



## **Minutes of Meeting of Council**

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

**On: Thursday, 11 December 2025 at 6.00pm**

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

**Councillors:** Paul Baker, Peter Gibson, Mike Glover & Jamie Jewell

**Clerk to the Council:** Huw Evans

**121 Apologies for Absence**

Apologies for absence were received from Councillors Daniel Lorey, Julie Rees, Adrian Roberts & Mark Tribe.

**122 Disclosures of Personal & Prejudicial Interests**

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, the following interests were declared:

- i) Councillor Paul Baker declared a Personal & Prejudicial Interest in Minute 135 "Additional Community Governor at Llangyfelach Primary School - Governing Body" and withdrew from the meeting prior to its consideration.

**123 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) 13 November 2025.

**124 Announcements of the Chair of Council**

The Chair of Council referred to the excellent and successful Ffair Nadolig Llangyfelach Christmas Fair and thanked all for helping to make it a success.

**125 Public Question Time**

There were no questions.

**126 Community Reports & Invited Presentations**

- i) **PCSO (Police Community Support Officers) Report**  
There was no report.
- ii) **Area Co-ordinators Report**  
There was no report.

**127 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>
E55	Clerk Salary (November 2025)	510.13
E56	CCS Pension Fund (Clerk) (November 2025)	201.73
E57	One Voice Wales. Training. Module 5 - The Council Meeting. Councillor Julie Rees. 17 June 2025	42.00
E58	Swansea Sea Scouts. Donation. Council 13.11.2025	75.00
E59	Low Cost Print Ltd. 2x Selfie Boards. Council 09.10.2025	96.00
E60	Crazy Characters. 4x Characters - Christmas Fair. Council 09.10.2025	450.00
<b>Income (I)</b>		<b>£</b>
I11	Bank Interest (November 2025)	10.90
<b>Bank Account Transfers (T)</b>		<b>£</b>
T11	Business Reserve to Current Account. 28.11.2025	1,000.00
T12	Business Reserve to Current Account. 11.12.2025	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 including:

E61	Andrew Morris. Erect & Dress Tree	80.00
E62	Carl O'Connor. Erect & Dress Tree	80.00
E63	Intertwined Garden & Landscapes. Erect & Dress Tree	150.00
E64	Llangyfelach Church. Church Hall Hire for Christmas Fair	300.00
E65	Clerk Salary (December 2025)	509.93
E66	CCS Pension Fund (Clerk) (December 2025)	201.73
E67	HMRC. PAYE Income Tax & NI. Payroll Services. QTR 3. 2025-2026	382.60
E68	H B Enoch & Owen Ltd. Payroll Services. QTR 3. 2025-2026	43.20
E69	St John Ambulance Cymru. Donation for Providing First Aid Support at Llangyfelach Christmas Fair	200.00
E70	Loughor Town Band. For Playing at Llangyfelach Christmas Fair	200.00

**128 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. E-Bulletin	Noted.
One Voice Wales. Cost of Living Crisis Support Team Update	Noted.
One Voice Wales. Llais. Monthly Newsletter	Noted.
One Voice Wales. Biodiversity Team	Noted.
Urdd Gobaith Cymru. Fund for All Appeal 2026	Noted.
One Voice Wales. Social Impact Survey	Noted.
Welsh Blood Services. Blood Donation in Swansea	Noted.
One Voice Wales. Practice Development Note 22 - Members' Induction	Noted.
Swansea Council. Active Travel Network Map Public Engagement	Noted.
National Energy System Operator. Wales Regional Energy Strategic Plans (RESP)	Noted.
Lloyd Mayor's Office. Carol Service 2025	Noted.
City & County of Swansea Pension Fund. Draft Valuation Results - 31 March 2025	Noted.
Swansea Philharmonic Choir. Greetings	Noted.
City & County of Swansea Pension Fund. Local Government Pension Scheme (LGPS). Memorandum of Understanding & Pension Administration Strategy.	Noted.
Right Worshipful The Lord Mayor of the City & County of Swansea. Christmas Greetings	Noted.
One Voice Wales. Christmas Greetings	Noted.
South Wales Police. Funding Safety Together Survey	Noted.

**129 Delegates Feedback on Outside Bodies**

There was no delegate feedback.

**130 Workplan (For Information)**

The Council Workplan was presented.

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

There were no matters.

**132 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 Julie Rees attended the One Voice Wales - Module 5 "The Council Meeting" Training on 17 June 2025.

**Resolved** that the update be noted.

**133 Llangyfelach Ward Councillor Update**

Councillor Mark Tribe, Llangyfelach Ward Councillor on Swansea Council had shared his verbal report outlining his work within the Ward with the Clerk. The Clerk presented it in Councillor Tribe's absence.

**Resolved** that the update be noted.

**134 Review of Ffair Nadolig Llangyfelach Christmas Fair**

The Chair stated that the Ffair Nadolig Llangyfelach Christmas Fair was held on Friday, 5 December 2025. Councillors reviewed the event and discussed the following:

- i) Hosting the Brass Band within the Church was a huge success.
- ii) Moving Father Christmas to the end of the Church provided a wonderful festive feel.
- iii) Crazy Characters were well received by the children.
- iv) Cancellation of the Snow Machine due to the weather. Noted that a credit note has been received for 2026.
- v) Land Train was a huge success.
- vi) Temporary Road Closure was a success. Council should display Traffic Notices in advance of the Christmas Fair to inform the community.
- vii) Establishing a Friends of the Llangyfelach Christmas Fair Group to assist with running it.
- viii) Erecting the Christmas Tree and Safety Management.
- ix) Refreshments and reasonable payments to the helpers.
- x) Use of Scout Hall, Church Hall & Church was successful and provided adequate weather protection.
- xi) St John Ambulance Cymru provided First Aid Cover.
- xii) 6<sup>th</sup> Llangyfelach Scouts, PCSO's & Swansea Council provided excellent support prior to and during the Christmas Fair.

**Resolved** that:

- 1) The update be noted.
- 2) The Clerk be authorised to book the Land Train, Crazy Characters, Snow Machine & Loughor Town Band for 2026.
- 3) All outstanding invoices linked to the Ffair Nadolig Llangyfelach Christmas Fair be paid.

**135 Additional Community Governor at Llangyfelach Primary School - Governing Body**

The Clerk stated that Councillor Paul Baker was the current Additional Community Governor serving on the Llangyfelach Primary School Governing Body. His 4-year term of office is coming to an end. Councillor Baker has indicated that he would be prepared to remain as the Additional Community Governor for a further 4-year period.

**Resolved** that Councillor Paul Baker be re-appointed as the Additional Community Governor at Llangyfelach Primary School Governing Body for a further term of 4-years.

**136 Council Bank Accounts**

The Clerk stated that Council at its meeting on 14 November 2024, resolved that two new Bank Accounts be opened with the NatWest "Bankline" facility to ensure compliance with Model Financial Regulations (Wales) 2024. NatWest's "Bankline" facility required a second person to approve any Council spending from the Bank Accounts.

This led to the Council having four Bank Accounts. The original two accounts have remained mainly dormant to ensure that there were no legacy financial payments set up against them. The two original accounts were closed on 1 December 2025.

**Resolved** that the update be noted.

**137 Dispensation for Councillor Leave of Absence - Councillor A Roberts**

The Clerk stated that Councillor A Roberts has notified the Council that due to personal circumstance he may be absent from Council meetings for some time. This could result in a breach of Section 85 of the Local Government Act 1972 whereby failure to attend meetings of the Authority for a period of 6 consecutive months would mean that the Councillor would cease to be a member. Section 85 of the Act allows an Authority to approve a leave of absence, however, the approval must be granted before the expiry of the six-month period. Councillor A Roberts last attended a meeting of Council on 8 July 2025.

In accordance with Section 85 of the Local Government Act 1972, Councillor A Roberts requested dispensation not to attend meetings for the period up to and including 13 February 2026.

**Resolved** that Councillor A Roberts be granted dispensation not to attend meetings for the period up to and including 13 February 2026 in accordance with Section 85 of the Local Government Act 1972.

**138 Participating Employer Personal Data Retention Policy**

The Clerk stated that Llangyfelach Community Council is part of the Local Government Pension Scheme (LGPS), specifically the City & County of Swansea Pension Scheme. The report outlined the:

- Local Government Association, Template Personal Data Retention Policy for Scheme Employers in the Local Government Pension Scheme (LGPS).
- Personal Data Retention Policy Expectations, as defined by the City and County of Swansea Pension Fund (the "Fund").
- The Pension Fund Memorandum of Understanding regarding Compliance with Data Protection Law.
- The Pension Administration Strategy.

The Scheme required the Council to approve and publish the following Policy:

- Llangyfelach Community Council, Participating Employer Personal Data Retention Policy.

**Resolved** that:

- 1) Llangyfelach Community Council's Participating Employer Personal Data Retention Policy as outlined at Appendix 18.3 of the report, be approved.
- 2) The Policy be published on the Community Council website.

**139 Precept & Draft Budget 2026-2027**

The Clerk stated that a Community Council must calculate its budget requirement for each financial year in accordance with Section 50 of the Local Government Finance Act 1992 and issue a precept to the billing authority. The billing authority collects the precept (charge) on behalf of Town and Community Councils under Section 41 of the above Act.

Swansea Council has stated that the Council Tax Base 2026-2027 for Llangyfelach Community Council has been calculated as **976** Band D equivalent properties.

The Clerk prepared a budget for consideration with no proposed increase to the Precept. The Clerk presented the draft budget for consideration. He stated that Earmarked Reserves had been created for Election Costs (£5,000) and Councillors Allowance (£6,000).

**Resolved that:**

- 1) The Precept for 2026-2027 be set at £30,000.
- 2) The Budget 2026-2027 as outlined in Appendix 19.1 of the report be approved.

**Next Council Meeting**

6.00pm on Thursday, 8 January 2026.

The meeting ended at 6.55 p.m.

**Chair**