

City & County of Swansea - Councillor's Annual Report 2016-2017

This Councillor's Annual Report outlines their activities over the year ending **24 May 2017**. It is provided for the information of all constituents and for no other purpose. The views expressed in this report are those of the Councillor and do not necessarily reflect the views of the City and County of Swansea.

Councillor: Penny Matthews	Electoral Division: Llansamlet
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Senior Salary Position:	Chair of General Licensing Committee
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Section 1: Constituency activities

Together with Ward Colleagues we funded play equipment and seating at both Primrose Park and Heol Las Park.

I have also spoken regarding Planning Applications during the year supporting the Residents views on Planning Matters.

I attended meetings at both Trallwn and Glais Community Centres as the local Councillor. I also attended the Trust meetings at Glais.

I updated the Facebook page I created - Llansamlet Labour News, with local issues that affect the Community, I also contributed to the Birchgrove and Glais pages.

Section 2: Councillor attendance at selected Council body meetings

Attendance at Council body meetings is only one of the important elements of a Councillor's duties. Councillors are also active by holding surgeries, attending meetings and dealing with general electoral division enquiries.

Attendance % based on Committee membership shown below:

Community / Town Councils Forum	1	/	2	50	%
Council	13	/	16	81	%
Development Cabinet Advisory Committee	8	/	12	67	%
General Licensing Committee	14	/	14	100	%
Statutory Licensing Committee	3	/	3	100	%
Statutory Licensing Sub Committee	3	/	3	100	%
OVERALL	42	/	50	84	%

Section 3: Councillors role and responsibilities

I always attended Ward Meetings, and Group Meetings.

I regularly attended Governors meetings at Trallwn and at Birchgrove Comprehensive I always dealt with issues as they arose, often visiting local residents in their homes or dealing with urgent issues over the telephone.

I worked closely with the Police regarding issues raised at Police & Communities Together (PACT) meetings.

City & County of Swansea - Councillor's Annual Report 2016-2017

I have dealt with cases of a personal, sensitive nature and supported residents regarding a variety of issues.

I supported the Friends of Primrose Park, and am a member of the Committee.

I supported the Senior Citizens Group in Birchgrove and Trallwn, The Historical Society, The Local Bowls Club and Trallwn Football club.

Section 4: Initiatives and Special activities

I was privileged to be Chair of Licensing and its Sub Committee for the City and County of Swansea. The role is wide and varied covering all aspects of Licensing through the City and County of Swansea.

Working with a Ward Colleague we used our Councillors Community Budget (previously Environment Allowance) to ensure the desperately needed dropped kerbs were installed in one part of the Ward.

I instigated and had arranged for the installation of all the Floral boxes throughout the Ward, it is my intention to expand this scheme next year.

Section 5: Learning and Development

I attended the following training sessions:

19/05/2017 - Good Decision Making, Bias, Pre-determination & Rules of Natural Justice

07/11/2016 - Safeguarding

07/07/2016 - Wales Planning Act - Development Management Procedures

Section 6: Other activities and issues

I have been active in the Ward over the past year working closely with my Ward Colleagues.

I held regular Ward Surgeries at Trallwn and Birchgrove, and helped resolve a number of key local issues.

I attended PACT meetings and dealt with a number of Ward issues on behalf of residents including fly tipping, rubbish, potholes, parking issues, housing issues and anti-social behaviour issues.

Governor at both Trallwn Primary and Birchgrove Comprehensive Schools.

Both Schools have recently appointed new Head Teachers.

Living locally since the 70's I have seen the area develop into the vibrant community it now is.

City & County of Swansea - Councillor's Annual Report 2016-2017

Section 7: Councillors Remuneration

Senior Salary: £22,000 – Chair of General Licensing Committee

Councillors travel and subsistence claim forms can be viewed here:

<http://democracy.swansea.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13266&path=0&LLL=0>

Councillors annual expenses and allowances can be viewed here:

<http://democracy.swansea.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13284&path=0&LLL=0>

Date:	25.10.17
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