

Items 9 to 21

Annual Council - 12 May 2026

Reports of the Clerk

9. 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)		£
E01	Pentagon. www.llangyfelachcommunitycouncil.org.uk Domain & Hosting Renewal. Council 09.04.2026	296.39
E02	One Voice Wales. Membership 2026-2027. Council 09.04.2026	496.00
E03	Clerk Salary (April 2026)	510.13
E04	CCS Pension Fund (Clerk) (April 2026)	157.88
E05	Huw Evans. Bolts & Clasp to repair Electricity Pillar. Council 17.04.2026	6.48
E06	Audit Wales. Audit Fee 2023-2024. Full Audit.	910.00
Income (I)		£
I01	VAT Refund 2025-2026	2,978.90
I02	Bank Interest (April 2026)	11.92
I03	Precept 2026-2027	10,000.00
Bank Account Transfers (T)		£
T01	Current Account to Business Reserve. 21.04.2026	1,500.00
T02	Business Reserve to Current Account. 27.04.2026	1,000.00
T03	Current Account to Business Reserve. 30.04.2026	8,000.00

The Clerk e-mailed the Bank Accounts Monthly Reconciliation 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.

10. Correspondence (emailed to all Councillors)

One Voice Wales. Training
Swansea Council. Weekly Planning Applications
Swansea Council. Weekly Planning Decisions
One Voice Wales. E-Bulletin
One Voice Wales. Cost of Living Crisis Support Team Update
One Voice Wales. Llais. Monthly Newsletter
One Voice Wales. Biodiversity Team

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One Voice Wales. Rural Wales Advisory Board and Placements Call
Tenovus Cancer Care. Introduction
One Voice Wales. National Conference & Awards Ceremony 2026
Welsh Government. Nature Recovery Action Plan for Wales
One Voice Wales. Funding Newsletter April 2026
One Voice Wales. Finance & Governance Self-Assessment Toolkit
Swansea Philharmonic Choir. Newsletter
Kids Cancer Charity. Community Council Appeal 2026

11. Delegates Feedback on Outside Bodies (Verbal)

Outside Body	Membership - Council 9 May 2024
Community / Town Council Forum	Councillor Mike Glover, Councillor Jamie Jewell & Clerk of Council
Llangyfelach Primary School Governing Body - Additional Community Governor	Councillor Paul Baker
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

12. 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	<ul style="list-style-type: none"> ➤ Constitutional Matters. ➤ Insurance Cover. ➤ Hire of Church Hall. ➤ General Power of Competence (GPoC) Declaration. ➤ Personnel Committee. Elect Chair & Vice-Chair.
June	<ul style="list-style-type: none"> ➤ Annual Governance Statement. ➤ Internal Auditors Report. ➤ Budget Monitoring.
July	<ul style="list-style-type: none"> ➤ Requests for Grants and Donations. ➤ Ffair Nadolig Llangyfelach Christmas Fair. ➤ Christmas Newsletter. ➤ Personnel Committee - Clerk's Appraisal.

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August	No Meetings.
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. ➤ Review of Biodiversity Action Plan (BAP).
December	<ul style="list-style-type: none"> ➤ Budget & Precept for Next Financial Year. ➤ Floral Decorations within the Community. ➤ Review of Ffair Nadolig Llangyfelach Christmas Fair.
January	➤ 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. ➤ Review of Internal Audit - Terms of Reference.
April	<ul style="list-style-type: none"> ➤ Council Annual Report. ➤ Council Action Plan.
To be confirmed	Agree the External Auditors Report.

13. Swansea Council Matters: Planning & Highways

14. Training Plan

The Training Plan adopted by Council 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, consult with the Clerk.

Councillor Michelle Kidwell attended the One Voice Wales, Module 9, Code of Conduct Training on 29 April 2026.

Recommended that the update be noted.

15. Llangyfelach Ward Councillor Update (Verbal)

Councillor Mark Tribe, Llangyfelach Ward Councillor on Swansea Council shall provide a verbal update relating to his Ward work.

16. Hire of Llangyfelach Church Hall 2026-2027

The Clerk has made enquiries to hire Llangyfelach Church Hall for Council Meetings. The Annual Meeting of Council sets the Council meeting dates for the year. The Church Hall is hired for 3-hours per meeting to allow time for

set up. There are 10 scheduled meetings. The hire charge of £25 per hour includes Wi-Fi. The cost for the year being £750.

Recommended that Llangyfelach Church Hall be hired for its Council meetings.

17. Storage at Llangyfelach Church Tower 2026-2027

The Clerk has made enquiries to retain the storage of Council assets within Llangyfelach Church Tower. The annual storage fee being £500.

Recommended that Llangyfelach Church Tower be retained as the storage space for Council assets.

18. Community Council Insurance

The Council insurance is currently provided by Zurich Insurance. The Insurance year runs from 1 June annually. The renewal premium is £436.62.

Recommended that the Council renew its Policy with Zurich Insurance at a cost of £436.62.

19. Electricity Supply on Village Green

The Clerk met with an Engineer from SSE Energy Solutions on 10 April 2026. The Engineer upgraded and renewed some elements within the Electricity Pillar. Council resolved on 17 April 2026 for the Clerk to arrange an Electrician to update and make safe the remaining elements within the Pillar.

The Clerk has chased SSE Energy Solutions for a bill and is awaiting a response. The Clerk shall provide an update at the meeting.

20. Community Council Logo & Branding

Council at its meeting on 9 April 2026, resolved that the Clerk engage a Branding / Logo consultant to design a new image for the Community Council. The Clerk is in the process of engaging a suitable person. The Clerk shall provide an update at the meeting.

Recommended that the update be noted.

21. Civility & Respect Pledge

The Council adopted the Civility and Respect Pledge on 8 February 2024. One Voice Wales has recently launched a Wales specific Pledge. Council is asked to consider adopting the new Pledge in place of the previous version.

Civility means politeness and courtesy in behaviour, speech and in the written word and these are fundamental to the success of councils in Wales.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks and being kind to each other.

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The Civility and Respect Pledge sets out a number of important commitments designed to create an environment conducive to effective working avoiding many of the issues that can adversely impact on the general performance of councils.

The Civility & Respect Pledge is attached as **Appendix 21.1**.

Recommended that the Council signs up to the Civility & Respect Pledge and publishes it on its website.

Huw Evans (PSLCC)
Clerk to Llangyfelach Community Council