

## Items 7 to 19

Council - 10 April 2025

### Reports of the Clerk

#### 7. Expenditure, Income, Bank Account Transfers & Bank Reconciliation

- Expenditure. Paid in accordance with Annual Council of 9 May 2024 (Minute 19 "Constitutional Matters" refers).
- Expenditure - Previous Council Decision. Date of Decision included.
- Income. Income received by Council.
- Bank Account Transfers.

Expenditure (E)		£
E86	Clerk Salary (March 2025)	452.33
E87	CCS Pension Fund (Clerk) (March 2025)	178.89
E88	HB Enoch & Owen. Payroll Services. QTR 4. 2024-2025	83.40
E89	HMRC. PAYE Income Tax & NI. QTR 4. 2024-2025	339.20
E92	One Voice Wales. Training. Cllr Sharon Phillips. The Council Meeting	40.00
Expenditure - Previous Council Decision		£
E90	One Voice Wales Membership 2025-2026. Council 11.03.2025	474.00
E91	Donation. Marie Curie Daffodil Appeal. Council 11.03.2025	101.01
Income (I)		£
I19	Bank Interest (March 2025)	32.69
Bank Account Transfers (T)		£
T17	28.03.2025. Business Reserve to Current Account	1,000

The Bank Accounts Monthly Reconciliation has been e-mailed to all Councillors.

#### Recommended that:

- 1) The Expenditure, Income, Bank Account Transfers & Bank Account Monthly Reconciliations be approved and noted.
- 2) The Clerk be authorised to pay the Payments Raised at the Meeting.

#### 8. Correspondence (emailed to all Councillors)

One Voice Wales. Training
Swansea Council. Weekly Planning Applications
Swansea Council. Weekly Planning Decisions
Planning Aid Wales. Training & Events
One Voice Wales. News Bulletin
Llais. Monthly Newsletter
One Voice Wales. Cost of Living Crisis Support Team Update
Parish Online. Newsletter
One Voice Wales. National Awards Conference 2025

Swansea Bay Health Board. "We All Belong" - Our Strategic Equality Plan 2025 - 2028
Vodafone. Pre-application Consultation: Proposed Base Station Upgrade at (CS12145226 1339_26VF) North of M4, Penllergaer Business Park, Penllergaer, Swansea, SA5 7LJ. E:263102 N:199305
wsp.com Morriston Health Campus and New Access Road development: Notice Under Article 2D of the Town and Country Planning (Development Management Procedure) (Wales) Order 2012
Teenage Cancer Trust
Swansea Council. Proposed new model for Specialist Teaching Facilities (STFs) across Swansea
Transport for Wales. What are your views on the Active Travel Act Guidance?
Wales & VE DAY 80 - 8 May 2025
Swansea Philharmonic Choir's Newsletter. March 2025
Wales Regional Transport Plans. Have your say

**9. Delegates Feedback on Outside Bodies (Verbal)**

Outside Body	Membership - Council 9 May 2024
Community / Town Council Forum	Councillor Mike Glover, Councillor Jamie Jewell & Clerk of Council
One Voice Wales Meetings including Swansea Area Committee	Councillor Mike Glover, Councillor Adrian Roberts & Clerk of Council
South Wales Police Meetings with Representatives of Community Councils including PACT Meetings	Councillor Mark Tribe
Swansea Rural Development Partnership	Councillor Paul Baker

**10. Workplan (For Information)**

The Workplan is a living document that will continue to develop.

Council Date	Workplan Items
All Dates	<p>Standard Items. Discussed each month:</p> <ul style="list-style-type: none"> <li>a) Community Reports (PSCO &amp; LAC) &amp; Invited Presentations.</li> <li>b) Expenditure, Income, Bank Account Transfers &amp; Bank Reconciliation.</li> <li>c) Correspondence.</li> <li>d) Delegates Feedback on Outside Bodies.</li> <li>e) Workplan.</li> <li>f) Swansea Council Matters: Planning &amp; Highways.</li> <li>g) Training Plan.</li> <li>h) Llangyfelach Ward Councillor Update.</li> </ul> <p><b>Additional Items. Discussed as required.</b></p>
May <b>Annual Meeting</b>	<ul style="list-style-type: none"> <li>➤ Constitutional Matters.</li> <li>➤ Insurance Cover.</li> <li>➤ Hire of Church Hall.</li> <li>➤ General Power of Competence (GPoC) Declaration.</li> <li>➤ Personnel Committee. Elect Chair &amp; Vice-Chair.</li> </ul>
June	<ul style="list-style-type: none"> <li>➤ Annual Governance Statement.</li> </ul>

**Council - 10 April 2025 - Reports of the Clerk - Cont'd**

	➤ Internal Auditors Report.
July	➤ Requests for Grants and Donations. ➤ Ffair Nadolig Llangyfelach Christmas Fair. ➤ Personnel Committee - Clerk's Appraisal.
August	No Meetings.
September	➤ Christmas Newsletter. ➤ Ffair Nadolig Llangyfelach Christmas Fair. ➤ Remembrance Sunday. ➤ Budget Monitoring.
October	➤ Review of Council Policies (Every 5 years). ➤ Christmas Newsletter. ➤ Ffair Nadolig Llangyfelach Christmas Fair. ➤ Remembrance Sunday.
November	➤ Requests for Grants and Donations. ➤ Christmas Newsletter. ➤ Ffair Nadolig Llangyfelach Christmas Fair.
December	➤ Budget & Precept for Next Financial Year. ➤ Floral Decorations within the Community.
January	➤ Budget & Precept for Next Financial Year.
February	➤ Review of Standing Orders (Every 5 years). ➤ Review of Financial Regulations (Every 5 years).
March	➤ Review of Asset Register. ➤ Requests for Grants and Donations.
April	➤ Council Annual Report. ➤ Council Action Plan.
To be confirmed	Agree the External Auditors Report.

**11. Swansea Council Matters: Planning & Highways**

**12. Training Plan**

The Training Plan adopted by Council on 13 April 2023 sets out the training requirements for Community Councillors and Staff. The monthly One Voice Wales, Planning Aid Wales and other relevant training schedules have been circulated. Councillors should regularly review their training requirements in line with the [Training Plan](#) & [Training Matrix](#). To attend training, liaise with the Clerk. The Training Matrix is attached as **Appendix 12A**.

**Recommended** that the update be noted.

**13. Llangyfelach Ward Councillor Update (Verbal)**

Councillor Mark Tribe, Llangyfelach Ward Councillor on Swansea Council shall provide a verbal update relating to his Ward work.

**14. Permanent Remembrance Memorial on Village Green**

The Clerk stated that discussions with Swansea Council were progressing and that a site visit was currently being planned with Officers of Swansea Council and Chair, Vice-Chair & Clerk of Llangyfelach Community Council.

Councillors are reminded that final design suggestions are required for the permanent Remembrance Memorial.

**Recommended** that the update be noted.

**15. Pea Lighting on the Cherry Trees on Village Green**

The Clerk stated that discussions with Swansea Council were progressing and that a site visit was currently being planned with Officers of Swansea Council and Chair, Vice-Chair & Clerk of Llangyfelach Community Council.

**Recommended** that the update be noted.

**16. Planted Christmas Tree on Village Green**

The Clerk stated that discussions with Swansea Council were progressing and that a site visit was currently being planned with Officers of Swansea Council and Chair, Vice-Chair & Clerk of Llangyfelach Community Council.

**Recommended** that the update be noted.

**17. Responsibility for Storage of Christmas Decorations**

The Council manages the Ffair Nadolig Llangyfelach Christmas Fair. It has grown year on year and takes considerable planning. Over the years, the Council has purchased additional Christmas lighting and decorations. Consideration should be given for a Councillor or group of Councillors to take responsibility for managing the Christmas Decoration storage.

It is suggested that the role entails ensuring that the current storage remains fit for purpose, and ensuring that all Christmas lights and decorations etc. are returned to storage following the Christmas Fair.

**Recommendation.** The views of Council are sought.

**18. Hire of Llangyfelach Church Hall 2025-2026**

The Clerk has made enquiries to hire Llangyfelach Church Hall for Council Meetings. The Annual Meeting of Council sets the Council meeting dates for the year. The hire fee is £60 per 3-hour meeting and there are 11 meetings. The hire charge includes wifi. The annual cost being £660.

**Recommended** that Llangyfelach Church Hall be hired for its Council meetings.

**19. Storage at Llangyfelach Church Tower 2025-2026**

The Clerk has made enquiries to retain the storage of Council assets within Llangyfelach Church Tower. The annual storage fee being £500.

**Recommended** that Llangyfelach Church Tower be retained as the storage space for Council assets.

**Huw Evans (PSLCC)**  
**Clerk to Llangyfelach Community Council**