

COUNCIL SUMMONS

You are hereby summoned to attend the ANNUAL MEETING of LLWCHWR TOWN COUNCIL to be held MONDAY NEXT the 16th May 2022 commencing at 7.00 p.m. The Meeting will be held at the Welfare Hall, Woodlands Road, Loughor and on a remote basis in accordance with the provisions of the Local Government and Elections (Wales) Act 2021 and by means of Microsoft Teams. Press and Public are invited to attend online but should give prior notice to the Clerk at clerk@llwchwrTownCouncil.gov.uk and detail any question they wish to submit. The agenda will be as follows-

1. To receive Declarations of Acceptance of Office and Undertakings to Observe the Code of Conduct from Members.
2. Mayor's Announcements.
3. Apologies for absence.
4. 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.)
5. The Mayor will ask for a nomination for the Office of Mayor of Llŵchwr Town Council for the Municipal Year 2022/2023.
6. The nomination will be proposed by Councillor R. Smith and seconded by Councillor I. James.
7. The proposal being agreed, Councillor Jeff Bowen will be invested with the Chain of Office of Mayor and make and sign the Declaration of Acceptance of Office and Mrs. Mary Bowen will be invested with the Chain of Office of Mayoress.
8. The Mayor, Councillor Jeff Bowen will give his Inaugural Speech.
9. The Mayor, Councillor Jeff Bowen will ask for a nomination for the Office of Deputy Mayor for the Municipal Year 2022/2023.
10. The nomination will be proposed by Councillor S. Beynon and seconded by Councillor C. Phillips.
11. The proposal being agreed, Councillor David Walters will be invested

with the Chain of Office of Deputy Mayor and will make and sign the Declaration of Acceptance of Office.

12. The Council will receive, for information, the Minutes of the Annual Meeting held on the 17th May,2021(copy enclosed).
13. To confirm the Minutes of the Meeting of Council held on the 25th April 2022 (copy enclosed)
14. To consider matters arising from the Minutes, if any.
15. The Council will determine the amount of the Mayor's Allowance for 2022/2023.
16. The Council will determine the dates and times of Town Council meetings for the ensuing Municipal Year (a draft Schedule is enclosed for consideration)-Appendix 1.(Page 1)Please note that some or all of these Meetings may be held on a remote access basis utilising Microsoft Teams.
17. The Council will appoint Members to serve on the Council's Committees as set out in Appendix 2. (Page 2).
18. The Council will appoint Members to serve on the external bodies as set out in Appendix 3.(Page 3).
19. The Council will appoint an Internal Auditor for the Municipal Year 2022/2023 (current Internal Auditor - Mr Lyn Llewelyn).
20. The Council will consider the Attendance of Members 2021/2022 (copy attached)-Appendix 4. (page 4)
21. The Council will review and adopt its Annual Investment Strategy 2022/2023(Appendix5)(pages 5-6),Financial Risk Assessment 2022/2023(Appendix 6) (pages 7-9), and Asset Register (Appendix 7)(pages 10-12).
22. The Council operates financially through payments mainly by cheque;there is currently only one serving Councillor who is authorised to sign cheques.Financial Regulations require a minimum of two signatories.Members are asked urgently to consider which other Members should become Bank signatories.Members should be aware that the process of approving signatories by Lloyds Bank is not particularly straightforward or speedy and will probably involve a visit to a Branch Office.Cheques will be required by the end of the month.
23. Councillor Will Evans was previously a Community School Governor at

Tre Uchaf Primary School but resigned his position and Members are now requested to nominate a new Governor.

- 24 . The Council will consider any other business which the Chair determines to be urgent.

Dated this 12th May 2022

Clerk to the Council

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

**Minutes of the Annual General Meeting of
Lluchwr Town Council**

held on a remote basis in accordance with the provisions of the Local Government and Elections (Wales) Act 2021 and by means of Microsoft Teams held on the 17th May,2021

PRESENT: Councillor Will Evans(Chair)

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

(Remote Access 7.01 p.m. – 7.27 p.m.)

1. MAYOR'S ANNOUNCEMENTS

a)The Mayor was pleased to announce that Her Majesty the Queen had sanctioned with effect from the 22nd April 2021 the Appointment to Dame of Ruth Lewis BEM in respect of the Most Venerable Order of the Hospital of St.John of Jerusalem-the Mayor and Councillors offered their congratulations and it was Resolved that the Clerk send a further letter of congratulations.

b)The Mayor announced that he had made,on the 11th May,two Grant Presentations outside the Welfare Hall and,observing Covid-19 Regulations to respectively the Loughor Town Trust in the sum £6,186.33 and accepted by Councillor Ron Williams in his role as Chair of the Trust and Councillor Ireen James in her role as Secretary of the Trust and the sum of £500.00 to Heart of the Community @LoughorRugbyFootballClub as represented by Marc O' Kelly the Chair.

c)The Mayor congratulated the three local Members of the Senedd who had been re-elected in the recent Elections namely Rebecca Evans for Gower,Julie James for Swansea West and Mike Hedges for Swansea East as well two local Councillors in the Castle and Llansamlet Wards of Swansea Council.

2. APOLOGIES

There were apologies for absence from Councillors
A.Davis,K.Roberts,P.Williams and R.Williams

3. DECLARATIONS OF INTEREST

Councillor Jeff Bowen declared a prejudicial interest in minute 11 and left the Meeting while the item was discussed.

4. ELECTION OF MAYOR FOR THE MUNICIPAL YEAR 2021/2022

The Mayor asked for nominations for the Office of Mayor. It was moved by Councillor C. Richards and seconded by Councillor C.Phillips that Councillor Jeff Bowen be elected Mayor for the Municipal Year 2021/2022.

The motion was unanimously carried.

Councillor Jeff Bowen formally accepted and was duly installed and accepted the Chain of Office of Mayor.
(Councillor Jeff Bowen Chair)

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

Mrs.Mary Bowen was installed as Mayoress and presented with the Chain of Office of Mayoress by the Mayor,Councillor Jeff Bowen.

5. INAUGURAL SPEECH OF THE MAYOR

The Mayor, Councillor Jeff Bowen, thanked Councillor C.Richards for proposing him and Councillor C.Phillips for seconding the proposal. Councillor Bowen 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 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 Loughor Inshore Rescue Lifeboat and Centurion LifeGuard Club-the Mayor noted that safety in the water had been a concern of his for many years.

The Mayor further noted that he would not be able to carry out his duties in the forthcoming year without the support of the Mayoress.

The Mayor concluded by thanking Members for the great honour of nominating him to be Mayor.

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

The Mayor, Councillor Jeff Bowen asked for nominations for the Office of Deputy Mayor for the Municipal Year 2021/2022. It was moved by Councillor R.Smith and seconded by Councillor W.Smith that Councillor Peter Parsons be elected as Deputy Mayor for the Municipal Year 2021/2022.

The motion was unanimously carried.

Councillor Peter Parsons formally accepted and was installed and accepted the Chain of Office of Deputy Mayor. The Mayor welcomed the Deputy and looked forward to working with him.

Councillor Peter Parsons 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.

7. 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 William Evans. Councillor R.V.Smith said he had great pleasure in proposing a vote of thanks on behalf of the Council. Councillor Evans had now been Mayor for the past two years; he was the only Councillor who had accomplished this but there had of course been extremely unusual circumstances in the last 12 months. Prior to March 2020 the Mayor had hosted the signature Events of the Town Council such as the Annual Dinner and Cawl a Chan as well as the Quiz at the Reverend James. Councillor Smith also noted the Councillor Will Evans as Mayor had presided over the long held aspiration of the Town Council to unveil the Christmas Lights. Councillor Evans had also raised a large sum of money for his Charity despite the pandemic as well as raising money for eg foodbanks. Councillor Smith thanked the outgoing Mayor and Mayoress for their efforts and wished them a peaceful year of rest.

8. PRESENTATION TO THE IMMEDIATE PAST MAYOR

The Mayor stated that the immediate past Mayor had been presented with a framed photograph of himself and would be presented in the near future with a Past Mayor's medallions and pin badges. The Mayor paid tribute to the manner in which he had undertaken his duties and responsibilities as Mayor throughout the Municipal Year.

9. RESPONSE BY THE IMMEDIATE PAST MAYOR

The immediate Past Mayor, Councillor William Evans thanked Councillor R.V.Smith for the vote of thanks and his kind words. It had been a unique two years and he wished to thank all his fellow Councillors for their help and support as well as the Clerk. It had

been a difficult period during the pandemic but Councillor Evans was pleased that money had been raised for the Town Hall Restoration Fund. The Mayor wished to thank the Mayoress for her unwavering support.

Councillor Evans concluded by offering his best wishes to the new Mayor, Councillor Jeff Bowen.

10. MINUTES

(a) The minutes of the Annual Meeting of Council held on the 15th October 2020 were **NOTED** by the Council.

(b) It was **RESOLVED** that the Minutes of the Meeting of Council held on the 26th April 2021 be confirmed as a correct record. There were no matters arising.

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

11. MAYOR'S ALLOWANCE

It was **RESOLVED** that the Mayor's Allowance for 2021/2022 be £700.00.

12. DATES OF TOWN COUNCIL MEETINGS IN 2021/2022

It was **RESOLVED** that meetings of the Town Council in the 2021/2022 Municipal Year be held at 7.15pm on the following dates at the Welfare Hall, Loughor.

Monday 7 June 2021	Monday 1 November 2021	Monday 4 April 2022
Monday 5 July 2021	Monday 6 December 2021	Monday 25 April 2022
<i>August recess</i>	Monday 17 January 2022	Monday 16 May 2022 (Annual Meeting)
Monday 6 September 2021	Monday 7 February 2022	
Monday 4 October 2021	Monday 7 March 2022	

13. 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, I. James, P. Parsons, 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) Health and Safety and Working Practices Sub-Committee shall comprise Councillors J. Bowen, William Evans, H. Huelin, I. James, C. Phillips, D. Walters, P. M. Williams and R. Williams.
- (h) 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.
- (i) Ad Hoc Pay and Performance Sub-Committee shall comprise Councillors S. Beynon, J. Bowen, Wendy Evans, William Evans, H. Huelin, I. James, C. Richards, P. M. Williams and R. Williams.

14. 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 Llchwyr

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 the Mayor and the Clerk.

15. APPOINTMENT OF INTERNAL AUDITOR

It was **RESOLVED** that Mr Lyn Llewelyn be appointed internal auditor for
the Municipal Year 2021/2022.

16. ATTENDANCE OF MEMBERS 2020/2021

It was **NOTED** that a list of attendances by Members for the Municipal
Year 2020/2021 was presented to Council.

**17. ANNUAL INVESTMENT STRATEGY 2021/2022, FINANCIAL
RISK ASSESSMENT 2021/2022 and ASSET REGISTER 2021/2022**

It was **RESOLVED** that the above Strategy, Assessment and Register be
adopted.

18 URGENT ITEMS

There were no urgent items.

Chair

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

**Minutes of the Meeting of Llwlchwyr Town Council held at the Welfare Hall,
Woodlands Road, Loughor held on the 25th April, 2022.**

PRESENT: Councillor Jeff Bowen (Chair)

Councillors S.Beynon, A. Davis, Wendy Evans,

Will Evans, I. James, P. Parsons, C. Phillips, C. Richards, K. Roberts, R. V. Smith, W. Smith,

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

(At the Welfare Hall : 7.05 pm –7.20 pm)

172. MAYORS ANNOUNCEMENTS

(i)The Mayor announced that ex Town Councillor Alma Evans’s husband Tom had recently passed away-all present stood for a minute’s silence as a mark of respect.

173. APOLOGIES

There was an apology for absence from Councillor H. Huelin,

174. DECLARATIONS OF INTEREST

Councillor J.Bowen declared an interest in minute 182 (c) and withdrew from the meeting while the matter was discussed.

175. MINUTES OF COUNCIL

It was **RESOLVED** that the Minutes of the Meeting of Council held on the 4thApril,2022 be confirmed as a correct record.

176. MATTERS ARISING

There were no matters arising.

177. WELFARE HALL MANAGEMENT COMMITTEE/TRUSTEES

The Minutes of the Meeting of the Welfare Hall Management Committee/ Trustees held on the 4th April,2022 were noted and agreed.

178. FUNCTIONS SUB COMMITTEE

The Minutes of the Meeting of the Functions Sub Committee held on the 4th April,2022 were noted and agreed.

179. POLICE REPORT

The Police had made their Report by means of an e mail from PCSO I.Davies.

180. CORRESPONDENCE

No correspondence had been received.

181. MEMBERS REPORTS

The Deputy Mayor, Councillor Peter Parsons reported that he had attended the Annual Egg Rolling Competition at Loughor Castle on Easter Monday-the Event had been well attended and the Deputy Mayor wished to thank Councillor Christine Richards and the other organisers.

182. REPORT OF THE CLERK

(a) Police Matters

The Police Report by e mail had been received.

Members expressed disappointment that the Report that had been received was not sufficient and was inadequate-Members needed to know what crimes had been committed eg burglary-what is the current trend?Members needed this knowledge so that they could formulate and assist in crime prevention strategies-Members need more detail of the categories of crime committed in each area of the Council.As an example Members wished to know if there were instances of illegal drinking and drug taking by teenagers.

(b) Accounts for Payment

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

Microsoft Teams	£4.56
Civic Expenditure	£39.95

(c) Grants

(i) Loughor Inshore Rescue

The Clerk's Report was **NOTED** and it was **RESOLVED** that a Grant of £1,000.00 be awarded on the basis that this was a one off payment in respect of a

capital outlay for new equipment.

183. PLANNING REPORT

1- The Council considered the following planning applications upon which the observations of the Town Council had been requested

(i) 2021/2835 Kingsbridge - Area 2

152 Loughor Road, Gorseinon, Swansea, SA4 6QX

Mrs Elizabeth Thomas- Single storey rear extension

It was **RESOLVED** that there would be no objection.

ii) 2022/0737 Upper Loughor - Area 2

57 Waun Road, Loughor, Swansea, SA4 6QN

Mrs Amy Birtwistle- Increase in ridge height and eaves height to provide first floor living accommodation with front gable, upper floor side window, four front rooflights, four rear rooflights, single storey rear extension and alterations to fenestration

It was **RESOLVED** that there would be no objection

iii) 2022/0831 Lower Loughor - Area 2

21 Castle Street, Loughor, Swansea, SA4 6TU

Mrs Wendy Williams- Addition of pitched roof to single storey front elevation

It was **RESOLVED** that there would be no objection

iv) 2022/0801 Upper Loughor - Area 2

Land South Of Glebe Road, Loughor, Swansea, SA4 6SR

Mrs Francesca Evans-Non-material Amendment to Planning Permission 2013/0617

granted 5th September 2017 to further amend the wording of Condition 7, so that

Condition 7 only applies to those plots 73-74 inclusive still awaiting validation.

It was **RESOLVED** that there would be no objection.

184. URGENT ITEMS

There were no urgent items.

185. EXCLUSION OF THE PRESS AND PUBLIC

It was **RESOLVED** that the press and public be excluded from the meeting during the discussion of the next item due to the confidential nature of the matter under discussion.

186. FURTHER REPORT OF THE CLERK

(a) Payments

It was **RESOLVED** that the payments referred to in the Report be authorised

(b) Receipts and Payments

The Clerk's Report was **NOTED**

Chair

Appendix 1

**DATES OF TOWN COUNCIL MEETINGS IN
2022/2023**

Monday 6 June 2022

Monday 4 July 2022

August Recess

Monday 5 September 2022

Monday 3 October 2022

Monday 7 November 2022

Monday 5 December 2022

Monday 16 January 2023

Monday 6 February 2023

Monday 6 March 2023

Monday 3 April 2023

Monday 24 April 2023

Monday 15 May 2023 (Annual Meeting)

APPENDIX 2

APPOINTMENT OF COMMITTEES

- (a) the Welfare Hall Management Committee/Trustees 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, I. James, C. Phillips, R V Smith, C. Richards and the Chair of the Welfare Hall Management Committee/Trustees.
- (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) 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.
- (h) 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.
- (i) 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

APPENDIX 3

APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES

- (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 the Mayor and the Clerk.

	17.05.21	07.06.21	05.07.21	06.09.21	04.10.21	01.11.21	06.12.21	17.01.22	07.02.22	07.03.22	04.04.22	25.04.22	ACTUAL /12
S M Beynon	Y	Y	N	Y	Y	Y	Y	N	N	Y	Y	Y	9
J Bowen	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12
A M Davies	N	N	Y	Y	Y	Y	Y	N	N	N	Y	Y	7
Wendy Evans	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	11
Will Evans	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12
H Huelin	Y	N	Y	N	Y	Y	Y	Y	Y	N	Y	N	8
I James	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12
P Parsons	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12
C Phillips	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12
C Richards	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12
K Roberts	N	Y	Y	N	Y	Y	Y	Y	N	Y	N	Y	8
R V Smith	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12
W D J Smith	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12
D J Walters	Y	Y	Y	Y	Y	N	Y	N	N	Y	Y	Y	9
J Williams	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	12
P M Williams	N	N	N	Y	N	N	Y	Y	Y	N	Y	Y	6
R Williams	N	N	N	Y	N	Y	Y	Y	Y	Y	Y	Y	8

APPENDIX 5

LLWCHWR TOWN COUNCIL

ANNUAL INVESTMENT STRATEGY

This Annual Investment Strategy is prepared in accordance with any statutory guidance on Local Government Investments issued by the Welsh Government.

All cash, bank balances, financial assets, borrowings and credit arrangements are defined as a part of the Council's treasury management activities. This Annual Investment Strategy will concentrate on the Council's temporary surplus resources (or other financial assets it holds) and the investments it undertakes of these resources.

The Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than to yield. In drafting this Annual Investment Strategy the Council has made appropriate arrangements for:

- Identification, management and control of risks in the investments/treasury management activities it undertakes,
- Budgeting, accounting and audit arrangements,
- Its cash and cash flow management requirements,

- Segregation of responsibilities, organizational arrangements, adequate documentation and the identification of a responsible officer for investment/treasury management activities,
- Corporate governance
- Procedures to ensure it is alert to the possibility it may become subject to an attempt to involve it in a transaction involving the laundering of money.

All investments undertaken by this Council will be made and repaid in Sterling.

SUMS TO BE INVESTED

Balances accrued from previous years;
Precept receipts not needed to meet immediate payments.

LISTING OF INVESTMENTS UNDERTAKEN

The Council will undertake the following categories of investment for the financial year 2022/2023.

- Overnight Cash Deposits to a maximum of £200,
- Welfare Hall Current Account for day to day receipts and payments relating to the Welfare Hall,
- Llchwyr Town Council Current Account for day to day receipts and payments relating to the Town Council,
- Llchwyr Town Council 30 Day Notice Account for balances accrued from previous years and precept receipts not needed to meet immediate payments.
- Fixed Term Investment for one year for balances accrued from previous years which are not needed to meet medium term payments.

NEW INVESTMENTS – REPORTING REQUIREMENTS

If any new investment instruments (other than those approved in the list above) are proposed during the financial year 2022/2023 before such an investment is undertaken it will need to first be approved by the Llchwyr Town Council.

GLOSSARY

Credit arrangements – this covers all forms of borrowing or credit transactions that the Council may undertake.

APPENDIX 6

LLWCHWR TOWN COUNCIL

FINANCIAL RISK ASSESSMENT

Assessment undertaken on the 10th day of May 2022

Signed N.G.Havard,Clerk.

List Financial activities here	List the risk from the financial activities you have identified	List existing controls or note where the information may be found. List risks which are not adequately controlled and the action needed.
Cash holdings in Welfare Hall	Risk of theft or other loss	Cash is held in the Welfare Hall from the payment for the use of the Hall. The quantity held is not great – usually not more than £150. The cash is collected on a weekly basis and banked by the Clerk. The amount of cash held does not warrant a daily collection and provides a float for change. The risk is limited but unavoidable.
Cash holdings in Clerk's Home	Risk of theft or other loss	Cash is held generally not longer than overnight after collection from the Hall and banking. The risk is limited but unavoidable.
Record of Receipts	Prevention of fraud or other loss	Receipts for the use of the Hall are issued by the Caretaker from a duplicated and numbered receipt book in the Hall. Generally the Clerk only receives cheque payments himself, receipt of which is acknowledged in writing. All payments received are noted in the Clerk's Hall Diary and payments received in the

		Hall are noted in the Diary kept in the Hall
Banking	Prevention of fraud or other loss	Banking is undertaken by the Clerk as and when necessary and generally at least once a week. Payments into the bank are made on paying in books which are held for each of the current accounts. Details of the payments are recorded in the paying in books.
Welfare Hall accounting	Prevention of fraud or other loss.	Computerised records of receipts and payments are maintained by the Clerk as part of his financial duties. The income received from the use of the Hall is reported to the Welfare Hall Management committee/Trustees on a monthly basis. Payments are also reported monthly for authorisation and recorded in the minutes.
Town Council accounting	Prevention of fraud or other loss	Computerised records of receipts and payments are maintained by the Clerk as part of his financial duties. All payments are reported to Council on a monthly basis. Receipts received in relation to a specific Council function are recorded on the appropriate file and reported to Council for information. In addition they are recorded in the receipts account.
Bank Accounts	Financial control	The Council maintains bank accounts. Current accounts for the Town

		<p>Council, the Welfare Hall and the Mayor. In addition there is a deposit account which holds the Council's cash reserves. No cash is drawn from the deposit account. If funds are required the Clerk arranges to transfer money to the appropriate current account. Money is drawn from the current accounts by cheque. There are three cheque signatories at any one time and two signatures are required. The Clerk is not a signatory and this gives greater security. The cheque books are held by the Clerk.</p>
Bank Statements	Financial control	<p>Bank statements are received by the Clerk monthly and these are checked against the paying in books and cheque books to ensure that payments received have been properly banked and cheques issued have been cleared.</p>
Computer Software	Financial Control	<p>The Clerk operates a computerised Financial Management Package which is very sophisticated and Bank Reconciliation is undertaken on a monthly basis.</p>

**LLWCHWR TOWN COUNCIL
ASSET REGISTER**

Updated 7.5.2022 Note-assets marked *-their values frozen as per 2018 valuation

Details of Asset	Where the Asset is Held	Value of Asset (if known)	Comments/Remarks
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Loughor Welfare Hall,	Woodlands Road, Loughor, Swansea,SA4 6PS	* £527961	Endowment of Parish Hall Charity Council is the Trustee
Tables chairs fixtures and fittings	Loughor Welfare Hall	* £20203	Contents of Hall New chairs July 2013 £4508
5 Defibrillators	Various	£6,500	Purchase price
Desk, Filing cabinet and chair	30 Huntingdon Way, Tycoch,Swansea SA2 9HN	* £1413	Clerk's Office Note desk and filing cabinet now at Welfare Hall
Computer Equipment	As above	* £3291	Clerk's Office
Piano	Loughor Welfare Hall	* £5127	Piano has been repaired in last 12 months
Audio Equipment	As above	* £8825	Hall audio system
Memorial Plaque	As above	* £854	Fixed to wall in Hall
Photocopier	30 Huntingdon Way, Tycoch,Swansea	* £3090	Leased asset
Mayoral Chain with Velvet Collar and Case	Mayor's residence	* £875	
Sterling Silver Gilt and Enamel Pendant	Mayor's residence	* £859	Attached to Mayoral Chain of Office
Sterling Silver Gilt Deputy Mayoral Chain	Deputy Mayor's residence	* £875	
Deputy Mayor's Pendant	Deputy Mayor's residence	* £536	Attached to Deputy Mayor's Chain of Office
Deputy Mayoress/Consort's Chain of Office and case	Deputy Mayoress/Consort's Residence	* £941	
		Total £53389.00	
Stained glass panels (2) mounted in display cases	Main Hall, Loughor Welfare Hall	£1.00	

High Backed Chairs (3) originally Llwchwr UDC	Council Chamber, Loughor Welfare Hall	£1.00	
Carving of Council Logo	As above	£1.00	
Honours Board	As above	£200	
Past Mayors' Photographs	As above	£1.00	
Various photographs and plaques	As above	£1.00	
Music Stand	As above	£1.00	
Loughor Parish Chest	As above	£1.00	
Honours Board	Main Hall, Loughor Welfare Hall	£200	
Various paintings and photographs	As above	£1.00	
Disabled Lift	As above	£2500	Serviced and in working order
Notice Boards (7)	Various locations	£300 each (£2100)	
Bowls Mats and Ancilliary Equipment	Main Hall, Loughor Welfare Hall	£1000	
Table clothes	Loughor Welfare Hall	£1.00	
Crockery and eating utensils	As above	£1.00	
Drink Chiller Cabinets	As above	£100	
Coat Rails (3)	As above	£30	
Evac Chair	As above	£1025	
Dishwasher	Welfare Hall Kitchen	£2030	
	Total Page 2	£9195	
	Total Page 1	£53389	
	Total page 1 +2	£62584	Value of Welfare Hall is not included

ASSETS ON LONG TERM LOAN

Maces (2)	Loughor Welfare Hall	* £32000	On long term loan from the Loughor Town Trust
Halberds (2)	Displayed in Council Chamber in the Loughor Welfare Hall	* £7831	On long term loan from the Loughor Town Trust
Ceremonial Chains of Office	Two Chains are displayed in panels in the Council Chamber in the Loughor Welfare Hall. One Chain is currently used by the Mayoress/Consort	* £14231	On long term loan from the Loughor Town Trust
Portrait of John C Williams	Affixed to wall	* £6150	On long term loan from City and County of Swansea