

## Items 7 to 20

Council - 11 September 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)		£
E27	Clerk Salary (July 2025)	452.33
E28	CCS Pension Fund (Clerk) (July 2025)	178.89
E32	Clerk Salary (August 2025) & Back Pay	524.85
E33	CCS Pension Fund (Clerk) (August 2025)	207.59
Expenditure - Previous Council Decision		£
E26	AdvantEDGE - Finance Software. 5-Year Contract Renewal. Council 08.07.2025	308.40
E29	Amazon Business - GGN INTL LTD. 24x Litter Grab Pickers. Council 08.07.2025	55.80
E30	Lite (Lighting & Illumination Technology Ltd). Pea Lighting for 2x Cherry Trees on Village Green. Council 10.06.2025	2,746.75
E31	Swansea Council. Floral Decorations across the Community 2025. Council 14.11.2024 & 12.12.2024	5,666.00
E34	2025-2026. IRPW Councillor Payment. Vice-Chair of Council. Annual Council 08.05.2026	500.00
E35	Microsoft 365 Subscription. Council 11.09.2023	104.99
Income (I)		£
I06	Bank Interest (July 2025)	31.72
I07	Precept	23.94
I08	Bank Interest (August 2025)	10,000.00
Bank Account Transfers (T)		£
T07	12.08.2025. Business Reserve to Current Account	10,000.00

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.

**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
Public Services Ombudsman for Wales. Quarterly Newsletter.
Creative Play. Playground Upgrades: Best Outdoor Play Equipment 2025
<a href="http://www.Finding-Fitness.co.uk">www.Finding-Fitness.co.uk</a> Climbing Track
Kompan. Outdoor Community Fitness
One Voice Wales. South West Wales Bus Reform - Publicity Help
One Voice Wales. Stakeholder Workshop on Sustainable Land Management (SLM) Indicators. 04.08.2025. 10.00am-1.00pm
Repair Café Wales. Volunteer Organiser
Nationwide Swansea. Digital Lessons
Turley. Schedule 1B – Publicity & Consultation Before Applying for Planning Permission Notice Under Articles 2c & 2D – Town & Country Planning (Development Management Procedures) (Wales) Order 2012. Stoford Properties Limited are intending to apply for planning permission for the demolition of existing buildings and development of a storage and distribution facility (Use Class B8) including ancillary office (Use Class B1), associated parking, outdoors storage and landscaping and ancillary works on land at Penllergaer Business Park
Pre-application Consultation - Major Planning Application: 43no Affordable Dwellings, Land adj to Clase Primary School, Swansea, SA6 7JX
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 & LAC) & Invited Presentations. b) Expenditure, Income, Bank Account Transfers & Bank Reconciliation. c) Correspondence.

Council - **11 September 2025** - Reports of the Clerk - Cont'd

	d) Delegates Feedback on Outside Bodies. e) Workplan. f) Swansea Council Matters: Planning & Highways. g) Training Plan. h) Llangyfelach Ward Councillor Update. <b>Additional Items. Discussed as required.</b>
May <b>Annual Meeting</b>	➤ 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.

The Clerk completed the Principles of Internal Auditing Local Councils (PIALC) Wales qualification on 18 August 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. 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 Clerk has arranged for Father Christmas to visit and is in the process of booking the Swansea Council Land Train, First Aid Cover a 20ft Nordman Fir Christmas Tree and an electrical safety check of the Christmas Tree pit.

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.

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.
- 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.
- Hire of Disney Characters.

Council at its meeting on 8 July 2025 resolved to establish a Christmas Fair Working Group comprising Councillors Sharon Phillips, Mike Glover, Jamie Jewell & Julie Rees. The Working Group were tasked with discussing the Christmas Fair event with all relevant parties and to feedback to the Council.

The Christmas Fair Working Group 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**

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.

The Clerk has sought quotations from local printers and will provide feedback at the meeting. The deadline for submissions of quotations is noon on 1 September 2025.

Councillors are asked to consider the quotations and approve one.

**Recommended** that the work be offered to the most suitable quote.

**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. Traditionally, the Council purchase a Poppy Wreath which the Chair of Council lays on behalf of the Community Council.

**Recommended** that a Poppy Wreath be purchased.

**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 was also tasked with obtaining a cost to install a spotlight to light up the front of the Remembrance Memorial. The Clerk has investigated options that utilise the electricity supply that will be used to power the Pea Lighting on the 2x Cherry Trees on the Village Green.

The Clerk has liaised with Swansea Council as the landowner and contractor carrying out the works. They have advised that an inground industrial uplighter be used. The price to purchase the uplighter, run the power cables and to install it will be in the region of £2,500.

**Recommended.** The views of Council are sought.

**18. Microsoft 365 Subscription**

The Clerk utilises Microsoft 365 as the software package and cloud storage for the Council's business needs. The cost for 2025-2026 has risen to £104.99. In accordance with the resolution of Council on 11 September 2023, to continue with this annual subscription, the payment was made on 1 September 2025. The continued subscription will be reviewed in Autumn 2028.

**Recommended** that the update be noted.

**19. Change of Council Meeting Date - March 2026**

The Clerk has asked that the Council meeting scheduled for Thursday, 12 March 2026 be changed to 6.00pm on Tuesday, 3 March 2026.

**Resolved** that the March Council meeting be held at 6.00pm on Tuesday, 3 March 2026.

**20. General Data Protection Regulation (GDPR) / Data Protection Act 2018. Renewal Fee**

The Council must pay an annual General Data Protection Regulation (GDPR) / Data Protection Act 2018 fee. The normal cost is £52; however, as the Council pays via direct debit, the fee is reduced by £5 to £48. The next payment is due on 10 October 2025.

**Recommended** that the spend be authorised.

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