

Items 7 to 17

Council - 8 July 2025

Reports of the Clerk

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

- Expenditure. Paid in accordance with Annual Council of 8 May 2025 (Minute 21 "Constitutional Matters" refers).
- Expenditure - Previous Council Decision. Date of Decision included.
- Income. Income received by Council.
- Bank Account Transfers.

Expenditure (E)		£
E21	Clerk Salary (June 2025)	452.33
E22	CCS Pension Fund (Clerk) (June 2025)	178.89
E23	HB Enoch & Owen. Payroll Services. QTR 1. 2025-2026	43.20
E24	HMRC. PAYE Income Tax & NI. QTR 1. 2025-2026	339.00
Expenditure - Previous Council Decision		£
-	Kids Cancer Charity. Council 10.06.2025	200.00
Income (I)		£
-	Bank Interest (June 2025)	TBC
Bank Account Transfers (T)		£
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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. Bulletin
One Voice Wales. Cost of Living Crisis Support Team Update
Parish Online. Newsletter
Llais. Monthly Newsletter
Llais y Goedwig's The Gathering 2025 at Penllergaer Valley woods Swansea and Wild Spirit woods, Bridgend
Swansea Council. Parking Enforcement on Pengors Road, Llangyfelach
Welsh Government. Consolidation of Planning Law in Wales - Publication of Draft Planning (Wales) Bill
One Voice Wales. Event Celtic Wildflowers Tour 08.07.2025

One Voice Wales. Recording of Training. eLearning
Swansea Council. Recruitment of a Community / Town Councillor to the Standards Committee
One Voice Wales. Constitution and Governance Framework

9. Delegates Feedback on Outside Bodies (Verbal)

Outside Body	Membership - Council 8 May 2025
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	Standard Items. Discussed each month: a) Community Reports (PSCO & LAC) & Invited Presentations. b) Expenditure, Income, Bank Account Transfers & Bank Reconciliation. c) Correspondence. d) Delegates Feedback on Outside Bodies. e) Workplan. f) Swansea Council Matters: Planning & Highways. g) Training Plan. h) Llangyfelach Ward Councillor Update. Additional Items. Discussed as required.
May Annual Meeting	➤ Constitutional Matters. ➤ Insurance Cover. ➤ Hire of Church Hall. ➤ General Power of Competence (GPoC) Declaration. ➤ Personnel Committee. Elect Chair & Vice-Chair.
June	➤ Annual Governance Statement. ➤ Internal Auditors Report.
July	➤ Requests for Grants and Donations. ➤ Ffair Nadolig Llangyfelach Christmas Fair. ➤ Christmas Newsletter. ➤ 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

Verbal at Meeting.

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 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.

Councillor Paul Baker completed the Advanced Local Government Finance Training Module on 17 June 2025.

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. AdvantEDGE - Finance Software. 5-Year Contract Renewal

The Council's 5-year contract with Edge IT Systems Ltd for their AdvantEDGE Finance Software expires on 10 July 2025. The renewal quote being £308.40 per annum.

Recommended that the Clerk be authorised to enter a 5-year contract with Edge IT Systems and to pay the Year 1 fee of £308.40.

15. Ffair Nadolig Llangyfelach Christmas Fair

The Ffair Nadolig Llangyfelach Christmas Fair is scheduled for Friday, 5 December 2025. Loughor Town Band have been booked to play prior to Father Christmas arriving and for a further 30 minutes. The cost being £200.

The Clerk has arranged for Father Christmas to visit and is in the process of arranging the Swansea Council Land Train, First Aid Cover and a 20ft

Nordman Fir Christmas Tree. The Christmas Tree pit shall need to be checked for electrical safety.

Councillors are asked to consider some of the specifics of the Christmas Fair, such as the format / timings / specifics of the event including Chocolate Selection Boxes.

Once, the Council have agreed the format of the event, Swansea Council will be informed of the event via their Organising an Event in Swansea webpage. <https://www.swansea.gov.uk/organisinganevent>

Recommended that the views of Council be sought.

16, Christmas Newsletter

Traditionally, the Council produces the Llangyfelach Community Council's - Christmas Newsletter. This is distributed in December each year and contains articles by the local Groups operating within the area. Councillors Peter Gibson and Paul Baker led the work for the previous newsletter.

Council needs to consider whether to continue with the newsletter and if so, the content and the lead Councillors to deliver it. If supported, the Clerk will need to send out letters seeking quotations.

Recommended that the views of Council are requested. If supported, the Clerk seek quotations and be delegated authority in consultation with the relevant Councillors to award the work to the most suitable quote.

17. Requests for Grants & Donations

The Council allocated £1,500 of its 2025-2026 budget to its Grants & Donations Policy. To be eligible for a grant / donation applicants must comply with the conditions set out within the Policy.

<https://www.llangyfelachcommunitycouncil.org.uk/policy-procedures/>

Requests for applications are considered every 4 months (July, November & March). To date, the budget has been allocated as outlined:

Organisation	£
Donation to Kids Cancer Charity. Council 10.06.2025	200.00
Total Allocated 2025-2026	200.00
Total Unallocated 2025-2026	1,300.00

No requests have been received.

Recommendation. It is recommended that:

- 1) The update be noted.
- 2) The Clerk review the Policy and bring suggestions to a future meeting.

Huw Evans (PSLCC)
Clerk to Llangyfelach Community Council