

COUNCIL SUMMONS

You are hereby summoned to attend a meeting of the LLWCHWR TOWN COUNCIL to be held on Monday NEXT the 3rd June, 2019 at the Welfare Hall, Loughor, commencing at 7.15pm, for the transaction of the following business:-

1. Mayor's Announcements
2. Apologies for absence.
3. To receive disclosures of Personal Interests from Members under the Council's Code of Conduct.
(Note: Members are requested to identify the item number and subject matter that their Personal Interest relates to. Where the Personal Interest is a Prejudicial Interest they must withdraw from the meeting while that item of business is discussed.)
4. To confirm the Minutes of the Annual Meeting of Council held on the 13th May 2019 (copy enclosed)
5. To consider matters arising from the Minutes, if any.
6. To receive the Minutes of the meeting of the Welfare Hall Management Committee held on the 29th April 2019 (copy enclosed)
7. To receive the Minutes of the meeting of the Functions Sub-Committee held on the 29th April 2019 (copy enclosed).
8. To receive the Minutes of the Budget Working Party Sub Committee held on the 7th May 2019 (copy enclosed)
9. To receive a report on current policing activity.
10. To consider correspondence received, if any.
11. To receive reports from Members attending meetings/functions.
12. To consider the Report of the Clerk (copy enclosed).
13. To consider the Planning Report (copy enclosed).
14. Any other business which the Chair determines to be urgent.
15. To consider passing a resolution to exclude the press and public during consideration of the next item of business due to the confidential nature of the matters to be considered.
16. To consider the Further Report of the Clerk (copy attached).

Would members please ensure that they sign the Attendance Register.

Dated this 27th May, 2019

N.G.Havard
Clerk to the Council

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

Minutes of the Annual Meeting of Llwchwr Town Council held on 13th May 2019

PRESENT: Councillors S. Beynon, J. Bowen, William Evans, Wendy Evans, H. Huelin, I. James, P. Parsons, C. Phillips, C. Richards, R. V. Smith, W. Smith,

D J Walters, J. Williams, P. M. Williams and R. Williams.

(Welfare Hall, Loughor : 7.00pm – 7.15.pm.)

(Councillor I. James Chair)

1. APOLOGIES

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Councillor William Evans declared a prejudicial interest in minute 10 and left the Meeting while the item was discussed.

3. ELECTION OF MAYOR FOR THE MUNICIPAL YEAR 2019/2020

The Mayor asked for nominations for the Office of Mayor. It was moved by Councillor R. Williams and seconded by Councillor S. Beynon that Councillor William Evans be elected Mayor for the Municipal Year 2019/2020.

The motion was unanimously carried.

Councillor William Evans formally accepted and was duly installed and presented with the Chain of Office of Mayor, by the immediate past Mayor, Councillor I. James.

(Councillor William Evans Chair)

Councillor William Evans signed the Declaration of Acceptance of Office of Mayor of Llŵchwr Town Council.

Councillor Wendy Evans was installed as Mayoress and presented with the Chain of Office of Mayoress by the Mayor, Councillor William Evans.

4. INAUGURAL SPEECH OF THE MAYOR

The Mayor, Councillor William Evans, thanked Councillor R. Williams for proposing him and Councillor S. Beynon for seconding the proposal. Councillor Evans thanked Members for their support in electing him to the Office of Mayor and that he was honoured and privileged to undertake the duties and responsibilities of the office. The Mayor said it was now 13 years since he had been Mayor and hoped the current term would be as good. The Mayor looked forward to meeting as many of the community and for as busy a year as possible. The Mayor stated he wished to promote the Town Council and that it was an honour to be Mayor again. The Mayor indicated that the charitable institution to be allocated funds would be the Town Trust. Councillor Evans thanked the outgoing Mayor and Consort for their support during his year as Deputy.

5. ELECTION OF DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2019/2020

The Mayor, Councillor William Evans asked for nominations for the Office of Deputy Mayor for the Municipal Year 2019/2020. It was moved by

Councillor R.Smith and seconded by Councillor P.Parsons that Councillor Jeff Bowen be elected as Deputy Mayor for the Municipal Year 2019/2020.

The motion was unanimously carried.

Councillor Jeff Bowen formally accepted and was installed and presented with the Chain of Office of Deputy Mayor, by the Mayor, Councillor William Evans. The Mayor welcomed the Deputy and looked forward to working with him.

Councillor Jeff Bowen signed the Declaration of Acceptance of Office of Deputy Mayor of Llŵchwr Town Council.

The Deputy Mayor said he was honoured to serve as Deputy and thanked Members for their support.

6 VOTE OF THANKS TO THE OUTGOING MAYOR

The Mayor called upon Councillor R.V.Smith to propose a vote of thanks to the outgoing Mayor, Councillor I.James. Councillor R.V.Smith said he had great pleasure in proposing a vote of thanks on behalf of the Council. This had been the second occasion that Councillor James had served as Mayor (she had served previously in 2008/09); Councillor Smith commented that the work undertaken by the Mayor is not easy-you are constantly on duty. Councillor James had had a very busy year in office and had undertaken her duties diligently and professionally and had achieved a great deal in the community and raised a considerable amount for charity during the year in office particularly for Loughor Town Trust and Ty Llŵchwr.

Councillor James had represented the Council at a considerable number of events in the community and she and the Consort Mr.Peter James had both been fine ambassadors for the Council.

7. PRESENTATION TO THE IMMEDIATE PAST MAYOR

The Mayor presented the immediate past Mayor with a framed photograph of herself together with a Past Mayor's Badge and a photographic record of her year in office in appreciation of her work during her term of office and paid tribute to the manner in which she had undertaken her duties and responsibilities as Mayor throughout the Municipal Year.

8. RESPONSE BY THE IMMEDIATE PAST MAYOR

The immediate Past Mayor, Councillor I.James thanked Councillor R.V.Smith for the vote of thanks and his kind words. It had been a wonderful year and she wished to thank all her fellow Councillors for their help and support. The Mayor had been pleased to support her two chosen Charities namely the Town Trust and Ty Llŵchwr-she was particularly glad to have assisted Ty Llŵchwr as the community were now aware of their existence and offering help. The year had passed very quickly and she was honoured to have served the community and had enjoyed her year in office. She had attended many events including presentations to three 100 year olds and the Air Ambulance whose helicopter had now taken off on the three occasions she had made presentations. She thanked the Councillors and the

Consort for their support. She had raised a considerable sum of money for charity and she extended her best wishes to the new Mayor for his year in office.

9. MINUTES

- (a) The minutes of the Annual Meeting of Council held on the 14th May 2018 were **NOTED** by the Council.
- (b) It was **RESOLVED** that the Minutes of the Meeting of Council held on the 29th April 2019 be confirmed as a correct record .There were no matters arising.

(Councillor William Evans left the meeting while the following item was under discussion and the meeting was chaired by Councillor Jeff Bowen for this item).

10. MAYOR'S ALLOWANCE

It was **RESOLVED** that the Mayor's Allowance for 2019/2020 be £700.00.

11. DATES OF TOWN COUNCIL MEETINGS IN 2019/2020

It was **RESOLVED** that meetings of the Town Council in the 2019/2020 Municipal Year be held at 7.15pm on the following dates at the Welfare Hall, Loughor.

Monday 3 June 2019	Monday 4 November 2019	Monday 6 April 2020
Monday 1 July 2019	Monday 2 December 2019	Monday 27 April 2020
<i>August recess</i>	Monday 13 January 2020	Monday 18 May 2020 (Annual Meeting)
Monday 2 September 2019	Monday 3 February 2020	
Monday 7 October 2019	Monday 2 March 2020	

12. APPOINTMENT OF COMMITTEES

It was **RESOLVED** that

- (a) the Welfare Hall Management Committee shall comprise all Members of the Council;
- (b) the Functions Sub-Committee shall comprise Councillors S. Beynon, J. Bowen, Wendy Evans, William Evans, I James, P. Parsons, C. Phillips, C. Richards, R. V. Smith, D Walters J.Williams,P.M. Williams and R. Williams.
- (c) the Budget Working Party shall comprise Councillors J. Bowen, William Evans, IJames, C. Phillips, R V Smith, C. Richards and the Chair of the Welfare Hall Management Committee.

- (d) the Joint Working Party with the Town Trust shall comprise Councillors Wendy Evans, C. Phillips, R. V. Smith, D. Walters, and P.M. Williams.
- (e) Regalia and Plate Sub-Committee shall comprise Councillors J. Bowen, William Evans, I. James, P. Parsons, C. Phillips, C. Richards, R. V. Smith, P.M. Williams and R. Williams.
- (f) Newsletter and IT Sub-Committee shall comprise Councillors J. Bowen, William Evans, I. James, C. Richards, W. Smith, D. Walters, J. Williams and R. Williams.
- (g) Electoral Review Sub-Committee shall comprise Councillors J. Bowen, Wendy Evans, William Evans, I. James, C. Phillips, C. Richards, R. V. Smith, P. M. Williams and R. Williams.
- (h) Health and Safety and Working Practices Sub-Committee shall comprise Councillors J. Bowen, William Evans, I. James, C. Phillips, D. Walters, P. M. Williams and R. Williams.
- (i) Projects Sub-Committee membership shall comprise Councillors J. Bowen, Wendy Evans, William Evans, I. James, P. Parsons, C. Richards, W. Smith, D. Walters, J. Williams, P. M. Williams and R. Williams.
- (j) Local Development Plan Sub-Committee shall comprise of Councillors J. Bowen, Wendy Evans, William Evans, I. James, C. Phillips, C. Richards, R.V. Smith, W. Smith, D. Walters and P. M. Williams.
- (k) Ad Hoc Pay and Performance Sub-Committee shall comprise Councillors S. Beynon, J. Bowen, Wendy Evans, William Evans, I. James, C. Richards, P. M. Williams and R. Williams.

13. APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES

It was **RESOLVED** that

- (a) the Council's representatives on the One Voice Wales Area Committee be Councillor Ireen James and the Clerk.
- (b) the Council's representative on the One Voice Wales Larger Councils Committee be Councillor Ireen James.
- (c) the Council be represented at meetings of the Gorseinon and Llŵchwr Lantern Parade by Councillors S. Beynon, I. James,

P. M. Williams and the Clerk.
(d) the Council be represented on the Community and Town Councils' Forum by Councillors J. Bowen, the Mayor and the Clerk.

14. APPOINTMENT OF INTERNAL AUDITOR

It was **RESOLVED** that Mr Lyn Llewelyn be appointed internal auditor for the Municipal Year 2019/2020.

15. ATTENDANCE OF MEMBERS 2018/2019

It was **NOTED** that a list of attendances by members for the Municipal Year 2018/2019 was presented to Council.

16. ANNUAL INVESTMENT STRATEGY 2019/2020 AND FINANCIAL RISK ASSESSMENT

It was **RESOLVED** that the above strategy and the Financial Risk Assessment be adopted.

17. URGENT ITEMS

There were no urgent items.

Chair

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

Minutes of the Welfare Hall Management Committee

Meeting held on the 29th April ,2019

Present: Councillor I.James(Chair)

Councillors S.Beynon, J. Bowen, Will Evans, Wendy Evans, P.Parsons, C.Phillips,
C.Richards, R.V.Smith, W.Smith, D.Walters, J.Williams,
P.Williams and R.Williams

(Welfare Hall, Loughor: 7.00pm – 7.20pm)

63. APOLOGIES

There were no apologies for absence..

64. DECLARATIONS OF INTEREST

There were no declarations of interest.

65. MINUTES

It was **RESOLVED** that the minutes of the meeting held on the 1st April 2019 be confirmed as a correct record..

66. MATTERS ARISING

There were no matters arising.

67. REPORT OF THE CLERK

(a)Payments

It was **NOTED** that the following payment has been made by Direct Debit-

Virgin Media	£72.90
NPower-gas	£1,377.57

It was **RESOLVED** that the following payments be approved-

Swansea Council-Trade Waste	£364.00
Dawsons(incl.VAT)	£240.00
Bluerock-base slabs for top of pillars	£100.00
Swansea Council-crossover	£2,846.00
Swansea Council-resurfacing of footpath	£2,912.00
Swansea Council- H bar marking	£80.00

(b)Lift

The Clerk's Report was **NOTED**

(c)Former Police Office

The Clerk's Report was **NOTED** and it was **RESOLVED** that the draft Licence attached to the Report be approved.

The Clerk presented a verbal update to the effect that the Scheme no longer wished to proceed with the Licence.

The Clerk then confirmed that the Council could proceed with a new Licence to another Licensee (based on the NALC legal advice previously received) or secure a business tenant prepared to pay the full rental value as supplied by Dawsons.

The Clerk further reported that he had not as yet heard from the Charity Commission so the Council could not proceed with a zero rent at present.

The Council **FURTHER RESOLVED** that in order to facilitate securing a new Licensee/Tenant that a thermostatic controlled radiator be installed in the premises.

(d)Works to the Hall-Frontage

The Clerk's Report was **NOTED** and it was **RESOLVED** that

i) the decision to purchase the bases referred to in the Report be ratified

ii)the Council accept the quotations for the construction of a crossover, resurfacing of the existing footpath and provision of H bar marking as referred to in the Report and authorise Swansea Council to proceed with the Works

(e) Welfare Hall Receipts and Payments
The Clerk's Report was **NOTED**

68. URGENT ITEMS

There were no urgent items.

Chair

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

Minutes of the meeting of the
FUNCTION SUB-COMMITTEE
held on the 29th April ,2019

PRESENT: Councillor I.James(Chair)
Councillors S.Beynon, J. Bowen, Will Evans, Wendy Evans, P.Parsons, C.Phillips, C.Richards,
R.V.Smith, W.Smith, D.Walters, J.Williams,
P.Williams and R.Williams

(Welfare Hall, Loughor: 7.51pm – 8.08pm)

60. APOLOGIES

There were no apologies for absence..

61. DECLARATIONS OF INTEREST

There were no declarations of interests.

62. MINUTES

It was **RESOLVED** that the minutes of the meeting held on the
1st April,2019 be confirmed as a correct record.

63. MATTERS ARISING

There were no matters arising

64. CLERK'S REPORT

(i) Annual Dinner 2019

The Clerk's Report was **NOTED**

(ii) Awards Evening 2019

The Clerk's Report was **NOTED** and it was **RESOLVED** that
there would continue to be no restrictions on the number of guests invited
by the recipients of the Council's Award but that the Council would
henceforth not make any catering arrangements;drinks would continue
to be provided.

65. OTHER COUNCIL FUNCTIONS

It was **NOTED** that there are currently no other plans in place

Chair

CYNGOR TREF LLWCHWR
LLWCHWR TOWN COUNCIL

Minutes of the meeting of the
BUDGET WORKING PARTY SUB COMMITTEE
held on 7th May 2019

PRESENT: Councillors J.Bowen, I. James, and C. Phillips,

(Welfare Hall, Loughor: 7.00 p.m. – 7.30 p.m.)

1. **APPOINTMENT OF CHAIRMAN**
Councillor J.Bowen was appointed Chair
2. **APOLOGIES FOR ABSENCE**
There were apologies for absence from Councillors Will Evans and C.Richards.
3. **DECLARATIONS OF INTEREST**
There were no declarations of interest.
4. **THE REPORT OF THE CLERK**
The Clerks Report was **NOTED** and it was **RESOLVED** that:
a) the Procedural Standing Orders, the Financial Regulations and the Terms of Reference for the Council's Committees and Sub-Committees as set out in the Report be recommended to Full Council for adoption
b) the three documents referred to in a) above be reviewed by the Council every two years.

.....
Chair

Agenda Item 12

LLWCHWR TOWN COUNCIL
Date 3rd June ,2019
REPORT OF THE CLERK

CONTENTS

- 1-Police Matters
- 2-Accounts for payment
- 3-Grants
- 4-Council Precept
- 5-Gower Hedgerow Hub
- 6-Changes to the Constitution

Dated this 27th May, 2019

**LLWCHWR TOWN COUNCIL
FULL COUNCIL
Date 3rd June, 2019
Report of the Clerk**

CONTENTS

1-Police Matters

No report has been received.

2-Accounts for Payment

Laundering –tableclothes	£35.00
Postage	£8.45
Clarity Copiers	£70.61
N Havard-soft drinks-Awards Evening	£16.55
N Havard-wine for AGM	£29.04
Michael Rixson Pictures-frame	£68.20
N Havard-steps for Notice Boards	£2.99
Vaughtons-brooch pin (incl.VAT)	£22.42

3-Grants-payable by virtue of S.19 Local Government(Miscellaneous Provisions) Act 1976(except paragraph (iii))

(i)Penyrheol Comprehensive School

The Clerk has received the following e mail from the School; the School have been requested to supply financial information and accounts but it is appreciated that Schools are funded very differently to other organisations requesting funding.At the time of writing this Report no financial information has been produced.

The School have previously received Grants from the Council as detailed below-

-2012 £250.00

-2013 £250.00 (for Mock Trial Team)

Headteacher/Pennaeth
Alan Tootill

Tel: (01792) 533066
Fax: (01792) 533366



Pontarddulais Road
Gorseinon
SWANSEA
SA4 4FG

May 2019

Dear Councillors,

I am delighted to inform you that a group of pupils from our school will be participating in the final round of the Magistrates' Court Mock Trial competition. There are thirteen pupils in the team: twelve from Year 8 (aged 12-13) and one from Year 9 (aged 14). They have all been working extremely hard for this competition, rehearsing every lunch hour and regularly staying after school.

They first competed in the local heat at Swansea Crown Court, and having won that heat, they then competed in the regional heat at Newport Crown Court, and once again they were successful. These pupils will now be travelling to London to compete in the national final which will be held at the Royal Courts of Justice on Saturday, 15th June.

It is obviously a great honour for our school to be participating in this event and we are all extremely proud of them. Travelling to London, however, is incurring unexpected costs for the families of the children. Parents are already having to pay for an overnight stay, and hiring a coach is also presenting a considerable cost. I am aware that you often donate to worthy causes for young people in our area, and I am writing to you in the hope that you may be able to make a small donation to the hefty cost of hiring a coach.

If you could consider making a donation to cover the cost of travel, the pupils and I would be extremely grateful.

Many thanks.

Yours faithfully

Blair Davies

English Department



(ii) Light Up Loughor

The Clerk has received the following letter from the Treasurer of the Light Up Loughor Event; they have also supplied a copy of their Accounts which are enclosed. Members might

also wish to note the comments concerning the Council's Christmas lights and the invitation in the penultimate paragraph. Loughor Events Committee have previously received a Grant from the Council in April 2018 in the sum of £200.00.

9 Nicholas Court
Gorseinon
Swansea
SA4 4PR
07971 827285
26 April 2019

Mr N Havard
30 Huntingdon Way
Tycoch
SWANSEA SA2 9HN

Dear Mr Havard

On behalf of the Loughor Event committee, I am writing to ask if the council would consider supporting us again this year with a grant for our "Light up Loughor Event". Our first Light up Loughor Community event held last November was a huge success. We hope to build on that success again this year with another Christmas tree to be erected in the grounds of St. David's church on Friday 29 November, and remain lit up throughout the Christmas period until the 12th night.

The event is in the early planning stages, and we hope it will once again involve the local children of Tr Uchaf; Casllwchwr, Pontybrenin Welsh/English schools, along with Loughor lifeboat; Fire Engine; Loughor Town band; craft stalls, entertainment for the family, and of course Father Christmas.

The event is for the whole community of Loughor and District, to celebrate the start of the Christmas season in the traditional way. We do not wish to and cannot compete in any way or detract from the wonderful Gorseinon/Loughor Lantern Parade, which draws in many people from the local surrounding villages. Our main aim is to have a Christmas tree in the village of Loughor, and involve the local community to a joyous evening.

A 22ft. tree erected, insured, lit up and removed from site cost £1,022 including VAT @ 2018 prices. We will also be approaching local businesses for sponsorship, as well as fund raising ourselves to cover the cost.

Whilst writing, we would also like to ask the Council if it is possible to switch on the Christmas lights at the Welfare Hall at the same time and if you are having a tree in the Globe field, they could all be switched on timeously to make the "Light up Loughor" theme appropriate.

We are delighted that some of our Councillors have joined us in the organising of the event, (any others are welcome to assist in any way).

A formal invitation will be extended to all council members, and Mayor to attend the celebration. I also enclose a copy of our up to date bank statement.

Please do not hesitate to contact me if you require any further information.

Yours sincerely
For Loughor Event Committee

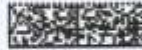
Mrs Pam Morgan
Treasurer

enc.

LLOYDS BANK



J3194502CLPWFA0000077206001002 998 000
LOUGHOR EVENTS COMMITTEE
9 NICHOLAS COURT
GORSEINON
SWANSEA
WEST GLAMORGAN
SA4 4PR



Your account statement
Statement sheet number: 6
Issue date: 1 April 2019
Page: 1 of 3

Write to us at:
PO Box 1000
Andover
BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)
Visit us online: www.lloydsbank.com

Your branch: LEEDS CITY CTR
Sort code: 30-65-22
Account number: 80421468
BIC: LOYDGB21678
IBAN: GB20 LOYD 3065 2280 4214 68

TREASURERS ACCOUNT
LOUGHOR EVENTS COMMITTEE

Account Summary

Balance On 31 December 2018	£1,919.17
Total Paid In	£300.00
Total Paid Out	£1,627.00
Balance On 8 February 2019	£592.17

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
31 Dec 18		BALANCE BROUGHT FORWARD			1,919.17
2 Jan 19	Cheque	000008	25.00		1,894.17
8 Jan 19	Cheque	000009	25.00		1,869.17
22 Jan 19	Cheque	000010	1,484.00		385.17
7 Feb 19	Bank Giro Credit	C C SWANSEA 439405		300.00	685.17
8 Feb 19	Cheque	000011	93.00		592.17
08 Feb 19		BALANCE CARRIED FORWARD			592.17

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.
For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>
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(iii) Bobath Children's Therapy Centre

The Clerk has received the following letter from the Centre; the Centre have not previously received any funding from the Council. The Centre have provided the following financial information

-Total Income £3,068,869

-Expenditure £1,398,975

The Centre conclude by stating-“Whilst this year’s surplus is a tremendous result,we are keenly aware that we need to continue businesss as usual in our fundraising efforts,in order to sustain the charity’s core activities.”The power to award a Grant in this instance would be S.1 Local Government Act 2000 ie the promotion or improvement of the social well being of the area



Mr Anthony Davies
Llwchwr Town Council
4 Lady Margret Villas
Sketty
Swansea

SA2 0RX

24th April 2019

Dear Mr Anthony Davies,

Bobath Children's Therapy Centre Wales is a registered charity providing specialist therapy to children from all over Wales who have cerebral palsy. This year we need to raise £1.5 million to keep the centre running at current levels and we would be very grateful if you could help us by providing a grant.

The following facts and figures underline the importance of the services provided by Bobath Wales and the significant difference grants and donations can make to children from all parts of Wales with cerebral palsy. The figures refer to the year 2017-18.

- 76% of our revenue income came from donations, gifts in Wills, retail and fundraising activity.
- We provided 1,744 sessions of specialist therapy and treated 343 children.
- As of December 2018, we had 696 children on our caseload.
- All our services are provided free of charge to families - from the initial assessment to therapy sessions and our Family Support Service
- For every £1 we spend on fundraising, we raise £5.

Cerebral Palsy is a permanent disorder of posture and movement resulting from brain damage before, during, or up to 2 years after birth. It can affect a child's movement, sensation, perception, cognition, communication, eating and drinking. In some children, all these functions are affected. It is the most common disability in childhood in the world. Around **1 in every 400 children** will have the diagnosis and it is estimated that there are **1,800 children in Wales today** who have cerebral palsy. Each year around **70 babies in Wales** will be born and diagnosed with the condition.

You could help make a difference to children in Wales with cerebral palsy by making a grant to Bobath Children's Therapy Centre Wales. This will enable us to continue to help children such as William...

Making a difference to children who have cerebral palsy • Gwneud gwahaniaeth i blant sydd â pharlys yr ymennydd



Bobath Children's
Therapy Centre Wales
18 Park Road, Whitcomb
Cardiff, CF14 7BP
Telephone: (029) 20522600
Fax: (029) 20521477

Royal Patron/Prifardwr: Her Majesty The Duchess of Gloucester GCVO
Ffôn/ffônwr: Bryn Torfa, CBE
Registered Charity/Eiddo Gofrestrwyd: 1010183
Company limited by guarantee/Cwmni cyfyngedig drwy wariant: 02091896
E-mail/Ebost: info@bobathwales.org
Website/Gwefan: www.bobathwales.org

Canolfan Therapi Plant
Bobath Cymru
19 Hoel y Ffôn, Y Ffôn Gwynnau
Caerdydd, CF14 7BP
Ffôn: (029) 20522600
Ffôn: (029) 20521477

Rebecca, William's mum, says:



"William was born by emergency caesarean section at 33 weeks. He spent 22 days on the Special Care Baby Unit. He was initially ventilated but progressed well. We were then told that there was damage to his brain.

"At 3 months old an MRI scan confirmed this and a diagnosis of cerebral palsy was given. We were told that it was impossible to know how this would affect William in terms of gross motor development, visual difficulties and learning difficulties. We were told to wait and see. I scoured the internet looking for answers.....**and we found Bobath Wales. That first email to them was life changing.** We were offered help - assessment and treatment for William, and support for our family.

"The therapists taught us how to modify our handling in a way that would encourage him to develop more complex movements. His core strength dramatically improved and following a block of therapy, William was able to sit on his own. Following a further block of therapy, William started crawling. William is now able to walk independently - he falls a lot and is very clumsy but **he has exceeded all our expectations.**

"The intensity, duration and expertise of Bobath therapy have produced **astounding results.** We feel privileged to have had help and support from Bobath Wales and are sure that William's achievements are due to the skill of the therapists so early on in his life. We just wish this was available for all children with brain injuries. We still don't know what the future holds for William but I've a feeling he's going to continue to surprise us."

This heartfelt testimonial demonstrates the difference Bobath Wales can make, not only to a child with cerebral palsy, but to their family. I hope it will inspire your members to support us this year.

I enclose a copy of our latest annual review but if you have any additional queries please do not hesitate to contact Rachel Morgan, Head of Income Generation, on 02920 522600 or via email at fundraising@bobathwales.org.uk.

Thank you in advance for your consideration for this year.

Jennifer Carroll MA MCSP PGC(HE)
Centre Director / Consultant Physiotherapist

Members may wish to note that the first precept payment of the year was made by Swansea Council on the 30th April, 2019 in the sum of £28,774.67.

5-Gower Hedgerow Hub

The Clerk has received the following e mail and Members are requested as to whether they would wish to support the Project.

Good Afternoon,

I am one of the coordinators for the Gower Hedgerow Hub.

The Gower Hedgerow Hub is a project that celebrates the cultural and ecological importance of hedgerows across Gower and Swansea, with a focus on the traditional method of hedgelaying unique to Gower known as "Gower Style". We provide training, volunteer opportunities, and workshops. As well as offering support to land-owners on Gower or community groups with hedgerows regarding funding as well as practical support planting new and maintaining ancient hedgerows.

The Gower Hedgerow Hub participants have enjoyed being outside, feeling like they're making a positive impact, socialising, and connecting with the area they live in. We want to raise awareness of the Gower Hedgerow Hub and invite people from across Swansea to join in.

Would be interested in including information on the Gower Hedgerow Hub in your next Community Newsletter and whether you'd be able to promote some of our upcoming events?

Most of the events are free of charge - the ones that do have a charge are subsidised by funding.

The Gower Hedgerow Hub is on facebook as a community group, there is a webpage on Swansea Council website however this is currently being updated.

I am happy to help if you would like any further information.

If you are interested, can you let me know if there is a word limit and you're upcoming deadlines for content?

I look forward to hearing from you.

Best wishes,

Erin Rickard

External Funding Officer

Swansea Council

6-Changes to the Constitution

The Clerk sets out below his Report to the Meeting of the Budget Working Party Sub Committee. The Minutes of the Meeting are attached to this Summons as Paragraph 8. Members are requested to amend or approve as the case maybe the documents referred to in the Report namely the Procedural Standing Orders, the Financial Regulations and the Terms of Reference for the Council's Committees and Sub Committees and once the documents are finalised to adopt the same. Members are also requested to approve the second recommendation of the Sub Committee namely that the three documents be reviewed every two years.

Members should note that as regards the Terms of Reference there have been some slight amendments to the original Report-these concern the numbers needed to make any particular Meeting quorate;in some instances these have been reduced following the Council's AGM which reduced some of the membership of the various Committees and Sub Committees.

“

LLWCHWR TOWN COUNCIL
BUDGET WORKING PARTY SUB-COMMITTEE

Date 7th May,2019

Report of the Clerk

1-Revision of the Council's Constitution

i)General

The Clerk has received notification from BDO,the External Auditors,that some of the matters that they will be investigating in the Annual Governance Statement will include-

a)list of Committees established by the Council-the Council addresses this matter in the AGM.

b)terms of reference for each Committee-the Clerk has been unable to locate any such terms

c)the Council's standing orders and financial regulations-the current ones being utilised by the Council are dated 2nd December 2002 and it would seem likely that the Auditors would find this situation unsatisfactory.

The matter was reported to the Meeting of Full Council in March and the relevant Minute is set out below-

“Auditor General for Wales-Report on Financial Management and Governance

The Clerk's Report was **NOTED** and it was **RESOLVED** that-

(i)the Clerk bring forward a Report to the Budget Working Party in respect of amending the Council's Standing Orders and Terms of Reference for the Council's Sub-Committees-the Budget Working Party then to report to Full Council”

The Clerk has taken the advice of OVW/NALC who have supplied the latest versions of the Standing Orders and Financial Regulations ;the Clerk has amended these as appropriate.Generally the new documents have been updated and tend to be longer.OVW were unable to supply Terms of Reference and the Clerk has drafted these from scratch.

ii)Procedural Standing Orders

The proposed amended Orders are included in Appendix 1.The differences between the existing Standing Orders and the new version are highlighted in a different font and italicized.The Clerk has only attached the proposed new Orders to this Report but if Members wish to see the existing Standing Orders these can be supplied.

iii)Financial Regulations

Again based on the existing Regulations but updated.Members attention is drawn to Regulation 4.1 which is based on the model version supplied by NALC which gives the Clerk in conjunction with the Mayor or Deputy Mayor powers of expenditure.Also Members will note the terms of Paragraph 6 –it is not intended at this time to commence internet banking or apply for a debit or corporate credit card.

Again only the proposed new Order is attached as Appendix 2 but if Members wish to see the existing Regulations these can be supplied.

iv)Terms of Reference for Committees and Sub-Committees

These are attached as Appendix 3 ;they have been drafted so as to be as straightforward as possible and in the same format

v)Resolution

Members are asked to consider and amend the three documents as appropriate and thereafter to resolve to recommend the documents to Full Council for adoption

APPENDIX 1

LLWCHWR TOWN COUNCIL PROCEDURAL STANDING ORDERS

V13

STANDING ORDERS

1. Meetings

- a) Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.
- b) Smoking is not permitted at any meeting of the Council and Members shall refrain from using mobile phones or other noise emitting devices save on medical grounds when they should inform the Chair of the meeting.
- c) *The minimum three days for notice of a Meeting shall not include the day on which the Notice was issued or the day of the Meeting.*

2. The Statutory Annual Meeting

- a) In an election year the Annual Council Meeting shall be held on or within 14 days following the day on which the Members elected take office and
- b) In a year which is not an election year the Annual Council Meeting shall be held on such day in May as the Council may direct.

3. Chair of the Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.

The Chair of Council shall be the Mayor and the Vice Chair shall be the Deputy Mayor and references in these Standing Orders to Chair and Vice Chair shall be interpreted accordingly where necessary.

4. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he shall be the clerk or nominated officer:-

- a) To receive declarations of acceptance of office.
- b) To receive and record notices disclosing interests at meetings.
- c) To receive and retain plans and documents.
- d) To sign notices or other documents on behalf of the Council.
- e) To receive copies of bylaws made by another local authority.
- f) To certify copies of bylaws made by the Council.
- g) To sign and issue the summons to attend meetings of the Council *and serve on Members (at least 3 days before the Meeting) by delivery or post at their residence a signed summons confirming the time, place and agenda*
- h) To provide, in a conspicuous place including the Council's Notice Boards, public notice of the time, place and agenda and publish electronically notice of the time and place and, so far as reasonably practicable, any documents relating to the business to be transacted at the Meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment*
- i) To keep proper records for all Council meetings
- j) To assist with responding to requests made under freedom of information legislation and rights exercisable

under data protection legislation

5. Quorum of the Council

- a) The quorum of the Council shall be one quarter of all Members.
- b) If a quorum is not present or if during a meeting the number of Members present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chair may fix.
- c) For a quorum relating to a committee or sub-committee, please refer to Standing Order 26(c).

6. Voting

- a) Subject to a Meeting being quorate all questions at a Meeting shall be decided by a majority of the Members and non-councillors with voting rights present and voting*
- b) Members shall vote by show of hands or, if at least two Members so request, by signed ballot
- c) If a Member so requires, the Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
- d)(i) Subject to (ii) and (iii) below the Chair may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.

(ii) If the person presiding at the annual meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office he /she may not give an original vote in an election for Chair.

(iii) the person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

7. Order of Business

- i) At each Annual Council Meeting the first business shall be:-
 - a) To elect a Chair of the Council
 - b) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
 - c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by

reason of insufficient nominations.

- d) To decide when any declarations of acceptance of office and written undertakings to observe the code of conduct adopted by the Council which have not been received as provided by law, shall be received.
- e) To elect a Vice-Chair of the Council.
- f) To appoint committees and sub-committees.
- g) To appoint representatives to outside bodies
- h) To consider the payment of any subscriptions falling to be paid annually.

and shall thereafter follow the order set out in the Standing Order 7(iv)

ii) At every meeting other than the Annual Council Meeting the first business shall be to appoint a **Member to preside at the Meeting** if the Chair and Vice-Chair be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

iii) In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 20 must be read in conjunction with this requirement.

iv) After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows-

- a) To read and consider the Minutes
- b) After consideration to approve the signature of the Minutes by the person presiding as a correct record.
- c) To deal with business expressly required by statute to be done.
- d) To consider any recommendations made by a committee**
- e) To dispose of business, if any, remaining from the last meeting.
- f) To receive such communications as the person presiding may wish to lay before the Council.
- g) To answer questions from Members.
- h) To receive and consider reports and minutes of committees and Members attending meetings/functions.

- i) To consider the reports of the Clerk.
- j) To receive and consider resolutions or recommendations in the order in which they have been notified.
- k) To authorise the sealing of documents.
- l) If necessary, to authorise the signing of orders for payment.
- m) Any other business which the Chair determines to be urgent.

8. Urgent Business

A motion to vary the order of business on the ground of urgency:

- a) May be proposed by the Chair or by any Member and, if proposed by the Chair, may be put to the vote without being seconded, and
- b) Shall be put to the vote without discussion.

9. Extraordinary Meeting

The Chair of the Council may convene an extraordinary meeting of the Council at any time

10. Resolutions Moved On Notice

- a) Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 14 clear days before the next meeting of the Council. *The Clerk may, before including a motion on the agenda, correct any obvious grammatical or typographical errors in the wording of the motion. If the wording or subject of a proposed motion is considered improper or not clear in meaning the Clerk shall consult with the Chair of the forthcoming Meeting to consider whether the motion shall be included in the agenda or rejected*
- b) The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received.
- c) The Clerk shall insert in the summons for every Meeting all notices of motion or recommendation properly given in the order in which they have been received unless the Member giving a notice of motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.
- d) If a resolution or recommendation specified in the summons is not moved either by the Member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- e) If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if

he/she considers it to be a matter of urgency, may allow it to be dealt with at the Meeting at which it was moved.

- f) Every resolution or recommendation shall be relevant to some subject over which the Council has power, functions or duties which affects its area **or residents**

11. Resolutions Moved Without Notice

Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chair of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) *To temporarily suspend Meeting***
- g) To close or adjourn the debate.
- h) To refer a matter to a committee ***or sub-committee***.
- i) To appoint a committee ***or sub-committee*** or any Members thereof.
- j) To adopt a report.
- k) *To require a written report***
- l) To authorise the sealing of documents.
- m) To amend a motion.
- n) *To defer consideration of a motion***
- o) To give leave to withdraw a resolution or amendment.
- p) To extend the time limit for speeches.
- q) To exclude the press and public, (see Standing Order 37(a) below)
- r) *To not hear further from a Member or a member of the public***
- s) To silence or eject from the Meeting a Member ***or member of the public*** named for misconduct, (see Standing Order 15 below)
- t) To give the consent of the Council where such consent is required by these Standing

Orders.

u) To suspend any Standing Order, (see Standing Order 42 below)

v) To adjourn the meeting.

w) *To move to a vote*

12 Questions

a) A Member may ask the Chair of the Council or the Clerk any question concerning the business of the Council, provided 8 clear days notice of the question has been given to the person to whom it is addressed.

b) No questions not connected with business under discussion shall be asked except during the part of the Meeting set aside for questions.

c) Every question shall be put and answered without discussion.

d) A person to whom a question has been put may decline to answer.

13 Rules of Debate

i) No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.

ii) (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chair, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.

b) A Member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.

c) A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.

d) No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 3 minutes except by consent of the Council.

e) An amendment shall be either:-

aa) To leave out words.

bb) To leave out words and insert others

cc) To insert or add words.

f) An amendment shall not have the effect of negating the resolution before the Council.

g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

- i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 3 minutes.
- j) A Member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- k) A Member may speak on a point of order or a personal explanation. A Member speaking for these purposes shall be heard forthwith. *A Member raising a point of order shall identify the Standing Order which he/she considers has been breached or specify the other irregularity in the proceedings of the Meeting he/she is concerned by. A point of order shall be decided by the Chair and his/her decision shall be final.* A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.
- l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no Member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- m) When a resolution is under debate no other resolution shall be moved except the following:-
 - aa) To amend the resolution.
 - bb) To proceed to the next business.
 - cc) To adjourn the debate.
 - dd) That the question be now put.
 - ee) That a Member named be not further heard.
 - ff) That a Member named do leave the meeting.
 - gg) That the resolution be referred to a committee *or sub-committee*
 - hh) To exclude the public and press.
 - ii) To adjourn the meeting.
 - jj) *To suspend particular standing order(s) excepting those which reflect statutory or legal requirements*
- n) A Member shall remain seated when speaking unless requested to stand by the Chair
- o)
 - aa) the ruling of the **Chair** on a point of order or on the admissibility of a personal explanation shall not be discussed.
 - bb) Members shall address the Chair. If two or more Members wish to speak, the Chair shall decide who to call upon.
 - cc) Whenever the Chair speaks during a debate all other Members shall

be silent.

14. Closure

At the end of any speech a Member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chair shall put the motion but, in the case of a motion "that the question be now put", only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he/she shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption. For the avoidance of doubt a motion "that the question be now put" may only be moved by a Member who has not already spoken on the matter under debate provided always that the Chair may move such a motion should he feel it necessary in all the circumstances.

15. Code of Conduct and Disorderly Conduct

a) Members and non-councillors with voting rights shall observe the code of conduct adopted by the Council

b) No Member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.

c) If, in the opinion of the Chair, a Member has acted in a manner contrary to that required, the Chair shall express that opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a Member reasonably believes another Member is in breach of the code of conduct, that Member is under a duty to report the breach.

d) If the motion mentioned in paragraph (c) is disobeyed, the Chair may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them *or to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.*

16. Right of Reply

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A Member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

17. Alteration of Resolution

A Member may, with the consent of his seconder, move amendments to his/her own resolution.

18. Rescission of Previous Resolution

a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 11 members of the Council, or by a resolution moved in pursuance of the report of the Clerk or recommendation of a committee.

- b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

19. Voting On Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

20. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 37.)

21. Resolutions on Expenditure

Any resolution which, if carried, would, in the opinion of the Chair substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon.

22. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council.

23. Sealing of Documents

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) Any two Members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

24 Committees and Sub Committees

- i) The Council may at its Annual Council Meeting appoint standing committees *and sub committees* and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-
- a) Shall not appoint any Member of a committee so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than Members of the Council to any Committee *unless it is a committee which regulates and controls the finances of the Council*

- c) May subject to the provisions of Standing Order 18 above at any time dissolve or alter the membership of committee
- d) *Shall from time to time determine the terms of reference for such committees or sub-committees;and*
- e) *Shall permit a committee or sub-committee to determine the number and time of its meetings*
- f) *May dissolve a committee or sub committee*

ii) The Chair and Vice-Chair ex-officio shall be voting members of every committee.

iii) Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the council, and shall settle its programme of meetings for the year.

25. Special Meeting

The Chair of a committee or the Chair of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

26. Sub-Committees

a) Every committee may appoint sub-committees for purposes to be specified by the committee.

b) The Chair and Vice-Chair of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

c) Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be three members or one-half of the total membership, whichever is the greater.

d) The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to committee and sub-committee meetings.

27 Advisory Committees

a) The Council may create advisory committees, whose name, and number of Members and the bodies to be invited to nominate Members shall be specified.

b) The Clerk shall inform the Members of each advisory committee of the terms of reference of the committee.

c) An advisory committee may make recommendations and give notice thereof to the Council

d) An advisory committee may consist wholly of persons who are not members of the Council.

28 Voting in Committees

a) Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at

least two Members so request, by signed ballot.

- b) Chair of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

29. Presence of Non-Members of Committees at Committee Meetings

A Member who has proposed a resolution which has been referred to any committee of which he/she is not a member, may explain his/her resolution to the committee but shall not vote.

30. Minutes of a Meeting

i) The Minutes of a Meeting shall include an accurate record of the following:

a) the time and place of the meeting;

b) the names of the Members who are present and the names of the Members who are absent;

c) interests that have been declared by Members and non-councillors with voting rights;

d) the grant of dispensations(if any) to Members and non-councillors with voting rights

e) whether a Member or a non-councillor with voting rights left the meeting when matters that they held interests in were being considered; and

f) the resolutions made

ii) The accuracy of draft Minutes, including any amendments made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

31. Accounts and Financial Statement

i) a) Except as provided in paragraph **i)(b)** of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.

b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Clerk. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or with the approval of the Chair or Vice-Chair of the Council.

c) All payments ratified under sub-paragraph (b) of this Standing Order shall be included in the next schedule of payments before the Council.

- ii) The Responsible Financial Officer shall supply to each Member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of the following month of September.

32. Estimates / Precepts

a) The Council shall approve written estimates for the coming financial year

at its meeting before the end of the month of January.

b) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than the end of December in any year.

33. Interests

a) A Member or non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits his/her right to participate in a discussion or vote on that matter is subject to the obligations in the code of conduct adopted by the Council.

b) The Clerk shall compile and hold a Register of Member's Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Council of the City and County of Swansea and/or as required by statute.

c) If a candidate for any appointment under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, he/ she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a Member is disclosed this Standing Order shall apply.

d) The Clerk shall make known the purpose of Standing Order 33 to every candidate.

34. Canvassing of And Recommendations By Members

a) Canvassing of Members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this sub-paragraph of this Standing Order to every candidate.

b) A Member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

35. Inspection of Documents

a) A Member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on

request, be supplied for the like purpose with a copy.

- b) All minutes kept by the Council and by any committee shall be open for the inspection of any Member of the Council.

36. Unauthorised Activities

No Member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
b) Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee.

37. Admission of The Public and Press to Meetings

a) The public and press shall be admitted to all meetings of the Council and its committees and subcommittees, which may, however, temporarily exclude the public and press by means of the following resolutions:-

"That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"

b) The Council committee or sub-committee shall state the reason for exclusion.

- c) At all meetings of the Council, the Chair may at his/her discretion and at a convenient time in the transaction of business, *permit members of the public to make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given. Only one person is permitted to speak at a time. If more than one person wants to speak the Chair shall direct the order of speaking.*
- d) The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.
- e) If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

38. Confidential Business

- a) No Member of the Council or of any committee or sub-committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b) Any Member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

39 Planning Applications

- i) The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-
- (a) the date on which it was received
(b) the name of the applicant
(c) the place to which it relates;

40 Financial Matters

i) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer.

a) Such Regulations shall include detailed arrangements for the following:

aa) the accounting records and systems of internal control;

bb) the assessment and management of risks faced by the Council;

cc) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;

dd) *the inspection and copying by Members and local electors of the Council's accounts and/or payments*

ee) procurement policies (subject to (b) below) including the setting of values for different procedures where the contract has an estimated value less than £25,000.00

b) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000.00 shall be procured on the basis of a formal tender as summarised in (c) below.

c) Any formal tender process shall comprise the following steps:

aa) either a public notice of intention to place a contract to be placed in a local newspaper; or at least three tenders are invited from at least three firms to be taken from the appropriate approved list maintained by the Council of the City and County of Swansea

bb) a specification of the goods, materials, services and the execution of works shall be drawn up;

cc) tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;

dd) tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least *two* Members of Council;

ee) tenders are then reported to the appropriate meeting of Council or Committee.

d) The Council or a committee, is not bound to accept the lowest tender, estimate or quote.

e) Standing Order No.34 shall apply to tenders

f) The Financial Regulations of the Council shall be subject to regular review, at least once every four years.

41. Code of Conduct on Complaints

i) Upon notification by the Council of the City & County of Swansea that it is dealing with a complaint that a Member or non-councillor with voting rights has breached the Council's code of conduct, the Clerk shall report this to the Council

ii) The Council may:

a) provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

b) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

c) indemnify the Member or non-councillor with voting rights in respect of his/her related legal costs and any such indemnity is subject to approval by a meeting of the Council

42. Variation, Revocation and Suspension of Standing Orders

a) All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b) A motion to add or vary or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by special motion, the written notice by at least 2 Members to be given to the Clerk in accordance with Standing order 10

c) A copy of these Standing Orders shall be given to each Member by the Clerk upon delivery to him of the Member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

d) The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final

N.G.Havard

Clerk to the Council

April, 2019

LLWCHWR TOWN COUNCIL

FINANCIAL REGULATIONS

N.G.Havard

Clerk to the Council

V4

These Financial Regulations were adopted by the Council at its Meeting held on

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for Members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At regular intervals the Council must review the effectiveness of its system of internal control which shall

be in accordance with proper practices.

- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council are up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
 - entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
 - procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the

approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment ; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A Practitioners’ Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.

2.2. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.

2.3. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or Member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or

external auditor with such information and explanation as the Council considers necessary for that purpose.

- 2.4. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.5. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.6. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.7. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.8. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
- 2.9. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- 3.2. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.
- 3.3. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. The Clerk may in conjunction with the Mayor or Deputy Mayor incur

expenditure up to £500.00. The Clerk shall report such action to the Council as soon as possible.

Such authority is to be evidenced by an authorisation slip duly signed by the Clerk, and by the Mayor or Deputy Mayor.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in January for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the Minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information. The Minutes shall be initialled by the Chair of the Meeting.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate

expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council .

5.6. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two Members of Council in accordance with a resolution instructing that payment. A Member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting).

6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two Members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council regularly.

6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two Members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council regularly.

6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council regularly.

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which Members approved the payment.

- 6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The Council, and any Members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and the Mayor.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Council in writing before any order is placed.
- 6.18. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of Members or staff shall not be used under any circumstances.
- 6.19. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and

discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.7. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Mayor of the Council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all fees, charges to be made for work done, services rendered or goods supplied shall be reviewed regularly by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.4. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.5. The origin of each receipt shall be entered on the paying-in slip.
- 9.6. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.7. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.8. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.9. Any income arising which is the property of a charitable trust shall be paid into a separate bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below) .

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A Member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (v) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)
- c. Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one Member of Council.
- g. Any invitation to tender issued under this regulation shall be subject to any relevant Standing Order of the Council and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

11.2. The Proper Officer shall maintain a register of personal interests, in respect of Members

- a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
- b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The Caretaker of the Council shall be responsible for the care and custody of stores and equipment in the Welfare Hall.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and

Audit (Wales) Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case ,if practicable and feasible,a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property including matters such as planning permissions and covenants.
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case ,if practicable and feasible,a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property including matters such as planning permissions and covenants.
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified regularly, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Generally and in particular following any regular risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers
- 15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.4. All appropriate Members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed regularly by the Council.
- 17.2. When considering any new relevant activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

APPENDIX 3

LLWCHWR TOWN COUNCIL

TERMS OF REFERENCE FOR COMMITTEES

1-Welfare Hall Management Committee

- a)Composition-shall consist of all Members of the Council
- b)Quorum-a minimum of 9 Members is required for a valid Meeting
- c)Chair- The Committee shall appoint a Chair and Vice Chair from among its membership .
- d)Function-to consider and approve of all matters relating to the Welfare Hall including
- i)the structure of the building and any works of replacement,refurbishment ,enhancement and maintenance required
- ii)approving the appointment of any contractors or specialists of whatsoever description to carry out any or all of the works referred to in i) above

- iii)to oversee and approve any bookings relating to the Hall
- iv)to receive and consider any Reports from either the Clerk or the Caretaker
- v)to approve the terms of any prospective letting or licence of the Hall or any part thereof
- vi)the operation and running of the Hall generally
- e) Decision Making-the Committee shall have full decision making powers ;the Minutes of the Committee shall be reported to Full Council
- f)Legal
- i)the Members of the Committee acknowledge that the Welfare Hall is vested in the name of Llŵchwr Town Council as Trustee of the Parish Hall Charity by virtue of a Scheme endorsed by the Charity Commission dated the 4th June ,1992
- ii)the Members of the Committee acknowledge that any Meeting of the Committee is a Meeting of the Trustees of the Charity and that such Meeting is subject to the terms of the Scheme and Charity law generally

2-Functions Sub-Committee

- a)Composition-shall consist of 13 Members to be appointed at the Council's Annual General Meeting
- b)Quorum-a minimum of 7 Members is required for a valid Meeting
- c)Chair- The Committee shall appoint a Chair and Vice Chair from among its membership .
- d)Function-
 - i)to consider any proposals for an Event(a social gathering of whatsoever description) to be held or hosted by the Council or to which the Council is a party and whether held at the Welfare Hall or another location and without prejudice to the generality of the foregoing shall include
 - aa)the Council's Annual Dinner
 - bb)the Council's Awards Evening
 - cc)Cawl a Chan
 - ii)to receive and consider any Report from the Clerk
 - iii)to consider any social invitation made to the Council generally or where appropriate made to individual Members
 - e)Decision Making-the Sub Committee shall have full decision making powers;the Minutes of the Sub-Committee shall be reported to Full Council

3-Budget Working Party

- a)Composition-shall consist of 6 Members and the Chair of the Welfare Hall Management Committee to be appointed at the Council's Annual General Meeting
- b)Quorum-a minimum of 4 Members is required for a valid Meeting
- c)Chair- The Committee shall appoint a Chair and Vice Chair from among its membership .
- d)Function-
 - i)to consider and approve the proposals for the Council's annual Budget
 - ii)when required to consider and approve any financial matter appertaining to the Council
 - iii)when required to consider any matter relating to the Council's Annual Return
 - iv)when required to consider any audit or governance issues including any proposals for amendment to the Council's Constitution
 - v)when required to consider any issues in respect of –
 - aa)risk assessments
 - bb)financial plans or strategies
 - cc)assets
 - vi)to receive and consider any Report from the Clerk
 - e)Decision Making-the Working Party does not have decision making powers but can make recommendations to Full Council

4-Joint Working Party with the Town Trust

- a)Composition-shall consist of 5 Members to be appointed at the Council's Annual General Meeting
- b)Quorum-a minimum of 3 Members is required for a valid Meeting
- c)Chair- The Committee shall appoint a Chair and Vice Chair from among its membership .
- d)Function-
 - i)to consider any matter,issue or proposal relating to or in respect of the Council's relationship with Loughor Town Trust
 - ii) to receive and consider any Report from the Clerk
 - e)Decision Making-the Working Party does not have decision making powers but can make recommendations to

Full Council

5-Regalia and Plate Sub-Committee

- a)Composition-shall consist of 9 Members to be appointed at the Council's Annual General Meeting
- b) Quorum-a minimum of 5 Members is required for a valid Meeting
- c)Chair- The Committee shall appoint a Chair and Vice Chair from among its membership .

d)Function-when required to consider and approve all matters or issues relating to or in respect of-

i)Regalia-meaning or including the emblems symbols or badges indicative of the Council including decorations or insignia indicative of an office of the Council including but without prejudice to the generality of the foregoing those relating to the Mayor or Deputy Mayor of the Council.

ii)Plate including those to which the Council's heading or emblem or symbol is attached or superimposed

iii)Council Awards(presented at the Council's Awards Evening)

iv)the Council's Maces

v) to receive and consider any Report from the Clerk

e)Decision Making-the Sub-Committee does not have decision making powers but can make recommendations to Full Council

6-Newsletter and IT Sub-Committee

a)Composition-shall consist of 8 Members to be appointed at the Council's Annual General Meeting

b) Quorum-a minimum of 4 Members is required for a valid Meeting

c)Chair- The Committee shall appoint a Chair and Vice Chair from among its membership .

d)Function- when required to consider and approve all matters or issues relating to or in respect of-

i)the Council's Newsletter including its content ,layout and distribution

ii)Information Technology including but not limited to-

aa)the Council's computer and associated hardware and software

bb)the Council's website including its operation,provider,content and any legal issues or constraints

iii) to receive and consider any Report from the Clerk

e)Decision Making-the Sub-Committee does not have decision making powers but can make recommendations to Full Council

7-Electoral Review Sub-Committee

a)Composition-shall consist of 9 Members to be appointed at the Council's Annual General Meeting

b) Quorum-a minimum of 5 Members is required for a valid Meeting

c)Chair- The Committee shall appoint a Chair and Vice Chair from among its membership .

d)Function- when required to consider and approve all matters or issues relating to or in respect of-

i)polling districts and polling stations

ii)community governance reviews

iii)review of any potential Parliamentary or Council boundary changes ,proposals or amendments

iv)overseeing the provision of information that may be required by any Boundary Commission

v)review of elections held

vi) to receive and consider any Report from the Clerk

e)Decision Making-the Sub-Committee does not have decision making powers but can make recommendations to Full Council

8-Health and Safety and Working Practices Sub-Committee

a)Composition-shall consist of 7 Members to be appointed at the Council's Annual General Meeting

b) Quorum-a minimum of 4 Members is required for a valid Meeting

c)Chair- The Committee shall appoint a Chair and Vice Chair from among its membership .

d)Function-

i) The role of the Sub-Committee is to ensure that the Council's policies, procedures and working practices regarding health and safety meet or exceed any legal obligations, with the object of promoting the well-being and safety of the Council's Members,its employees, its customers and others who may be affected by its activities

ii) when required to consider and approve all matters or issues relating to or in respect of-

aa) Council policies for health,safety and welfare,both statutory or otherwise and monitor and review their effectiveness

bb)reviewing forthcoming legislation and assessing its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or class of operations

- cc) receiving detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases and to consider the effectiveness of any action taken to prevent future similar accidents.
- dd) receiving a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents
- iii) to receive and consider any Report from the Clerk
- e) Decision Making-the Sub-Committee does not have decision making powers but can make recommendations to Full Council

9-Projects Sub-Committee

- a) Composition-shall consist of 11 Members to be appointed at the Council's Annual General Meeting
- b) Quorum-a minimum of 6 Members is required for a valid Meeting
- c) Chair- The Committee shall appoint a Chair and Vice Chair from among its membership .

- d) Function- when required to consider and approve all matters or issues relating to or in respect of-
 - i) any business case or proposal for any new or existing project or initiative (of whatsoever description) taking into account financial and legal implications and risks
 - ii) to receive and consider any Report from the Clerk
- e) Decision Making-the Sub-Committee does not have decision making powers but can make recommendations to Full Council

10-Local Development Plan Sub-Committee

- a) Composition-shall consist of 10 Members to be appointed at the Council's Annual General Meeting
- b) Quorum-a minimum of 5 Members is required for a valid Meeting
- c) Chair- The Committee shall appoint a Chair and Vice Chair from among its membership .

- d) Function-
 - i) Role of Full Council-Llŵchwr Town Council is currently an advisory body to the Local Planning Authority (the Council of the City and County of Swansea-“CCS”) for all planning applications that relate to the Council's area and considers and responds to such applications and will also make representations in respect of appeals against the refusal of planning permission. Full Council will also identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
 - ii) Role of Sub-Committee-
 - aa) to monitor, review and where necessary make recommendations to Full Council for amendments to the planning consultation procedure
 - bb) to deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Sub-Committee
 - cc) to receive and comment upon consultative and other papers received from CCS relevant to the Local Development Plan or any other Planning Framework or Policy
 - iii) to receive and consider any Report from the Clerk
- e) Decision Making-the Sub-Committee does not have decision making powers but can make recommendations to Full Council

11-Ad Hoc Pay and Performance Sub-Committee

- a) Composition-shall consist of 8 Members to be appointed at the Council's Annual General Meeting
- b) Quorum-a minimum of 4 Members is required for a valid Meeting
- c) Chair- The Committee shall appoint a Chair and Vice Chair from among its membership .

- d) Function- when required to consider and approve all matters or issues relating to or in respect of-
 - i) a review of policies and terms of reference relating to current employment law
 - ii) the appointment and management of staff
 - iii) where appropriate to bring to a conclusion any matters emanating from the grievance and disciplinary procedures and policies of the Council or contained in the employment contract of any member of staff
 - iv) staffing levels, and re grading ,appraisals and pay levels relating to staff
 - v) when appropriate to conduct an appraisal of the Clerk and review any appraisal of the Caretaker
 - vi) to consider any other staff matters which arise from time to time
 - vii) to receive and consider any Report from the Clerk
- e) Decision Making-the Sub-Committee does not have decision making powers but can make recommendations to Full Council

**Dated this 27th May,2019
Clerk to the Council**

Agenda Item 12

**LLWCHWR TOWN COUNCIL
FULL COUNCIL
Date 3rd June, 2019
Report of the Clerk-Addendum**

1-Council Pens

As Members will be aware it is traditional for the Mayor to present pens to the school leavers in the four Primary Schools in the Council's area. The stock currently held by the Clerk is insufficient and new pens are required; the supplier used by the previous Clerk is no longer in operation. Councillor Bowen has suggested to the Clerk a website offering different classes of pens and the Clerk sets out four possible choices below and for convenience the website pages are also set out below; all the prices listed are exclusive of VAT-

- 1-Laser Engraved Paragon Pen-this would seem to be the model nearest to the current pen. It comes in blue, black, green, gunmetal, purple, burgundy, red, ocean blue, dark blue or an assortment.
- 2-Paragon Pen in Matte-the colours are stated on the website page.
- 3-Focus Flashlight Pen-the wording on the pen appears to be printed rather than engraved. The pens come in blue, purple, green, pink and an assortment
- 4-Flashlight Pen-comes in silver, blue, green, purple and red

Members are requested to indicate whether they would wish to purchase one of the model of pens listed above and, if so, the quantity and colour

**Dated the 28th May,2019
Clerk to the Council.**

Agenda Item 13

LLWCHWR TOWN COUNCIL

Date 10th June, 2019

PLANNING REPORT

1-Planning Applications

At the time of writing this Report, notification has been received of the following Planning applications upon which the observations of the Town Council are requested:-

(i) 2019/0880 Lower Loughor - Area 2

Land To The Rear Of, 18 Culfor Road, Loughor, Swansea, SA4 6TY
Miss Penny Blyth- Detached dormer bungalow

(ii) 2019/0873 Upper Loughor - Area 2

Pen Y Fernel Farm, Culfor Road, Loughor, Swansea, SA4 6UB
Mr. & Mrs. M. Preece- Addition of first floor side extension to provide further living accommodation, fenestration alterations and conversion of part of the property into a holiday let

(iii) 2019/0979 Upper Loughor - Area 2

44 Borough Road, Loughor, Swansea, SA4 6RP
Mr A Harris- Non Material Amendment to planning permission 2018/2155/FUL granted 14th November 2018 to allow for amendment to external finish and a decrease in width of proposed extension

(iv) 2019/0511 Lower Loughor - Area 2

44 Bwrw Road, Loughor, Swansea, SA4 6TX
Mrs Nicola Chapman- Two storey side extension and detached garage (amended Plans received)

Clerk's Note-original and amended Plans attached to end of Report.Council previously resolved to make no objection to the Application

w/e 3 may

(v) 2019/1001 Lower Loughor - Area 2

29 Glanymor Park Drive, Loughor, Swansea, SA4 6UQ
Mrs Rachel Thomas - Non Material Amendment to Planning Permission 2019/0026/FUL granted 22nd February 2019 to allow for an amendment to the external finishes

w/e 3 may

(vi) 2019/0945 Upper Loughor - Area 2

Land At The Rear Of Bryn Farm, Bryn Road, Loughor, Swansea, SA4 4PQ

Mr C Jenkins-Two detached dwellings with detached garages and associated access road

w/e 3 may

(vi) 2019/0803 Kingsbridge - Area 2

Land Adjacent Swansea Sound, Victoria Road, Gowerton, Swansea, SA4 3AB

Mr Gethin Edwards- Construction of an access road and a single storey drive- thru

restaurant with associated parking

Clerk's Note-the Council has previously considered this Application;Applicant has submitted amended Plans which are attached to the end of Report. The Council's previous Objection is set out below-

It was **RESOLVED** that the Council would object to the Application for the following reasons-

- the Application would appear to be contrary to existing Policy whereby the type of proposed development should be restricted to Gorseinon Shopping Centre and should not be permitted in residential or periphery areas
- Swansea Council need to be satisfied that the proposed Developers have mitigated the risk in respect of any possible issues in respect of Japanese knotweed and the fact that the proposed development may be on a floodplain

(vii) 2019/0949 Kingsbridge - Area 2

55 Belgrave Road, Gorseinon, Swansea, SA4 6RF

Mr Shaun Walters- Two storey side extension and single storey rear extension w/e 10 May

(viii) 2019/0452 Lower Loughor - Area 2

Land Between 24 And 30, Culfor Road, Loughor, Swansea, SA4 6TY

Mr Andrew Gazzi- Detached dwelling

(ix) 2019/0982 Lower Loughor - Area 2

64 Brynllwchwr Road, Loughor, Swansea, SA4 6SG

Mr. Rhyddian Evans- Retention of 1.8m high front boundary fence

(x) 2019/1028 Lower Loughor - Area 2

44 Landor Drive, Loughor, Swansea, SA4 6GL

Mr & Mrs Frank Ellis- Single storey rear extension (Application for a Certificate of Proposed Lawful Development)

w/e 17 May

Agenda Item 16

LLWCHWR TOWN COUNCIL

Date 3rd June,2019

FURTHER REPORT OF THE CLERK

CONTENTS

1-Payments

2-Receipts and Payments

3-Globe Field

4-Rainbow Flag

5-Insurance Claim

