

## Items 7 to 20

Council - 9 July 2026

### Reports of the Clerk

#### 7. Expenditure, Income, Bank Account Transfers & Bank Reconciliation

- Expenditure. Paid in accordance with Annual Council of 12 May 2026 (Minute 23 "Constitutional Matters" refers).
- Expenditure - Previous Council Decision. Date of Decision included.
- Income. Income received by Council.
- Bank Account Transfers.

| Expenditure (E)            |                                                                                                                 | £        |
|----------------------------|-----------------------------------------------------------------------------------------------------------------|----------|
| E16-29                     | 2026-2027. DBCC Contribution to the Costs of Working from Home (£156) & Office Consumables (£52) x7 Councillors | 1,456.00 |
| E30                        | Clerk Salary (June 2026)                                                                                        | 510.13   |
| E31                        | CCS Pension Fund (Clerk) (June 2026)                                                                            | 157.88   |
| E32                        | HB Enoch & Owen. Payroll Services. QTR 1. 2026-2027                                                             | 43.20    |
| E33                        | HMRC. PAYE Income Tax & NI. QTR 1. 2026-2027                                                                    | 498.35   |
| E34                        | SSE Energy Solutions. Electricity. 10.04.2026-17.06.2026                                                        | 71.24    |
| Income (I)                 |                                                                                                                 | £        |
| I05                        | Bank Interest (June 2026)                                                                                       | 16.99    |
| Bank Account Transfers (T) |                                                                                                                 | £        |
| T05                        | Business Reserve to Current Account. 13.06.2026                                                                 | 3,000.00 |

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.

#### 8. 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                                             |
| Natural Resources Wales. Invitation to Community Flood Volunteer Events 2026   |
| One Voice Wales. Taking the First Step. Cost of Living Challenges. £500 grants |
| The Environment Centre. Permaculture Design Courses                            |
| One Voice Wales. Wales Nature Week 04-12.07.2026                               |

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|--------------------------------------------------------------------------------------------|
| One Voice Wales. Practice Development Note 28 "Internal Audit"                             |
| One Voice Wales. Digital Training Modules                                                  |
| One Voice Wales. What Community and Town Councils are Achieving Across Wales               |
| Democracy & Boundary Commission Cymru (DBCC). Size & Structure of Councils Research        |
| Swansea Council. Questionnaire. Awareness & Training Needs relating to the Code of Conduct |

**9. Delegates Feedback on Outside Bodies (Verbal)**

| <b>Outside Body – Council Agreed on 12.05.2026</b>                                             | <b>Membership</b>                                                    |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 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                                                |

**10. Workplan (For Information)**

The Workplan is a living document that will continue to develop.

| <b>Council Date</b>          | <b>Workplan Items</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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<br><b>Annual Meeting</b> | <ul style="list-style-type: none"> <li>➤ Constitutional Matters.</li> <li>➤ Insurance Cover.</li> <li>➤ Hire of Church Hall.</li> <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>➤ Budget Monitoring.</li> <li>➤ Christmas Newsletter.</li> <li>➤ Ffair Nadolig Llangyfelach Christmas Fair.</li> <li>➤ Requests for Grants and Donations.</li> <li>➤ Personnel Committee - Clerk's Appraisal.</li> </ul>                                                                                                                                                                                                                                                                                          |

**Council - 9 July 2026 - Reports of the Clerk - Cont'd**

|                 |                                                                                                                                                                                                                                    |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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> <li>➤ Review of Ffair Nadolig Llangyfelach Christmas Fair.</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> <li>➤ Review of Internal Audit - Terms of Reference.</li> </ul>                                              |
| April           | <ul style="list-style-type: none"> <li>➤ Council Annual Report.</li> <li>➤ Council Action Plan.</li> </ul>                                                                                                                         |
| To be confirmed | Agree the External Auditors Report.                                                                                                                                                                                                |

**11. Swansea Council Matters: Planning & Highways**

**12. 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.

**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. Storage at Llangyfelach Church 2026-2027**

The Community Council currently stores many of its assets within Llangyfelach Church Tower and has paid to do so for 2026-2027. However, the storage location is becoming unsuitable and Council resolved that the Clerk liaise with the Church seeking permission for the Council to purchase a shed and to place it at the rear of the Church Hall.

The Church have provided written permission for the Council to proceed with the suggestion. The Clerk will provide suggestions and approximate costs of suitable sheds for the location.

**Recommended** that the update be noted.

**15. Electricity Supply on Village Green**

The Council now has an Electricity Supply Contract with SSE Energy Solutions. The contract commenced on 18 June 2026 and lasts for 1-year.

The Clerk has been involved in dialogue with SSE Energy Solutions regarding the cost to be charged to the Community Council for the period 10.04.2026-17.06.2026. This has finally been settled with a payment of £71.24 being made by the Council.

The Clerk has also been in contact with Swansea Council regarding the full renewal of the Electricity Pillar to ensure modern safety standards are met. The Clerk is awaiting a cost from Swansea Council relating to the additional work sought by the Community Council as outlined on 11 June 2026. The Clerk shall provide an update at the meeting.

**Recommended** that the update be noted.

**16. 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 currently in discussion with Kingsbridge Print Ltd and shall provide an update at the meeting.

Council at its meeting on 11 June 2026 resolved that the Council favoured a line type drawing capturing a profile of the Plough & Harrow, the Church Tower, the Church Gate, a Cherry Tree and the Remembrance Memorial. The Council also authorised the Clerk to pay for this work.

The Clerk has taken several photographs and forwarded them to the designer. The Clerk will share suggested logos at the meeting.

**Recommended** that the update be noted.

**17. 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. Former Councillor Peter Gibson and Councillor Paul Baker led the work for the previous newsletter.

Council needs to consider whether to continue with the newsletter and if so, determine the content and the lead Councillors to deliver it. If supported, the Clerk will need to send out letters seeking quotations.

**Recommended that** the views of Council are requested.

If supported, the Clerk seek quotations and be delegated authority in consultation with the relevant Councillors to award the work to the most suitable quote.

**18. Ffair Nadolig Llangyfelach Christmas Fair**

The Ffair Nadolig Llangyfelach Christmas Fair is scheduled for Friday, 4 December 2026.

Loughor Town Band have been asked to again and booked to play prior to Father Christmas arriving and for a further 30 minutes. The cost being £200.

Council needs to consider the event and make the relevant reservations such as booking Father Christmas, Loughor Town Band, the Swansea Council Land Train, Road Closure / Management / Parking Restrictions, First Aid Cover and a 20ft Nordman Fir Christmas Tree, Chocolate Selection Boxes etc.

Councillors are asked to consider some of the specifics of the Christmas Fair, such as the format, timing and marketing of 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** the views of Council be sought.

**19. Requests for Grants & Donations**

The Council allocated £1,500 of its 2026-2027 budget to its Grants & Donations Policy. To be eligible for a grant / donation applicants must comply with the conditions set out within the Policy.

<https://www.llangyfelachcommunitycouncil.org.uk/policy-procedures/>

Requests for applications are considered every 4 months (July, November & March). To date, the budget has been allocated as outlined:

| Organisation                                        | £               |
|-----------------------------------------------------|-----------------|
| Donation to Kids Cancer Charity. Council 12.05.2026 | 100.00          |
| <b>Total Allocated 2026-2027</b>                    | <b>100.00</b>   |
| <b>Total Unallocated 2026-2027</b>                  | <b>1,400.00</b> |

No requests have been received.

**Recommend that** the update be noted.

**20. Benches / Picnic Tables on Y Llwyni & Potentially Other Suitable Locations**

Council at its meeting on 9 July 2026 adopted the Council Action Plan 2026-2027. The Plan included an aspiration to place composite Benches / Picnic Tables on Y Llwyni and potentially other suitable locations within the community.

The Clerk was tasked with bringing a report to Council outlining costs of the benches. This report has been put on hold pending clarity regarding Swansea Council, Llangyfelach Ward Councillor Mark Tribe's intentions to also place benches in the area.

**Recommended** that the update be noted.

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