



GWAUN CAE GURWEN COMMUNITY COUNCIL

ORDINARY MEETING MINUTES

18:30 on Tuesday, 21st February 2023 via Zoom

MEETING OPENED: 18:32

MEMBERS PRESENT:

Cllr. S. Thomas (Chair), Cllr. C. Petrie (Vice-Chair), Cllr. B. Davitt, Cllr. D. Jones, Cllr. S. Jordan, Cllr. G. Moore, Cllr. L. Preece, Cllr. L. Prescott & Cllr. G. Thomas.

142. APOLOGIES (ITEM 1):

Cllr. D. Humphrey, Cllr. L. O'Hara & Cllr. S. Reynolds.

143. DECLARATIONS OF INTEREST (ITEM 2):

None.

144. CHAIRS ANNOUNCEMENTS (ITEM 3):

a) ELECTORAL REGISTER

Asked Councillors to email Chair if they wish to have the Electoral Register for the wards they represent as a Councillor.

b) TAIRGWAITH PARK

Met with Elouise Stanton from NPTCBC to discuss the Tairgwaith Park grant application and quotations. Ms Stanton will assist with getting the requisite three quotes. Cllr. S. Thomas has written the draft grant application and will send it Cllr. L. Prescott for feedback. Cllr. L. Preece will be a signatory for this as he also represents Tairgwaith.

c) COUNCILLOR TRAINING PLAN

Advised the Council needs to create a training plan for Councillors and asks that all members consider what training is needed.

d) COUNCILLOR DOCUMENTS & PAYMENTS

Need to meet with some Councillors to witness their signatures. This will be scheduled outside of the meeting. All Councillors also need to submit their forms to either receive the Councillor Payment or to opt of it before the end of next week.

145. QUESTIONS FROM THE PUBLIC (ITEM 4):

None

146. COUNTY BOROUGH COUNCILLOR UPDATE (ITEM 5):

a) CLLR. S. REYNOLDS

Not present.

b) CLLR. S. THOMAS



Budget has dominated NPTCBC agenda for some time, will send NPTCBC Budget to Council once available.

Alltwen has a planning application for a drive-through McDonalds in the car park of Pontardawe Tesco. If Councillors want to submit comments, they should do this directly, Cllr. S. Thomas will forward the details to Council.

147. PREVIOUS MINUTES (ITEM 6):

a) ORDINARY MEETING MINUTES – 10TH JANUARY 2023

PROPOSED BY: CLLR. L. PREECE SECONDED BY: CLLR. G. THOMAS

APPROVED

FOR: Cllr. B. Davitt, Cllr. D. Jones, Cllr. S. Jordan, Cllr. G. Moore, Cllr. C. Petrie, Cllr. L. Preece, Cllr. L. Prescott, Cllr. G. Thomas & Cllr. S. Thomas.

AGAINST: None.

ABSTAINED: None.

b) EXTRAORDINARY MEETING MINUTES – 17TH JANUARY 2023

PROPOSED BY: CLLR. G. MOORE SECONDED BY: CLLR. D. JONES

APPROVED

FOR: Cllr. B. Davitt, Cllr. D. Jones, Cllr. S. Jordan, Cllr. G. Moore, Cllr. C. Petrie, Cllr. L. Preece, Cllr. L. Prescott, Cllr. G. Thomas & Cllr. S. Thomas.

AGAINST: None.

ABSTAINED: None.

c) YOUTH COMMITTEE MEETING MINUTES – 1ST FEBRUARY 2023

PROPOSED BY: CLLR. L. PRESCOTT SECONDED BY: CLLR. G. THOMAS

APPROVED

FOR: Cllr. B. Davitt, Cllr. G. Moore, Cllr. C. Petrie, Cllr. L. Preece, Cllr. L. Prescott, Cllr. G. Thomas & Cllr. S. Thomas.

AGAINST: None.

ABSTAINED: Cllr. D. Jones & Cllr. S. Jordan.

148. MATTERS ARISING (ITEM 7):

a) CHRISTMAS LIGHT COMPETITION

All winners received their prizes and certificates in January.

b) LOWER BRYNAMMAN PARK LEASE



We need legal advice in order to sign the lease, Cllr. S. Thomas will compile some local solicitors for Council to consider.

c) COUNCILLOR DBS CHECKS

MOTION: For Council to pay up to £40 per Councillor for all Councillors to have an Enhanced DBS Check unless they have had one in the last three years and going forward all new Councillors to have an Enhanced DBS Check when joining the Council.

PROPOSED BY: **CLLR. L. PRESCOTT** **SECONDED BY:** **CLLR. G. THOMAS**

APPROVED

FOR: Cllr. B. Davitt, Cllr. S. Jordan, Cllr. G. Moore, Cllr. C. Petrie, Cllr. L. Preece, Cllr. L. Prescott, Cllr. G. Thomas & Cllr. S. Thomas.

AGAINST: None.

ABSTAINED: Cllr. D. Jones.

149. PLANNING APPLICATIONS (ITEM 8):

a) P2022/0847

No comments, concerns or objections raised.

150. COMMUNITY FUNDS (ITEM 9):

None.

151. COMMITTEES & APPOINTMENTS (ITEM 10):

Chair confirmed Cllr. B. Davitt is a member of the Health & Safety Committee and the Youth Committee.

Chair will also introduce Cllr. B. Davitt & Cllr. C. Petrie to the Chair & Secretary of the Cwmgors Management Committee as they are entitled to attend as Cwmgors Councillors.

152. POLICIES (ITEM 11):

a) BUILDING ACCESS/KEY REGISTER

MOTION: To change the locks at Lower Brynamman, Gwaun Cae Gurwen and Tairgwaith Community Centres and start a key register, Chair to obtain quotes for security locks & keys verses regular locks & keys and to make a decision via email following receipt of quotes.

PROPOSED BY: **CLLR. L. PREECE** **SECONDED BY:** **CLLR. L. PRESCOTT**

APPROVED

FOR: Cllr. B. Davitt, Cllr. D. Jones, Cllr. S. Jordan, Cllr. G. Moore, Cllr. C. Petrie, Cllr. L. Preece, Cllr. L. Prescott, Cllr. G. Thomas & Cllr. S. Thomas.

AGAINST: None.



ABSTAINED: None.

b) COUNCILLOR TRAINING PLAN

Can all Councillors please email the Chair with their preferences for training courses.

c) CLERK VACANCY

Council are waiting for One Voice Wales to confirm the Clerks Contract is legally sound, once done we will use the end section for a job description.

153. REPORTS (ITEM 12):

a) PAYMENTS

Cllr. S. Thomas will clarify the below payments via email:

- Lower Brynamman – Dwr Cymru – Water
- Taigrwaith – TotalEnergies – Electricity
- Cwmgors – SSE – Electricity
- Nest Pension

Cllr. S. Thomas & Cllr. L. Prescott to visit all Community Centres to gather more information.

b) BUDGET

Approved Budget for financial year 2023/2024 final copy for information purposes.

c) ACCOUNTS UPDATE

Cllr. C. Petrie (RFO) updated Council regarding progress with Council Accounts and Annual Returns.

Posting outstanding HMRC VAT Returns tomorrow.

Completing year end accounts for financial years:

- 2019/2020
- 2020/2021
- 2021/2022

Once completed will be able to run reports to finalise Annual Returns ready to submit to Internal Auditor.

Access to Bank Account would be useful.

Cllr. S. Thomas advised that bank is unable to add Cllr. C. Petrie as a signatory due to proof of identity documents not being provided, advised that bank is legally obliged to check identity but bank is now processing Cllr. S. Thomas as a signatory.

Cllr. C. Petrie advised he is not comfortable providing a bank with the accepted documents.

Cllr. S. Thomas asked if the VAT Return should be a higher priority than the outstanding Annual Returns, given we are fast approaching the end of another financial year?



Cllr. C. Petrie said he is happy with the 2020/2021 Annual Return now but was not aware the 2019/2020 Annual Return was outstanding.

Cllr. S. Thomas advised an email was forwarded to full council when this first came to light last October and that we cannot complete the 2020/2021 Annual Return until the 2019/2020 Annual Return is completed as the previous year's results are included in the following years Annual Return and so they much be done in order starting with the oldest.

Cllr. S. Thomas asked when the Annual Return will be ready to submit to the Internal Auditor?

Cllr. C. Petrie intends the 2019/2020 Annual Return be sent to the Internal Auditor before the next Council Meeting.

154. CORRESPONDENCE (ITEM 13):

None.

155. PLATES (ITEM 14):

None.

156. ANY OTHER BUSINESS & URGENT ITEMS (ITEM 15):

Cllr. S. Thomas has agreed to take the Minutes at the March Ordinary Council Meeting.

Council was updated regarding Aman Tawe Partnership surgery. The CHC have agreed to come to this valley to listen to what people have to say about the practice. These meetings would need to be across mornings/afternoons/evenings and at each Community Centre to be accessible to as many as possible. It also needs to cover both the Swansea Bay University & Hywel Dda Health Boards as the practice covers both. Other Community Councils in the catchment area of the practice will be informed of the meetings. A Council Mailing List will be created for this topic and an email will be sent to all council to ask who would like to be involved with this.

Chair carried our monthly one-to-ones with staff and was made aware of Gwaun Cae Gurwen Community Centre are low on oil again. A guard has now been installed so that the thermostat cannot be adjusted and heating is now scheduled to come on at 08:00 – 12:00 and again at 16:00 – 20:00. A quote will be sent out to Council for agreement for the purchase of oil via email. People appear to be standing on the back of the toilet in order to smoke out of the window which has now resulted in the toilet being broken, the Caretaker will repair it but Council agreed an external ash tray could be placed at the rear of the property to encourage people to go there instead.

Chair has been advised the initial fire pre-assessment advised we should not have notice boards without a Perspex cover as this is a fire hazard.

A light sensor needs to be repaired in the men's toilet at Cwmgors Community.

Cllr. S. Thomas & Cllr. L. Prescott will meet with the library to discuss a range of matters including access to the small room for bookings. The library needs to remove their belongings from the small room so it can be booked again as people are asking to return to this room.



It was agreed by all council after discussion that those wishing to use the smaller room will be charged the old rate for the main hall until access can be gained. There is an urgency for the library to remove their belongings.

157. NEXT MEETING (ITEM 16):

18:30 ON TUESDAY, 14TH MARCH 2023 VIA ZOOM.

MEETING ADJOURNED: 20:45

SIGNED:



DATE:

14 / 03 / 2023