



Minutes of Annual Meeting of Council

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

On: Tuesday, 12 May 2026 at 6.00pm

Present:

Councillors: Paul Baker, Mike Glover, Jamie Jewell, Michelle Kidwell, Daniel Lorey, Sharon Phillips, Julie Rees, Adrian Roberts & Mark Tribe

Clerk to the Council: Huw Evans

1 Election of Chair of Council

Resolved that Councillor Sharon Phillips be elected Chair of Council for the Municipal Year 2026-2027.

Councillor Sharon Phillips (Chair) Presiding

2 Election of Vice-Chair of Council

Resolved that Councillor Julie Rees be elected Vice-Chair of Council for the Municipal Year 2026-2027.

3 Apologies for Absence

There were no apologies for absence.

4 Disclosures of Personal & Prejudicial Interests

In accordance with the Code of Conduct adopted by Llangyfelach Community Council, no interests were declared.

5 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) Extraordinary Council - 9 April 2026.
- ii) Council - 9 April 2026.
- iii) Extraordinary Council - 17 April 2026.

6 Announcements of the Chair of Council

The Chair made no announcements.

7 Public Question Time

There were no questions.

8 Community Reports & Invited Presentations

i) PCSO (Police Community Support Officers) Report

There was no report.

ii) Area Co-ordinators Report

There was no report.

9 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.

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
E07	One Voice Wales. Cllr Paul Baker. Training. Module 8. Introduction to Community Engagement. Council 12.05.2026	44.00
E08	Donation. Kids Cancer Charity. Community Council Appeal 2026. Council 12.05.2026	100.00
E09	Llangyfelach Church. Hire of Church Hall 2026-2027. Council 12.05.2026	750.00
E10	Llangyfelach Church. Storage at Church Tower. Council 12.05.2026	500.00
E11	Zurich Insurance. 01.06.2026-31.05.2027. Council 12.05.2026	436.62
E12	Ronald Dolbear. Internal Auditor. Payment 2025-2026. Council 12.05.2026	330.00
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

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.

10 Correspondence

The actions / comments made as in relation to the correspondence reported:

Correspondence	Actions
One Voice Wales. Training	Noted.
Swansea Council. Weekly Planning Applications	Noted.
Swansea Council. Weekly Planning Decisions	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.
One Voice Wales. Rural Wales Advisory Board and Placements Call	Noted.
Tenovus Cancer Care. Introduction	Noted.
One Voice Wales. National Conference & Awards Ceremony 2026	Noted.
Welsh Government. Nature Recovery Action Plan for Wales	Noted.
One Voice Wales. Funding Newsletter April 2026	Noted.
One Voice Wales. Finance & Governance Self-Assessment Toolkit	Noted.
Swansea Philharmonic Choir. Newsletter	Noted.
Kids Cancer Charity. Community Council Appeal 2026	Resolved that a donation of £100 be given.

11 Delegates Feedback on Outside Bodies

- i) **One Voice Wales – Swansea Area Committee – 13 April 2026**
Councillor Mike Glover provided feedback. He stated that some Community / Town Councils were assist those within their communities by facilitating training / information sessions such as How to get online, Defibrillator Training, First Aid Training, How to set up a Power of Attorney etc. courses.

Resolved that the suggestion be added to the Councils Action Plan 2026-2027.

- ii) **Swansea Rural Development Partnership (RDP)**
Councillor Paul Baker stated that the Partnership had not met for some time.

Resolved that the Clerk contact the Partnership to establish its future status.

12 Workplan (For Information)

The Council Workplan was presented.

13 Swansea Council Matters: Planning, Highways, Footpaths, Cycleways & Bridleways

There were no issues raised.

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

Resolved that the update be noted.

15 Llangyfelach Ward Councillor Update

Councillor Mark Tribe, Llangyfelach Ward Councillor on Swansea Council gave a verbal report outlining his work within the Ward.

Councillor Jamie Jewell asked for an update regarding the litter and glass at Fairview Road Park. He also asked Councillor Mark Tribe to establish who is responsible for maintaining a fence between Fairview Road Park and Bethel Chapel.

Councillor Mark Tribe stated that an issue sweep of litter and glass had been undertaken; however, he would ask for a more in depth clearance. He stated that he would investigate the fence issue and report back.

Resolved that:

- 1) The update be noted.
- 2) Councillor Mark Tribe ask Swansea Council to carry out a more in depth clearance.
- 3) Councillor Mark Tribe investigate the fence issue and report back.

16 Hire of Llangyfelach Church Hall 2026-2027

The Clerk stated that he had obtained the price to hire Llangyfelach Church Hall for Council Meetings. The hire cost being £75 per 3-hour meeting. There are 10 meetings per annum. The hire charge includes Wi-Fi. The annual cost being £750.

Resolved that Llangyfelach Church Hall be hired for its meetings.

17 Storage at Llangyfelach Church Tower 2026-2027

The Clerk stated that the Council currently stores many of its assets within Llangyfelach Church Tower. The annual storage fee being £500.

Councillors considered the issue and instructed the Clerk to obtain quotes for a shed to be purchased and installed on the Church grounds.

Resolved that:

- 1) Llangyfelach Church Tower be retained as the storage space for Council assets.
- 2) The Clerk obtain quotes for a shed to be purchased and installed on the Church grounds and to seek for in principle agreement from Llangyfelach Church.

18 Community Council Insurance

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

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

19 Electricity Supply on Village Green

The Clerk stated that he 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.

Resolved that the update be noted.

20 Community Council Logo & Branding

The Clerk stated that 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.

Resolved that the update be noted.

21 **Civility & Respect Pledge**

The Clerk stated that Council adopted the Civility and Respect Pledge on 8 February 2024. One Voice Wales had recently launched a Wales specific Pledge. Council was 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.

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 was attached as Appendix 21.1 of the report.

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

22 **Democracy & Boundary Commission Cymru (DBCC) Annual Report 2026-2027**

The Clerk stated that the Democracy & Boundary Commission Cymru (DBCC) Annual Report <https://www.dbcc.gov.wales/remuneration> sets out "Contribution towards Costs of Care and Personal Assistance (CPA)" and "Payments to Members of Community & Town Councils". He stated that the DBCC defined Llangyfelach Community Council as a Group 4 Council in line with its Electorate.

Resolved that:

- 1) The Contribution to the Costs of Working from Home payment be paid annually as a single amount of £156.
- 2) The Office Consumables payment be paid annually as a single amount of £52.
- 3) Should a Councillor leave or change their role during the financial year, the Clerk shall seek recovery of the payment(s) on a basis of 1/12 of the fee being equal to a month. The Council may decide to waive this requirement by way of a formal decision.

- 4) The Optional Payments listed below be payable on request from the relevant Councillor at the maximum rate determined by the DBCC:

Payment - Group 4	Requirement
Senior Role	Optional. Up to 3 members. Note: Payable to Chair of Personnel Committee only.
Mayor or Chair	Optional. Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional. Up to a maximum of £500
Attendance Allowance	Optional. Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.
Financial Loss	Optional. The Panel has determined that this payment should be aligned to the daily rate of ASHE and will be £126.74 for a full day and £63.37 for a half day.
Travel and Subsistence	Optional.

- 5) All DBCC Payments shall be made via the Council's independent Payroll Provider.

23 Constitutional Matters 2026-2027

The Clerk stated that the Council operates within a legal framework which was outlined within the report. He stated that the Council had to consider the issues outlined within the Constitutional Matters report.

Resolved that:

- 1) A Personnel Committee be appointed comprising 4 Councillors: Chair of Council, Vice-Chair of Council, Councillor Paul Baker & Councillor Jamie Jewell.
- 2) The Personnel Committee Terms of Reference shall be:
 - a) To oversee the performance of the Clerk.
 - b) To oversee & monitor hours and holiday entitlement of the Clerk.
 - c) To monitor and manage any sickness / absence of the Clerk.
 - d) To manage any disciplinary or grievance issues (for or against) relating to the Clerk.
 - e) To manage the pay and training of the Clerk.
 - f) To deal with any other issues referred by the Council.

- 3) The schedule of Council Meetings as outlined be agreed:

11 June 2026	12 November 2026	2 March 2027 Tuesday
9 July 2026	14 January 2027	8 April 2027
10 September 2026	11 February 2027	13 May 2027 (Annual)
8 October 2026	-	-

Note: The sequence predominantly being 6.00pm on the 2nd Thursday of each month. Meetings are not usually held during August & December.

- 4) Councillors be allocated to serve on Outside Bodies as outlined below:

Outside Body	Membership
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

- 5) The Clerk of the Council be delegated authority to respond directly to Swansea Council in relation to Planning Application & Planning Matters subject to the process outlined in the report being followed.
- 6) The Clerk of the Council be delegated authority to make payments providing permission has been given in writing (e-mail) from two of the four following Councillors: Chair of Council, Vice-Chair of Council, Chair of Personnel Committee & Councillor Mike Glover.
- 7) The Clerk e-mail the Bank Account Reconciliation Reports to all Councillors on a Monthly basis.

24 **General Power of Competence (GPOC) Declaration**

The Clerk stated that the Local Government & Elections (Wales) Act 2021 outlined the eligibility for a Community Council to have the General Power of Competence (GPOC).

Llangyfelach Community Council originally declared the General Power of Competence (GPOC) on 14 November 2024 and has done so at each following Annual Meeting of Council.

The GPoC permits qualifying authorities to do “anything that an individual generally can do”. It is a power of first resort which means that a qualifying authority does not need to rely on specific powers in legislation to do something, so long as what is intended is not otherwise prohibited. The GPoC enables eligible Community Councils to act in their communities’ best interests, generate efficiencies and secure value for money outcomes.

The freedom of GPoC is available to Community Councils that meet three criteria for eligibility set out in the Local Government & Elections (Wales) Act 2021 (Part 2, Section 30). Llangyfelach Community Council & the Clerks currently meet all three criterion as outlined in the report.

Resolved that:

- 1) Llangyfelach Community Council re-declares that it has the General Power of Competence (GPoC).
- 2) The decision be published on the Council’s website within 7 working days of this meeting.
- 3) The declaration of GPoC be reviewed at the Annual Meeting of Council.

25 Internal Auditors Report 2025-2026

The Internal Auditor for the Council is Ronald Dolbear. He has been retained as the Council’s Internal Auditor with his term ending with his Internal Audit Report 2026-2027 (Council - 9 May 2024). The Internal Auditors fee is £330 per annum for 2024-2027.

The Internal Auditors Report 2025-2026 made the following recommendation(s):

“The Council continues to develop spending plans annually in line with the precept to ensure reserves do not become disproportionate to need.”

“The Council develops a vision statement to guide it through the budget and precept making process. This could also engage with the community which could enhance local interest in the Councils activities.”

Discussions ensued relating to the recommendation(s).

Resolved that:

- 1) The recommendations of the Internal Auditor be acknowledged. Llangyfelach Community Council shall:
 - i) Continue to develop spending plans in line with the precept to ensure that are proportionate to need.
 - ii) Develop a Council Annual Plans setting out its vision statement. The Council shall also continue to engage with the community.

- 2) The Internal Auditors be thanked for his Internal Audit Report.
- 3) The Clerk be authorised to pay £330 to the Internal Auditor for his work.

26 Annual Governance Statement 2025-2026

The Clerk submitted the Annual Governance Statement. He outlined the content of the response to be submitted to the External Auditor.

Resolved that the Annual Governance Statement 2025-2026 be approved, signed, and submitted to the External Auditor together with any evidence required to support the submission.

Next Council Meeting

6.00pm on Thursday, 12 May 2026.

The meeting ended at 7.07pm.

Chair