunday will be held on Sunday, 10 November 2024. The Chair of Council shall place a Poppy Wreath on the Village Green on behalf of the Community Council. The "Unknown Tommy" Statues & the "Unknown Women in War Statues will be displayed on the Village Green.

Councillors are asked to continue to seek design suggestions for a permanent Remembrance Memorial to be placed on the Village Green.

**Recommended** that the update be noted.

**15. Christmas Newsletter**

Councillors Peter Gibson & Paul Baker shall provide an update on their work co-ordinating the Llangyfelach Community Council Christmas Newsletter.

**Recommended** that the update be noted.

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

The Christmas Sub-Group shall provide an update on their work co-ordinating the Llangyfelach Community Christmas Event, which is scheduled for Friday, 6 December 2024. The Sub-Group comprises Councillors Peter Gibson, Mike Glover, Sharon Phillips and Julie Rees.

At the Council Meeting on 10 October 2024, the Clerk was tasked with preparing a Rural Event Fund Grant Application. Following consultation between the Clerk, Chair & Vice-Chair of Council, the grant application for £5,755.39 was submitted on 15 October 2024. It sought funding for items to improve the Christmas Event including new Christmas lights, hiring venues and a Father Christmas suit together with all aspects of the Christmas Event. The Clerk shall provide an update on the Grant Application at the meeting.

The Christmas Event had been co-ordinated by the Community Council for several years. It is suggested that it should be given a dedicated name, that would assist with promoting it. Llangyfelach was once famous for its historic fair. To honour the village history, it is suggested that the Christmas Event be named bilingually as “Ffair Nadolig Llangyfelach Christmas Fair”.

**Recommended that:**

- 1) The Christmas Event be named bilingually “Ffair Nadolig Llangyfelach Christmas Fair”.
- 2) The update be noted.

## **17. Swansea Community Review - Final Recommendations**

The Democracy & Boundary Commission Cymru (DBCC) published the Swansea Community Review Final Recommendations on 5 November 2024. The Report can be viewed on the DBCC website at <https://www.dbcc.gov.wales/reviews/11-24/swansea-community-review-final-recommendations>

The Welsh Government shall consider the recommendations and if it thinks fit, shall give effect to them either as submitted, or with modifications. Any further comments concerning the Final Recommendations should be made as soon as possible but not later than 6-weeks from the date the date of the publication of the Final Recommendations. Comments should be made to the Welsh Government at [LGPolicy.Correspondence@gov.wales](mailto:LGPolicy.Correspondence@gov.wales)

**Recommended that the update be noted.**

**18. Appropriate Sum under Section 137(4) (A) of the Local Government Act 1972 - Section 137 Expenditure Limit for 2025-2026 (For Information)**

The Welsh Government have provided formal notification that the appropriate sum for the purposes of section 137(4) (a) of the Local Government Act 1972 (the 1972 Act) for Community and Town Councils in Wales for 2024-2025 is £11.10 per elector.

Section 137(1) of the 1972 Act permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes.

**19. Society of Local Council Clerks (SLCC) - Principal Membership 2025**

The Clerk's Membership of the Society of Local Council Clerks (SLCC) lapses on 31 December. The renewal membership letter has been received. Membership allows access to The Clerk magazine, conferences, courses, specialist advice notes, guidance notes and model documents. The cost being £205.

**Recommended that:**

- 1) The Clerks SLCC Principal Membership fee be paid by Council.

**20. Laptop Replacement for the Clerk & Disposal of Asset**

Council at its meeting on 9 July 2024 resolved to authorise the Clerk to purchase a new laptop to replace the current Dell Vostro 15 laptop. The Clerk was authorised to spend up to £1,000 exclusive of VAT. On 5 November 2024 the Clerk purchased a Dell Latitude 7440 laptop as a replacement.

In accordance with the Council resolution of 9 May 2024, the Clerk in consultation with the Chair & Vice-Chair of Council, Chair of the Personnel Committee & Councillor Mike Glover was also authorised to purchase a:

- 5-year Dell Pro Support Enhanced Coverage for Business Package. £152.00.
- 5-year Dell Accidental Damage Protection Package. £45.08.
- Dell Eco Loop Premier Briefcase. £55.43.

The Clerk stated that the total spend was £1,459.71 inclusive of VAT; however, the Clerk would claim the VAT back from HMRC.

**Recommended that:**

- 1) The purchase of the Dell Latitude 7440 Laptop, Briefcase, Pro Support Protection Package & Accidental Damage Package Clerk be noted.
- 2) The Dell Vostro 15 laptop be removed from the Asset Register and disposed of.

## **21. Model Financial Regulations (Wales) 2024 & Council's Bank Accounts**

One Voice Wales engaged the National Association of Local Councils (NALC) to draft new Model Financial Regulations to replace the 2019 version. The Clerk is in the process of following the guidance to ensure they are amended to reflect local choice for Llangyfelach Community Council.

The Model Financial Regulations (Wales) 2024 relating to Electronic Payments suggest that a person should be appointed as the Service Administrator and that at least one Councillor authorise the online approval process. The Regulations also suggest that authorised signatories have access to the Councils online Bank Accounts.

The Council currently banks with NatWest. NatWest does offer this more secure sign-off system which they call "Bankline"; however, the Bank is unable to transfer the Council's accounts to it. The Council would have to open two new Bank accounts with NatWest and then close its current accounts to gain access to Bankline. Unfortunately, the Payee details and Direct Debits would not be transferred when creating new accounts, so the Clerk would have to set them up again.

The Clerk asks for authority to set up the new accounts with NatWest or another Bank as required. It is also an opportune time to review the signatories on the accounts. The Clerk suggests that 2-4 Councillors are added as signatories and that the Clerk is designated the Service Administrator with signatory authority.

Once, this is finalised, the Clerk will present the Model Financial Regulations (Wales) 2024 to reflect local choice to Council for adoption.

### **Recommended that:**

- 1) The Clerk be authorised to set up new bank (Current & Reserve) accounts with NatWest or another Bank as required.
- 2) Two to Four Councillors and the Clerk be added as signatories to the new Bank Accounts.
- 3) The Clerk be designated the Service Administrator of the Bank Accounts.
- 4) The Clerk shall present the Model Financial Regulations (Wales) 2024 to reflect local choice to Council for adoption once the new Bank Accounts are in operation.

## 22. Floral Decorations within the Community

Traditionally, the Council purchases Floral Decorations from Swansea Council and has then placed within the Community. Not all areas, within the community are appropriate and have been ruled out by Swansea Council on safety grounds or inadequate infrastructure. Swansea Council has provided a quote, repeating the Community Council' previous order for Floral Decorations.

<b>To supply &amp; maintain:</b>	<b>£ including VAT</b>
1x 3 Tier Square @ Village Green.	<b>£534.00</b>
2x Barrier Troughs @ Pengors Road.	<b>£252.00</b>
28x Lamppost Baskets @ Heol Pentre Felen x14. Post: 1, 2, 4, 7, 8, 10, 12, 15, 17, 19, 21, 23, 28 & 30.	<b>£4,200.00</b>
Swansea Road x14. Post: 125, 126, 128, 131, 132, 133, 135, 136, 138, 140, 141, 144, 145 & 146.	
2x Planters * @ A48 / Bryntywod. Flowers & Watering only.	<b>£380.00</b>
<b>Total</b>	<b>5,366.00</b>

**Note:** \* - The 2x Planters at Junction of A48 / Bryntywod are owned by the Community Council.

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

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