



## **Minutes of Meeting of Council**

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

**On: Tuesday, 8 July 2025 at 6.00pm**

**Present:** Councillor Sharon Phillips (Chair) Presiding

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

**Clerk to the Council:** Huw Evans

**42 Apologies for Absence**

There were no apologies for absence.

**43 Disclosures of Personal & Prejudicial Interests**

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

**44 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 June 2025.

**45 Announcements of the Chair of Council**

The Chair of Council made no announcements.

**46 Public Question Time**

There were no public questions.

**47 Community Reports & Invited Presentations**

**i) PCSO (Police Community Support Officers) Report**

There was no report.

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

There was no report.

**48 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 21 "Constitutional Matters" of the Annual Council held on 8 May 2025.

<b>Expenditure (E)</b>		<b>£</b>
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
<b>Expenditure - Previous Council Decision</b>		<b>£</b>
E25	Kids Cancer Charity. Council 10.06.2025	200.00
<b>Income (I)</b>		<b>£</b>
I05	Bank Interest (June 2025)	34.09
<b>Bank Account Transfers (T)</b>		<b>£</b>
T06	03.07.2025. Business Reserve to Current Account	2,000.00

**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.

**49 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.
Llais. Monthly Newsletter	Noted.
Parish Online. Newsletter	Noted.
Llais y Goedwig's The Gathering 2025 at Penllergaer Valley woods Swansea and Wild Spirit woods, Bridgend	Noted.
Swansea Council. Parking Enforcement on Pengors Road, Llangyfelach	Noted.
Welsh Government. Consolidation of Planning Law in Wales - Publication of Draft Planning (Wales) Bill	Noted.
One Voice Wales. Event Celtic Wildflowers Tour 08.07.2025	Noted.
One Voice Wales. Recording of Training. eLearning	Noted.
One Voice Wales. Constitution and Governance Framework	Noted.

Welsh Government. Child Poverty Strategy for Wales - Lived Experience Engagement Exercise	Noted.
Cyngor Gwynedd. Assistance to understand active travel in rural Wales	Noted.
Nationwide. Digital Lessons Swansea 10.07.2025	Noted.
Swansea Council. Recruitment of a Community / Town Councillor to the Standards Committee	Noted.

**50 Delegates Feedback on Outside Bodies**

There was no delegate feedback.

**51 Workplan (For Information)**

The Council Workplan was presented.

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

There were no matters.

**53 Training Plan**

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.

Councillor Paul Baker completed the Advanced Local Government Finance Training Module on 17 June 2025 & the Council as an Employer Training Module on 24 June 2025.

**Resolved** that the update be noted.

**54 Llangyfelach Ward Councillor Update**

Councillor Mark Tribe, Llangyfelach Ward Councillor on Swansea Council provided a verbal report outlining his work within the Ward. Councillor Tribe asked that the Community Council consider purchasing 20x Litter Pickers to assist with litter picking throughout the community.

**Resolved** that the Clerk purchase 20x Litter Pickers.

**55 AdvantEDGE – Finance Software. 5-Year Contract Renewal**

The Clerk stated that 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.

**Resolved** 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.

**56 Ffair Nadolig Llangyfelach Christmas Fair**

The Clerk stated that the Ffair Nadolig Llangyfelach Christmas Fair was scheduled for Friday, 5 December 2025. Loughor Town Band had 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 was 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 discussed the following issues:

- Asking Scout Leaders / Parents of Scouts to assist with bringing the Christmas decorations etc. out of storage and returning them to storage.
- Potentially inviting the School Choir to perform.
- Hire or Purchase of a Snow Machine.
- Purchase of 2x Selfie Posters & 1x Free Standing Selfie Poster.
- Father Christmas Boots.
- Timetable of Events.
- Purchase of Waterproofs.
- Establishing a Christmas Fair Working Group.

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>

**Resolved that:**

- 1) A Christmas Fair Working Group comprising Councillors Sharon Phillips, Mike Glover, Jamie Jewell & Julie Rees be established. The Working Group shall be tasked with discussing the Christmas Fair event with all relevant parties and to feedback to the Council.
- 2) The Clerk be authorised to arrange an electrical safety inspection of the Christmas Tree pit, book the Swansea Council Land Train, First Aid Cover and a 20ft Nordman Fir Christmas Tree.
- 3) The Clerk continue to liaise with relevant parties and to book as required to ensure the success of the Christmas Fair.

**57 Christmas Newsletter**

The Clerk stated that 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.

**Resolved that:**

- 1) The Clerk seek quotations and be delegated authority in consultation with Councillors Paul Baker & Peter Gibson to award the work to the most suitable quoter.

**58 Requests for Grants & Donations**

The Clerk stated that 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:

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

No further requests have been received.

**Resolved that:**

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

**Next Council Meeting**

6.00pm on Thursday, 11 September 2025.

The meeting ended at 7.15 p.m.

**Chair**