



## Item 14

Council - 11 April 2024

### Annual Report 2023-2024

#### 1. Introduction

- 1.1 Section 52 of the Local Government and Elections (Wales) Act 2021 requires that all Community Councils must prepare and publish an Annual Report about the Council's Priorities, Activities and Achievements during that financial year. It is to be published as soon as reasonably practicable after the end of the financial year.

#### 2. Annual Report

- 2.1 The Community Council's Annual Report sets out information relating to the Community Council, its Councillors, Clerk, Meetings, Council Priorities, Activities and Achievements.

- 2.2 The Annual Report is attached at **Appendix A**.

#### 3. Recommendation: It is recommended that:

- 3.1 The Annual Report 2023-2024 attached at **Appendix A** of the report be approved and published.

**Background Papers:** None

**Appendices:**

<b>Appendix A</b>	Llangyfelach Community Council - Annual Report 2023-2024
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**Huw Evans (PSLCC)**  
Clerk to Llangyfelach Community Council

## Llangyfelach Community Council - Annual Report 2023-2024

### 1. Llangyfelach Community Council

- 1.1 Llangyfelach Community Council formed on 15 November 1979. It consists of 9 Councillors. This report sits within the 2022-2027 Council Term.
- 1.2 Councillor Phil Crayford resigned as a Councillor on 13 April 2023. Former Councillor Phil Crayford served Llangyfelach Community Council for 13 years.
- 1.3 Councillors were elected at the Local Government Elections in May 2022 or Elected / Co-opted later:

Councillor	Email
Paul Baker	<a href="mailto:paul.baker@llangyfelachcommunitycouncil.org.uk">paul.baker@llangyfelachcommunitycouncil.org.uk</a>
Phil Crayford	Phil Crayford. Resigned on 13 April 2023
Peter Gibson	<a href="mailto:peter.gibson@llangyfelachcommunitycouncil.org.uk">peter.gibson@llangyfelachcommunitycouncil.org.uk</a>
Mike Glover	<a href="mailto:mike.glover@llangyfelachcommunitycouncil.org.uk">mike.glover@llangyfelachcommunitycouncil.org.uk</a>
Jamie Jewell	<a href="mailto:jamie.jewell@llangyfelachcommunitycouncil.org.uk">jamie.jewell@llangyfelachcommunitycouncil.org.uk</a>
Daniel Lorey	<a href="mailto:daniel.lorey@llangyfelachcommunitycouncil.org.uk">daniel.lorey@llangyfelachcommunitycouncil.org.uk</a> Daniel Lorey. Co-opted on 12 October 2023
Sharon Phillips	<a href="mailto:sharon.phillips@llangyfelachcommunitycouncil.org.uk">sharon.phillips@llangyfelachcommunitycouncil.org.uk</a>
Julie Rees	<a href="mailto:julie.rees@llangyfelachcommunitycouncil.org.uk">julie.rees@llangyfelachcommunitycouncil.org.uk</a>
Adrian Roberts	<a href="mailto:adrian.roberts@llangyfelachcommunitycouncil.org.uk">adrian.roberts@llangyfelachcommunitycouncil.org.uk</a>
Mark Tribe	<a href="mailto:mark.tribe@llangyfelachcommunitycouncil.org.uk">mark.tribe@llangyfelachcommunitycouncil.org.uk</a>

- 1.4 The Council employs one part-time employee who acts as Clerk and Responsible Finance Officer.

Clerk	Address	Email
Huw Evans	50 Heol Pen y Scallen, Loughor, Swansea, SA4 6SE	<a href="mailto:llangyfelachcc@outlook.com">llangyfelachcc@outlook.com</a>

- 1.5 The Council met monthly (except August when the Council is in recess). It normally meets at 6.00pm on the second Thursday of each month and holds its Annual Meeting during May. The dates of the Council meetings being:

13 April 2023	11 September 2023	11 January 2024
11 May 2023 (Annual)	12 October 2023	8 February 2024
8 June 2023	7 November 2023	14 March 2024
13 July 2023	14 December 2023	-

- 1.6 The Council has a Personnel Committee which meets at least twice a year.
- 1.7 All meetings are advertised on the Council's website and the web address is displayed on the noticeboard situated on the Village Green outside the Plough & Harrow, Llangyfelach. <https://www.llangyfelachcommunitycouncil.org.uk/>

## 2 Financial Details 2023-2024

### 2.1 The Council's financial details:

Income (Receipts). Council Precept Per annum	£30,000.00 £30.96 per Band D property
Income (Receipts). Other	£1,618.87
Expenditure (Payments). Including Staff Costs	£24,529.90

### 2.2 The Community Council holds the following Bank balances:

Account	Balance 31.03.2023	Balance 31.03.2024
Current Account	£7,415.97	£81.58
Reserve Account	£12,066.56	£26,489.92
<b>Total</b>	<b>£19,482.53</b>	<b>£26,571.50</b>

### 2.3 Audit Wales (External Auditor) gave an unqualified audit opinion for the Annual Governance Statement - Year Ended 31 March 2023. [www.llangyfelachcommunitycouncil.org.uk/wip/wp-content/uploads/2023/10/2022-2023-Annual-Return-Signed-off-by-Audit-Wales.pdf](http://www.llangyfelachcommunitycouncil.org.uk/wip/wp-content/uploads/2023/10/2022-2023-Annual-Return-Signed-off-by-Audit-Wales.pdf)

## 3 Council's Action Plan 2024-2025

### 3.1 The Council's Action Plan 2024-2025 will be considered by Council at its April meeting. The Action Plan sets out the Council's Aims, Objectives & Priorities. The 2023-2024 Action Plan is available at [www.llangyfelachcommunitycouncil.org.uk/wip/wp-content/uploads/2023/04/17-Action-Plan-2023-2024.pdf](http://www.llangyfelachcommunitycouncil.org.uk/wip/wp-content/uploads/2023/04/17-Action-Plan-2023-2024.pdf)

### 3.2 The Council aims to improve the wellbeing of the residents, amenities, and environment of Llangyfelach. To do this it will seek to maintain & enhance Biodiversity and promote resilience. The Council's aims to listen, learn and if possible implement areas of improvement identified by the community.

## 4 Public Participation

### 4.1 The Council's Website [www.llangyfelachcommunitycouncil.org.uk](http://www.llangyfelachcommunitycouncil.org.uk) useful information such as Contact details, Interests, Finance, Policies, Agendas Reports, Minutes etc.

### 4.2. The public are welcome to attend meetings and there is an item on every agenda where the public have up to 10 minutes to ask questions relating to any agenda items.

### 4.3 The Council has adopted a Public Participation Strategy which sets out ways in which the public can engage with the Council. [www.llangyfelachcommunitycouncil.org.uk/wip/wp-content/uploads/2023/04/Public-Participation-Strategy.pdf](http://www.llangyfelachcommunitycouncil.org.uk/wip/wp-content/uploads/2023/04/Public-Participation-Strategy.pdf)

### 4.4 The Council publishes and delivers its Annual Newsletter to all households within the Community. The Newsletter sets out the work of the Council and the active Groups within the area.

## 5 Council Training Plan

5.1 The Council has adopted a Training Plan. The Training Plan sets out the training, development, and skills expectations for the Councillors & Clerk.  
[www.llangyfelachcommunitycouncil.org.uk/wp/wp-content/uploads/2023/04/Training-Plan-2023-2027.pdf](http://www.llangyfelachcommunitycouncil.org.uk/wp/wp-content/uploads/2023/04/Training-Plan-2023-2027.pdf)

5.2 The Training of the Clerk and Councillors are recorded on the Training Matrix.  
[www.llangyfelachcommunitycouncil.org.uk/wp/wp-content/uploads/2023/04/Training-Matrix-2023-2027.pdf](http://www.llangyfelachcommunitycouncil.org.uk/wp/wp-content/uploads/2023/04/Training-Matrix-2023-2027.pdf)

## 6 Activities and Achievements 2023-2024

6.1 The table sets out the Council's activities and achievements:

April 2023	<ul style="list-style-type: none"><li>➤ Phil Crayford resigned as a Councillor having served Llangyfelach for 13 years.</li><li>➤ Puffin Crossing on B4489, at Junction of Pengors Road &amp; Swansea Road operational.</li><li>➤ Public Participation Strategy published.</li><li>➤ Managing the Christmas Event Procedure adopted.</li><li>➤ Council Annual Report 2023-2024 adopted.</li><li>➤ Council Action Plan 2023-2024 adopted.</li><li>➤ Clerk achieved the Certificate in Local Council Administration (CiLCA) qualification.</li><li>➤ Donation of £100 to Llamau.</li><li>➤ Donation of £100 to Macmillan Cancer Support.</li><li>➤ Placed Floral Decorations in Community:<ul style="list-style-type: none"><li>• Lamppost Baskets on Heol Pentre Felen &amp; Swansea Road.</li><li>• 4-Tier Trough on Village Green.</li><li>• 2 x Barrier Trough on Junction of Pengors Road &amp; Swansea Road.</li><li>• 2 x Trough at Junction of A48 &amp; Bryntywod.</li></ul></li></ul>
May 2023	<ul style="list-style-type: none"><li>➤ Clerk became a Principal Member of the Society of Local Council Clerks (SLCC).</li><li>➤ Internal Auditors Report 2022-2023 approved.</li><li>➤ Annual Governance Statement 2022-2023 approved.</li></ul>
June 2023	<ul style="list-style-type: none"><li>➤ Participated in the Llangyfelach Feasibility Study – A Rural Development Partnership (RDP) Funded Study.</li><li>➤ Model Standing Orders (Wales) 2023 adopted.</li><li>➤ Advertised a Community Council Vacancy.</li></ul>
July 2023	<ul style="list-style-type: none"><li>➤ Model Standing Orders (Wales) 2023 re-adopted following amendment.</li><li>➤ Donation of £250 to Swansea &amp; West Wales Gymnastics</li><li>➤ Advertised a Community Council Vacancy – Notice of Co-option.</li></ul>
August 2023	<ul style="list-style-type: none"><li>➤ No Meetings.</li></ul>

September 2023	<ul style="list-style-type: none"> <li>➤ Agreed the Purchase &amp; Booking of items relating to the Christmas Event.</li> </ul>
October 2023	<ul style="list-style-type: none"> <li>➤ Donation of £100 to Wales Air Ambulance.</li> <li>➤ Reviewed several Council Policies. <a href="http://www.llangyfelachcommunitycouncil.org.uk/policies">www.llangyfelachcommunitycouncil.org.uk/policies</a></li> <li>➤ Audit Wales completed the 2021-2022 &amp; 2022-2023 Community Council Audits.</li> <li>➤ Co-opted Daniel Lorey as a Community Councillor.</li> </ul>
November 2023	<ul style="list-style-type: none"> <li>➤ Participated in the Remembrance Sunday event &amp; placed a Wreath.</li> <li>➤ Agreed that all Community Council owned Defibrillators have their Storage Cabinets unlocked to allow quicker access.</li> <li>➤ Participated in the Swansea Community Review.</li> <li>➤ Agreed to Place Floral Decorations in the Community for 2024-2025.</li> </ul>
December 2023	<ul style="list-style-type: none"> <li>➤ Donation of £250 to Swansea &amp; West Wales Gymnastics.</li> <li>➤ Donation of £750 to 6<sup>th</sup> Llangyfelach Scout Group.</li> <li>➤ Agreed to Store Community Council Assets within the Church Buildings.</li> <li>➤ Christmas Newsletter published.</li> <li>➤ Christmas Tree &amp; Illuminations <ul style="list-style-type: none"> <li>• Ran a successful Christmas Event with Father Christmas giving Selection Boxes to the children with the Pontarddulais Town Band and First Aid Cover provided.</li> <li>• Purchased a Christmas Tree.</li> </ul> </li> <li>➤ Draft Budget &amp; Precept Agreed.</li> </ul>
January 2024	<ul style="list-style-type: none"> <li>➤ Provided a Cymru National Flag for the Church Tower.</li> </ul>
February 2024	<ul style="list-style-type: none"> <li>➤ Civility &amp; Respect Pledge adopted.</li> <li>➤ Review of Model Standing Orders (Wales) 2023.</li> <li>➤ Review of Model Financial Regulations (Wales) 2019.</li> <li>➤ Purchased a new Defibrillator for Church Hall.</li> </ul>
March 2024	<ul style="list-style-type: none"> <li>➤ Donation of £100 to Marie Curie Great Daffodil Appeal 2024.</li> <li>➤ Reviewed the Asset Register. <a href="http://www.llangyfelachcommunitycouncil.org.uk/wip/wp-content/uploads/2024/03/17A-Review-of-Asset-Register-28.02.2024.pdf">www.llangyfelachcommunitycouncil.org.uk/wip/wp-content/uploads/2024/03/17A-Review-of-Asset-Register-28.02.2024.pdf</a></li> </ul>

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