

Items 7 to 17

Council - 9 October 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)		£
E37	Clerk Salary (September 2025)	510.13
E38	CCS Pension Fund (Clerk) (September 2025)	201.73
E39	HB Enoch & Owen. Payroll Services. QTR 2. 2025-2026	43.20
E40	HMRC. PAYE Income Tax & NI. QTR 2. 2025-2026	371.80
Expenditure - Previous Council Decision		£
E36	Robert Morgan & Sons Limited. Nordman Fir Christmas Tree. Council 11.09.2025	576.66
E41	Swansea Council. Pea Lighting Works on Village Green. Council 10.06.2025	9,594.17
Income (I)		£
I09	Bank Interest (September 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
Digital Lessons 3 - Wednesday 17th September
Llais. Monthly Newsletter
One Voice Wales. Biodiversity Team
Keep Wales Tidy. Green Space & Biodiversity Webinar. 10.30-12.00 on 23.10.2025

One Voice Wales National Conference and Annual General Meeting 01.10.2025
Nationwide Swansea. Digital Lessons 3 – 17.09.2025
Swansea Council. Winter Wellbeing Grant
20splenty. Wales 20mph 2nd anniversary
Democracy & Boundary Commission Cymru (DBCC). Submission of the Draft Annual Remuneration Report 2026–2027. Consultation Deadline: 18 November 2025
Wales Air Ambulance. Community Council Appeal: Project Update
Recruitment of a Community / Town Councillor to the Standards Committee

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 & AC) & 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.

Council - 9 October 2025 - Reports of the Clerk - Cont'd

September	<ul style="list-style-type: none"> ➤ Christmas Newsletter. ➤ Ffair Nadolig Llangyfelach Christmas Fair. ➤ Remembrance Sunday. ➤ Budget Monitoring.
October	<ul style="list-style-type: none"> ➤ Review of Council Policies (Every 5 years). ➤ Christmas Newsletter. ➤ Ffair Nadolig Llangyfelach Christmas Fair. ➤ Remembrance Sunday.
November	<ul style="list-style-type: none"> ➤ Requests for Grants and Donations. ➤ Christmas Newsletter. ➤ Ffair Nadolig Llangyfelach Christmas Fair.
December	<ul style="list-style-type: none"> ➤ Budget & Precept for Next Financial Year. ➤ Floral Decorations within the Community.
January	<ul style="list-style-type: none"> ➤ Budget & Precept for Next Financial Year.
February	<ul style="list-style-type: none"> ➤ Review of Standing Orders (Every 5 years). ➤ Review of Financial Regulations (Every 5 years).
March	<ul style="list-style-type: none"> ➤ Review of Asset Register. ➤ Requests for Grants and Donations.
April	<ul style="list-style-type: none"> ➤ 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.

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. Ffair Nadolig Llangyfelach Christmas Fair

The Ffair Nadolig Llangyfelach Christmas Fair is scheduled for Friday, 5 December 2025. Councillors are asked to consider specifics of the Christmas Fair, such as format and timings including Chocolate Selection Boxes.

At the last Council meeting, the following issues were discussed:

- Asking Scout Leaders / Parents of Scouts to assist with bringing Christmas decorations out of storage and returning them to storage.
- Potentially inviting the School Choir to perform.
- Purchase of 2x Selfie Posters & 1x Free Standing Selfie Poster.
- Father Christmas Boots.

- Timetable of Events.
- Purchase of Waterproofs.
- Hire of Disney Characters.

The Christmas Fair Working Group (comprising Councillors Sharon Phillips, Mike Glover, Jamie Jewell & Julie Rees) shall provide an update in relation to the above and to their progress on arranging the Christmas Fair.

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:

- 1) The update be noted.
- 2) The Clerk continue to liaise with relevant parties and to book as required to ensure the success of the Christmas Fair.

15. Christmas Newsletter

The Council was in the process of compiling the Christmas Newsletter. Councillors Peter Gibson & Paul Baker shall provide an update at the meeting.

Recommended that the update be noted.

16. Remembrance Sunday

Remembrance Sunday is a day to commemorate the contribution of British and Commonwealth military and civilian servicemen and women in the two World Wars and later conflicts. Remembrance Sunday falls on 9 November 2025. The Clerk is in the process of purchasing a Poppy Wreath which the Chair of Council shall lay on behalf of the Community Council.

Recommended that a update be noted.

17. Permanent Remembrance Memorial on Village Green

Council at its meeting on 10 April 2025 resolved to commission a Permanent Remembrance Memorial on the Village Green. It is hoped that the Memorial will be in situ prior to Remembrance Sunday.

The Clerk shall provide an update on progress at the meeting.

Recommended that the update be noted.

Huw Evans (PSLCC)
Clerk to Llangyfelach Community Council