



## **Minutes of Annual Meeting of Council**

**Held At / Via: Multi-Location Meeting - Llangyfelach Church, Llangyfelach & Microsoft Teams**

**On: Thursday, 8 May 2025 at 6.00pm**

**Present:** Councillor Peter Gibson (Chair) Presiding

**Councillors:** Paul Baker, Mike Glover, Jamie Jewell, Sharon Phillips, Julie Rees, Adrian Roberts & Mark Tribe

**Clerk to the Council:** Huw Evans

**1 Election of Chair of Council**

**Resolved** that Councillor Sharon Phillips be elected Chair of Council for the Municipal Year 2025-2026.

**Councillor Sharon Phillips (Chair) Presiding**

**2 Election of Vice-Chair of Council**

**Resolved** that Councillor Julie Rees be elected Vice-Chair of Council for the Municipal Year 2025-2026.

**3 Apologies for Absence**

An apology for absence was received from Councillor Daniel Lorey.

**4 Disclosures of Personal & Prejudicial Interests**

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, no interests were declared.

**5 Minutes of Council**

**Resolved** that the Minutes of the Council Meeting(s) held on the following date(s) be approved and signed as a correct record:

i) 10 April 2025.

**6 Announcements of the Chair of Council**

There were no announcements.

**7 Public Question Time**

There were no public questions.

**8 Community Reports & Invited Presentations****i) PCSO (Police Community Support Officers) Report**

Councillor Mark Tribe provided an update on behalf of the PCSO. He stated that Jackson Foote had been appointed as the PCSO.

**ii) LAC (Local Area Co-ordinators) Report**

There was no report.

**9 Expenditure, Income, Bank Account Transfers & Bank Reconciliation**

The Clerk outlined all Payments, Receipts, Bank Account Transfers & Bank Reconciliations since the last meeting of Council. The payments were made in accordance with Minute 23 "Constitutional Matters" of the Annual Council held on 11 May 2023.

<b>Expenditure (E)</b>		<b>£</b>
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 (£156). Councillor Julie Rees	156.00
E06	2024-2025. IRPW Councillor Payment. Extra Cost Working from Home (£156). Councillor Jamie Jewell	156.00
E07	2025-2026. IRPW Councillor Payment. Extra Cost Working from Home (£156). Councillor Julie Rees	156.00
E08	2025-2026. IRPW Councillor Payment. Extra Cost Working from Home (£156). Councillor Jamie Jewell	156.00
E11	One Voice Wales. Training 05.05.2025. Cllr Paul Baker. Module 1 - The Council	42.00
E12	Zurich Municipal. Council Insurance 2025-2026	341.60
E13	Internal Auditors Fee 2024-2025	330.00
E14	2025-2026. IRPW Councillor Payment. Set Payment for Consumables (£52). Councillor Jamie Jewell	52.00
E15	2025-2026. IRPW Councillor Payment. Extra Cost Working from Home (£156) & Set Payment for Consumables (£52). Councillor Mike Glover	208.00
E16	2025-2026. IRPW Councillor Payment. Extra Cost Working from Home (£156) & Set Payment for Consumables (£52). Councillor Adrian Roberts	208.00
E17	2025-2026. IRPW Councillor Payment. Extra Cost Working from Home (£156) & Set Payment for Consumables (£52). Councillor Mark Tribe	208.00
E18	2025-2026. IRPW Councillor Payment. Set Payment for Consumables (£52)	52.00
<b>Expenditure - Previous Council Decision</b>		<b>£</b>
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

E09	Llangyfelach Church. Hire of Llangyfelach Church Hall 2025-2026. Council 10.04.2025	660.00
E10	Llangyfelach Church. Hire of Llangyfelach Church Tower for Storage 2025-2026. Council 10.04.2025	500.00
<b>Income (I)</b>		<b>£</b>
I01	VAT Refund 2024-2025	2,423.98
I02	Bank Interest (April 2025)	29.87
I03	Precept 2025-2026	10,000.00
<b>Bank Account Transfers (T)</b>		<b>£</b>
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
T04	06.05.2025. Current Account to Business Reserve	7,500.00

The Clerk stated that additional invoices had been received from Zurich Municipal for the Council's Insurance 2025-2026 and from One Voice Wales for Councillor Training.

**Resolved 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.
- 3) The Clerk be authorised to purchase the Council Insurance 2025-2026 from Zurich Municipal at a cost of £341.60.

## 10 Correspondence

The actions / comments made as in relation to the correspondence reported:

<b>Correspondence</b>	<b>Actions</b>
One Voice Wales. Training	Noted.
Swansea Council. Weekly Planning Applications	Noted.
Swansea Council. Weekly Planning Decisions	Noted.
Planning Aid Wales. Training & Events	Noted.
One Voice Wales. News Bulletin	Noted.
One Voice Wales. Cost of Living Crisis Support Team Update	Noted.
Parish Online. Newsletter	Noted.
One Voice Wales. Welsh Government Democratic Engagement Grant	Noted.
Natural Resources Cymru. Sustainable Drainage Concept Design Grant	Noted.
One Voice Wales. Independent Audit Committee Member Sought	Noted.

One Voice Wales. Invitation - Biodiversity Pilot Group	Noted.
Quatro, on behalf of Statkraft. Swansea Greener Grid Park Extension - application submission	Noted.

**11 Delegates Feedback on Outside Bodies**

**i) Community / Town Councils Forum - 28 April 2025**

The Clerk stated that he had attended the meeting. He provided feedback from the meeting.

**ii) One Voice Wales - Swansea Area Committee - 28 April 2025**

The Clerk stated that he had attended the meeting. He provided feedback from the meeting.

**12 Workplan (For Information)**

The Council Workplan was presented.

**13 Swansea Council Matters: Planning, Highways, Footpaths, Cycleways & Bridleways**

**i) Morriston Hospital Spur Road**

Councillor Mark Tribe provided an update on the Morriston Hospital Spur Road.

**14 Training**

The Clerk stated that the Training Plan was adopted on 13 April 2023. It 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, Councillors should liaise with the Clerk.

**Resolved** that the update be noted.

**15 Llangyfelach Ward Councillor Update**

Councillor Mark Tribe, Llangyfelach Ward Councillor on Swansea Council provided a verbal report outlining his work within the Ward.

**16 Pea Lighting on the Cherry Trees on Village Green**

The Clerk stated that discussions with Swansea Council were progressing well and that a site visit took place on 2 May 2025 with Officers of Swansea Council and Chair, Vice-Chair & Clerk of Llangyfelach Community Council. Costs were awaited from Swansea Council following the site visit and the item shall be added to a future meeting.

**Resolved** that the update be noted.

**17 Permanent Remembrance Memorial on Village Green**

The Clerk stated that discussions with Swansea Council were progressing well and that a site visit took place on 2 May 2025 with Officers of Swansea Council and Chair, Vice-Chair & Clerk of Llangyfelach Community Council.

The Clerk provided feedback from the meeting including the agreed location of the Remembrance Memorial. He also provided a suggestion from Swansea Council that a temporary pathway system be utilised as opposed to the creation of a hard surface path. Swansea Council also suggested the removal of a bench and the slight movement of the refuse bin and parking sign to improve the visual amenity surrounding the Remembrance Memorial.

The Chair of Council suggested that as the Noticeboard needed replacing, it should be removed and replaced with a new one in a better location. This would also improve the visual amenity of the Remembrance Memorial.

The Clerk stated that he had sought quotations from three suppliers for the design, supply and fitting of the Remembrance Memorial. He provided the quotations received and Council carefully considered the submissions.

**Resolved** that:

- 1) The quotation from Tree & Gubb Monumental Masons for the design, supply and fit of an approximately 1.3m Remembrance Memorial at a cost of £4,140 inclusive of VAT be approved.
- 2) The Clerk be authorised to purchase a temporary path.
- 3) The Clerk bring a report relating to a new Noticeboard and its placement to a future meeting of Council.

**18 Planted Christmas Tree on Village Green**

The Clerk stated that discussions with Swansea Council were progressing well and that a site visit took place on 2 May 2025 with Officers of Swansea Council and Chair, Vice-Chair & Clerk of Llangyfelach Community Council.

The Clerk provided feedback from the meeting.

**Resolved** that the Clerk seek costs associated with a planted Christmas Tree.

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

The Clerk stated that Audit Wales had 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-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-content/uploads/2025/04/2023-2024-Notice-of-Conclusion-of-Audit-Year-Ended-31.03.2024.pdf>

Audit Wales brought one recommendation to the attention of the Council and asked that it be addressed. The Clerk stated that he accepted the recommendation of Audit Wales. He stated that 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.

**Resolved** that:

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

## **20 Independent Remuneration Panel for Wales (IRPW) Annual Report 2025-2026**

The Clerk stated that the IRPW Annual Report [www.gov.wales/independent-remuneration-panel-wales](http://www.gov.wales/independent-remuneration-panel-wales) sets out "Contribution towards Costs of Care and Personal Assistance (CPA)" and "Payments to Members of Community & Town Councils". He stated that the Independent Remuneration Panel for Wales (IRPW) defined Llangyfelach Community Council as a Group 4 Council in line with its Electorate.

**Resolved** that:

- 1) The Independent Remuneration Panel for Wales Annual Report be noted.
- 2) The "Payment for Extra Costs of Working from Home" be paid annually as a single amount of £156.
- 3) The "Set Payment for Consumables" be paid annually as a single amount of £52.
- 4) Should a Councillor leave or change their role during the financial year, the Clerk shall seek recovery of the payment(s) on a basis of 1/12 of the fee being equal to a month. The Council may decide to waive this requirement by way of a formal decision.

- 5) The Optional Payments listed below be payable on request from the relevant Councillor at the maximum rate determined by the IRPW:

<b>Payment - Group 4</b>	<b>Requirement</b>
Senior Role	<b>Optional.</b> Up to 3 members. <b>Note:</b> Payable to Chair of Personnel Committee only.
Mayor or Chair	<b>Optional.</b> Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	<b>Optional.</b> Up to a maximum of £500
Attendance Allowance	<b>Optional.</b> Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.
Financial Loss	<b>Optional.</b> The Panel has determined that this payment should be aligned to the daily rate of ASHE and will be £126.74 for a full day and £63.37 for a half day.
Travel and Subsistence	<b>Optional.</b>

- 6) All IRPW Payments shall be made via the Council's independent Payroll Provider.

## 21 Constitutional Matters 2025-2026

The Clerk stated that the Council operates within a legal framework which was outlined within the report. He stated that the Council had to consider the issues outlined within the Constitutional Matters report.

**Resolved** that:

- 1) A Personnel Committee be appointed comprising 4 Councillors: Chair of Council, Vice-Chair of Council, Councillor Paul Baker & Councillor Jamie Jewell.
- 2) The Personnel Committee Terms of Reference shall be:
  - a) To oversee the performance of the Clerk.
  - b) To oversee & monitor hours and holiday entitlement of the Clerk.
  - c) To monitor and manage any sickness / absence of the Clerk.
  - d) To manage any disciplinary or grievance issues (for or against) relating to the Clerk.
  - e) To manage the pay and training of the Clerk.
  - f) To deal with any other issues referred by the Council.



- 3) The schedule of Council Meetings as outlined be agreed:

10 June 2025 (Tuesday)	13 November 2025	12 March 2026
8 July 2025 (Tuesday)	11 December 2025	9 April 2026
11 September 2025	8 January 2026	12 May 2026 (Tuesday) (Annual)
9 October 2025	12 February 2026	-

**Note:** The sequence predominantly being 6.00pm on the 2<sup>nd</sup> Thursday of each month. Meetings are not usually held during August.

- 4) Councillors be allocated to serve on Outside Bodies as outlined below:

Outside Body	Membership
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

- 5) The Clerk of the Council be delegated authority to respond directly to Swansea Council in relation to Planning Application & Planning Matters subject to the process outlined in the report being followed.
- 6) The Clerk of the Council be delegated authority to make payments providing permission has been given in writing (e-mail) from two of the four following Councillors: Chair of Council, Chair of Personnel Committee, Councillor Peter Gibson & Councillor Mike Glover.
- 7) The Clerk e-mail the Bank Account Reconciliation Reports to all Councillors on a Monthly basis.

## 22 General Power of Competence (GPoC) Declaration

The Clerk stated that the Local Government & Elections (Wales) Act 2021 outlined the eligibility for a Community Council to have the General Power of Competence (GPoC).

Llangyfelach Community Council originally declared the General Power of Competence (GPoC) on 14 November 2024.

The GPoC permits qualifying authorities to do “anything that an individual generally can do”. It is a power of first resort which means that a qualifying authority does not need to rely on specific powers in legislation to do something, so long as what is intended is not otherwise prohibited. The



GPoC enables eligible Community Councils to act in their communities' best interests, generate efficiencies and secure value for money outcomes.

The freedom of GPoC is available to Community Councils that meet three criteria for eligibility set out in the Local Government & Elections (Wales) Act 2021 (Part 2, Section 30). Llangyfelach Community Council & the Clerks currently meet all three criterion as outlined in the report.

**Resolved** that:

- 1) Llangyfelach Community Council re-declares that it has the General Power of Competence (GPoC).
- 2) The decision be published on the Council's website within 7 working days of this meeting.
- 3) The declaration of GPoC be reviewed at the Annual Meeting of Council.

### **23 Internal Auditors Report 2024-2025**

The Internal Auditor for the Council is Ronald Dolbear. He has been retained as the Council's Internal Auditor with his term ending with his Internal Audit Report 2026-2027 (Council - 9 May 2024).

The Internal Auditors Report 2024-2025 made one recommendation:  
*"The Council continues to develop spending plans annually in line with the precept to ensure reserves do not become disproportionate to need; alternatively reduces the precept demand in line with its annual spending needs."*

Discussions ensued relating to the single recommendation.

**Resolved** that:

- 1) The recommendation of the Internal Auditor is acknowledged; however, it should be noted that the Council has been successful recently in attracting grants to assist the Council to do work within the community. The Council has ambitions as set out in the Council Action Plan 2025-2026. These ambitions include a Remembrance Memorial, Pea Lighting and Benches / Picnic Tables within the Community, all of which will help lower the reserve.
- 2) The Internal Auditors be thanked for his Internal Audit Report.
- 3) The Clerk be authorised to pay the £330 invoice to the Internal Auditor for his work.

**24 Annual Governance Statement 2024-2025**

The Clerk submitted the Annual Governance Statement 2024-2025. He outlined the content of the response to be submitted to the External Auditor.

**Resolved** that the Annual Governance Statement 2024-2025 be approved, signed, and submitted to the External Auditor together with any evidence required to support the submission.

**Next Council Meeting**

6.00pm on Tuesday, 10 June 2025.

The meeting ended at 7.15 p.m.

**Chair**