

## Items 9 to 19

### Annual Council - 8 May 2025

## Reports of the Clerk

### 9. 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)		£
E03	Clerk Salary (April 2025)	452.33
E04	CCS Pension Fund (Clerk) (April 2025)	178.89
E05	2024-2025. IRPW Councillor Payment. Extra Cost Working from Home. Councillor Julie Rees	156.00
E06	2024-2025. IRPW Councillor Payment. Extra Cost Working from Home. Councillor Jamie Jewell	156.00
E07	2025-2026. IRPW Councillor Payment. Extra Cost Working from Home. Councillor Julie Rees	156.00
E08	2025-2026. IRPW Councillor Payment. Extra Cost Working from Home. Councillor Jamie Jewell	156.00
Expenditure - Previous Council Decision		£
E01	SLCC. Clerk Training. Principles of Internal Auditing Local Councils (PIALC). Council 10.04.2025	144.00
E02	Pentagon. Hosting & Domain Renewal. 05.04.2025-04.04.2026. <a href="http://www.llangyfelachcommunitycouncil.org.uk">www.llangyfelachcommunitycouncil.org.uk</a> Council 10.04.2025	296.39
Income (I)		£
I01	VAT Refund 2024-2025	2,423.98
I02	Bank Interest (April 2025)	29.87
I03	Precept 2025-2026	10,000.00
Bank Account Transfers (T)		£
T01	22.04.2025. Business Reserve to Current Account	1,000.00
T02	22.04.2025. Business Reserve to Current Account	1,000.00
T03	24.04.2025. Current Account to Business Reserve	2,000.00

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.

**10. 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. Welsh Government Democratic Engagement Grant
Natural Resources Cymru. Sustainable Drainage Concept Design Grant
One Voice Wales. Independent Audit Committee Member Sought
One Voice Wales. Invitation - Biodiversity Pilot Group
Quatro, on behalf of Statkraft. Swansea Greener Grid Park Extension - application submission

**11. 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

**12. 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> <li>➤ Internal Auditors Report.</li> </ul>

Annual Council - **8 May 2025** - Reports of the Clerk - Cont'd

July	<ul style="list-style-type: none"> <li>➤ Requests for Grants and Donations.</li> <li>➤ Ffair Nadolig Llangyfelach Christmas Fair.</li> <li>➤ Personnel Committee - Clerk's Appraisal.</li> </ul>
August	No Meetings.
September	<ul style="list-style-type: none"> <li>➤ Christmas Newsletter.</li> <li>➤ Ffair Nadolig Llangyfelach Christmas Fair.</li> <li>➤ Remembrance Sunday.</li> <li>➤ Budget Monitoring.</li> </ul>
October	<ul style="list-style-type: none"> <li>➤ Review of Council Policies (Every 5 years).</li> <li>➤ Christmas Newsletter.</li> <li>➤ Ffair Nadolig Llangyfelach Christmas Fair.</li> <li>➤ Responsibility of Storage of Christmas Decorations.</li> <li>➤ Remembrance Sunday.</li> </ul>
November	<ul style="list-style-type: none"> <li>➤ Requests for Grants and Donations.</li> <li>➤ Christmas Newsletter.</li> <li>➤ Ffair Nadolig Llangyfelach Christmas Fair.</li> </ul>
December	<ul style="list-style-type: none"> <li>➤ Budget &amp; Precept for Next Financial Year.</li> <li>➤ Floral Decorations within the Community.</li> </ul>
January	➤ Budget & Precept for Next Financial Year.
February	<ul style="list-style-type: none"> <li>➤ Review of Standing Orders (Every 5 years).</li> <li>➤ Review of Financial Regulations (Every 5 years).</li> </ul>
March	<ul style="list-style-type: none"> <li>➤ Review of Asset Register.</li> <li>➤ Requests for Grants and Donations.</li> </ul>
April	<ul style="list-style-type: none"> <li>➤ Council Annual Report.</li> <li>➤ Council Action Plan.</li> </ul>
To be confirmed	Agree the External Auditors Report.

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

**14. 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.

**Recommended** that the update be noted.

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

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

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

The Clerk stated that discussions with Swansea Council were progressing and that a site visit was scheduled for 2 May 2025 with Officers of Swansea Council and Chair, Vice-Chair & Clerk of Llangyfelach Community Council.

In accordance with the resolution of Council on 10 April 2025 (Minute 209 refers), the Clerk has invited three quotations to for the Remembrance Memorial.

The Clerk shall provide an update at the meeting.

**Recommended that:**

- 1) The update be noted.
- 2) The returned quotations be considered and the works awarded as determined at the Council Meeting.

**17. 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 scheduled for 2 May 2025 with Officers of Swansea Council and Chair, Vice-Chair & Clerk of Llangyfelach Community Council. The Clerk shall provide an update at the meeting.

**Recommended that the update be noted.**

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

The Clerk stated that discussions with Swansea Council were progressing and that a site visit was scheduled for 2 May 2025 with Officers of Swansea Council and Chair, Vice-Chair & Clerk of Llangyfelach Community Council. The Clerk shall provide an update at the meeting.

**Recommended that the update be noted.**

**19. Completion of Audit of Annual Return 2023-2024 - Audit Wales**

Audit Wales completed the audit of the Annual Return for the year ended 31 March 2024 of Llangyfelach Community Council on 22 April 2025. The audit was conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 and guidance issued by the Auditor General for Wales.

Audit Wales gave an "Unqualified" Audit Opinion. The complete document may be viewed at:

<https://www.llangyfelachcommunitycouncil.org.uk/wp/wp-content/uploads/2025/04/2023-2024-Annual-Return-Signed-by-Audit-Wales.pdf>

The Notice of Conclusion of Audit 2023-2024 may be viewed at:

<https://www.llangyfelachcommunitycouncil.org.uk/wp/wp-content/uploads/2025/04/2023-2024-Notice-of-Conclusion-of-Audit-Year-Ended-31.03.2024.pdf>

Audit Wales brought the following to the attention of the Council and asked that it be addressed:

*“Recording payments The Council is required to maintain proper accounting records that contain an accurate record of transactions entered into. We noted in some cases when the Clerk is reimbursed for out of pocket expenses e.g. for purchases made on behalf of the Council that are then properly reimbursed by the Council, the cashbook records the payee as the supplier rather than the Clerk. We recommend that the cashbook records the details of the direct recipient of Council funds with additional annotation if required.”*

The Clerk accepts the recommendation of Audit Wales. The issue was addressed almost a year ago, when Council resolved to provide the Clerk with a Council Debit Card. The Council Debit Card allows the Clerk to make purchases without utilising his own banking facilities.

**Recommended that:**

- 1) The Completion of Audit of Annual Return 2023-2024 - Audit Wales be noted.
- 2) The Clerk ensure that the Audit Wales recommendation is carried out.

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