

## Items 7 to 18

Council - 13 November 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)		£
E46	J M Entertainment Ltd. Hire of Snow Machine & Reindeer and Sleigh. Council 09.10.2025	1,428.00
E47	Clerk Salary (October 2025)	510.13
E48	CCS Pension Fund (Clerk) (October 2025)	201.73
E49	General Data Protection Regulation (GDPR) / Data Protection Act 2018. Renewal Fee. Council 11.09.2025	47.00
E50	Cllr Wendy Lewis, Armed Forces Champion - Swansea Council. Remembrance Day Wreath. Council 11.09.2025	25.00
E51	B&M. 416x Cadbury Selection Boxes 78g. Council 09.10.2025	482.56
E52	Tree & Gubb Monumental Masons. Remembrance Memorial. Council 08.05.2025	4,140.00
E53	Low Cost Printing. Newsletter.1,200 Copies x A5. Council 11.09.2025	1,527.00
Income (I)		£
I10	Bank Interest (October 2025)	19.49
Bank Account Transfers (T)		£
T08	Business Reserve to Current Account. 10.10.2025	2,000.00
T09	Business Reserve to Current Account. 17.10.2025	1,500.00
T10	Business Reserve to Current Account. 05.11.2025	7,500.00

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
Llais. Monthly Newsletter
One Voice Wales. Biodiversity Team
Cwmpas. Perthyn Grants
WLGA (Welsh Local Government Association). University of South Wales - Shaping the Future of Public Services in Wales - Community Events
Joint One Voice Wales / SLCC Event. 12 November 2025
Nationwide. Dementia UK Clinic Swansea
One Voice Wales. Anti- Racist Action Plan Webinar
Welsh Government. St David's Day 2026 Pilot Support Fund
Creative Play. The Community Council Playground Attracting More Families
One Voice Wales. Workshop - Local Resolution Protocol
One Voice Wales. Webinar - Upcoming Online Events
Ystadau Cymru. Conference 2025 - 6 November 2025
One Voice Wales. Access to Pre-Recorded Training for Councillors
Welsh Government. Review of Community Arrangements of the City and County of Swansea

**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	<p>Standard Items. Discussed each month:</p> <ul style="list-style-type: none"> <li>a) Community Reports (PSCO &amp; AC) &amp; Invited Presentations.</li> <li>b) Expenditure, Income, Bank Account Transfers &amp; Bank Reconciliation.</li> <li>c) Correspondence.</li> <li>d) Delegates Feedback on Outside Bodies.</li> <li>e) Workplan.</li> <li>f) Swansea Council Matters: Planning &amp; Highways.</li> <li>g) Training Plan.</li> <li>h) Llangyfelach Ward Councillor Update.</li> </ul> <p><b>Additional Items. Discussed as required.</b></p>
May <b>Annual Meeting</b>	<ul style="list-style-type: none"> <li>➤ Constitutional Matters.</li> <li>➤ Insurance Cover.</li> <li>➤ Hire of Church Hall.</li> </ul>

Council - **13 November 2025** - Reports of the Clerk - Cont'd

	<ul style="list-style-type: none"> <li>➤ General Power of Competence (GPoC) Declaration.</li> <li>➤ Personnel Committee. Elect Chair &amp; Vice-Chair.</li> </ul>
June	<ul style="list-style-type: none"> <li>➤ Annual Governance Statement.</li> <li>➤ Internal Auditors Report.</li> </ul>
July	<ul style="list-style-type: none"> <li>➤ Requests for Grants and Donations.</li> <li>➤ Ffair Nadolig Llangyfelach Christmas Fair.</li> <li>➤ Christmas Newsletter.</li> <li>➤ Personnel Committee - Clerk's Appraisal.</li> </ul>
August	No Meetings.
September	<ul style="list-style-type: none"> <li>➤ Christmas Newsletter.</li> <li>➤ Ffair Nadolig Llangyfelach Christmas Fair.</li> <li>➤ Remembrance Sunday.</li> <li>➤ Budget Monitoring.</li> </ul>
October	<ul style="list-style-type: none"> <li>➤ Review of Council Policies (Every 5 years).</li> <li>➤ Christmas Newsletter.</li> <li>➤ Ffair Nadolig Llangyfelach Christmas Fair.</li> <li>➤ Remembrance Sunday.</li> </ul>
November	<ul style="list-style-type: none"> <li>➤ Requests for Grants and Donations.</li> <li>➤ Christmas Newsletter.</li> <li>➤ Ffair Nadolig Llangyfelach Christmas Fair.</li> <li>➤ Review of Biodiversity Action Plan (BAP).</li> </ul>
December	<ul style="list-style-type: none"> <li>➤ Budget &amp; Precept for Next Financial Year.</li> <li>➤ Floral Decorations within the Community.</li> </ul>
January	➤ Budget & Precept for Next Financial Year.
February	<ul style="list-style-type: none"> <li>➤ Review of Standing Orders (Every 5 years).</li> <li>➤ Review of Financial Regulations (Every 5 years).</li> </ul>
March	<ul style="list-style-type: none"> <li>➤ Review of Asset Register.</li> <li>➤ Requests for Grants and Donations.</li> </ul>
April	<ul style="list-style-type: none"> <li>➤ Council Annual Report &amp; Section 6 Biodiversity Report.</li> <li>➤ Council Action Plan.</li> </ul>
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 attended the One Voice Wales - Section 6 Report, Online Training Workshop on 28 October 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. Councillors are asked to consider specifics of the Christmas Fair, such as format, timings etc.

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 is 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 has purchased 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. The Remembrance Memorial is scheduled to be erected on 7 November 2025 in time for Remembrance Sunday on 9 November 2025.

The Remembrance Memorial was funded by the Community Council and designed and fitted by Tree & Gubb Monumental Masons. The resin surrounding the Memorial was supplied and laid free of charge by the Resin Co.

**Recommended that:**

- 1) The update be noted.
- 2) Tree & Gubb Monumental Masons be thanked for their work.
- 3) The Resin Co be thanked for supplying and laying the resin surrounding the Memorial free of charge.

**18. Floral Decorations within the Community - 2026**

Traditionally, the Council purchases Floral Decorations from Swansea Council and has then placed within the Community. Not all areas, within the community are appropriate and have been ruled out by Swansea Council on safety grounds or inadequate infrastructure. Swansea Council has provided a quote, repeating the Community Council' previous order for Floral Decorations.

<b>To supply &amp; maintain:</b>	<b>£ including VAT</b>
1x 3 Tier Square @ Village Green.	566.00
2x Barrier Troughs @ Pengors Road.	268.00
Lamppost Baskets @ Heol Pentre Felen x14. Post: 1, 2, 4, 7, 8, 10, 12, 15, 17, 19, 21, 23, 28 & 30.	4,452.00
Lamppost Baskets @ Swansea Road x14. Post: 125, 126, 128, 131, 132, 133, 135, 136, 138, 140, 141, 144, 145 & 146.	
Lamppost Baskets @ Bryntywod x2. Post: 877 & 879.	318.00
Lamppost Baskets @ Layby on Pant Lasau Road (Near Vivians Row) x2. Post: TBC.	318.00
2x Planters @ A48 / Bryntywod. Flowers & Watering only as planters owned by Community Council.	400.00
<b>Total</b>	<b>6,322.00</b>

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

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