

## Items 7 to 19

**Council - 12 December 2024**

### Reports of the Clerk

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

- Expenditure. Paid in accordance with Annual Council of 9 May 2024 (Minute 19 “Constitutional Matters” refers).
- Expenditure - Previous Council Decision. Date of Decision included.
- Income. Income received by Council.
- Bank Account Transfers.

<b>Expenditure (E)</b>		<b>£</b>
E59	Clerk Salary (November 2024) & Back Pay	520.86
E60	CCS Pension Fund (Clerk) (November 2024)	206.01
E65	Low Cost Printing. Additional Christmas Newsletters x75	175.00
<b>Expenditure - Previous Council Decision</b>		<b>£</b>
E46	Amazon. Tally Clicker Counter x2. Council 14.11.2024	12.30
E49	The Range. Tinsel, Hanging Candy Cane & Bow. Council 14.11.2024	75.70
E50	Amazon. Heavy Duty Black Plastic Bins x5. Council 14.11.2024	117.30
E51	Lights4Fun. 1m Reindeer & Sleigh with Presents LED Figure & 90cm Snowman Christmas Figure. Council 14.11.2024	289.98
E58	Swansea Council. Floral Decorations within Community 2024. Council 07.11.2023	5,313.00
E61	Low Cost Printing. Christmas Fair Posters. Council 14.11.2024	23.00
E62	Low Cost Printing. Selfie Boards x2. Council 14.11.2024	96.00
E63	Bowen Hopkins Ltd. Electrical Pit Inspection & Replacement Commando Socket. Council 14.11.2024	210.00
E64	Swansea Council. Hire of Land Train for Christmas Fair. Council 14.11.2024	200.00
<b>Income (I)</b>		<b>£</b>
I11	Swansea Council Community Fund. Councillor Mark Tribe. Donation towards Defibrillators & Bleed Kits	1,990.00
I12	Bank Interest (November 2024)	28.03
<b>Bank Account Transfers (T)</b>		<b>£</b>
T09	07.11.2024. Business Reserve Account to Current Account	1,500.00
T10	11.11.2024. Business Reserve Account to Current Account	2,500.00
T11	12.11.2024. Business Reserve Account to Current Account	2,000.00
T12	18.11.2024. Business Reserve Account to Current Account	6,000.00

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. News Bulletin
One Voice Wales. Recruitment Induction and Retention of Clerks Guide - Amended Version
Swansea Philharmonic Choir's Newsletter - November 2024
Swansea Council. Tackling Poverty
One Voice Wales. National Conference 2024 Report
Senedd Cymru. Consultation: Wales COVID-19 Inquiry Special Purpose Committee - UK-Covid Inquiry Module 1 Report
Parish Online. Newsletter
One Voice Wales. Guidelines about Naming Domains and Websites
Ystadau Cymru. Conference
Welsh Government. Publication of consultation papers - Planning resilience and preserving trees
One Voice Wales. Cost of Living Crisis Project 'Meals that Matter' Webinar
One Voice Wales. Top 10 Things to do for Councils
Statkraft UK. Swansea Greener Grid Park Community Liaison Group
Transport for Wales. December rail timetable changes bring improvements for passengers
One Voice Wales. Information on RAAC in Buildings
Environment Centre. St Thomas Postcode Gardener launch & tree planting
One Voice Wales. Guidelines about Email and Procurement
Urdd Gobaith Cymru. Fund For All Appeal
Mumbles Community Council. Green Heroes December Event
Welsh Government. Dementia Action Plan Survey. <a href="https://www.gov.wales/dementia-action-plan-survey">https://www.gov.wales/dementia-action-plan-survey</a>
Welsh Government. M4 Fibre Network Upgrade Works
Llais. Winter Care Awareness Event

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

<b>Outside Body</b>	<b>Membership - Council 9 May 2024</b>
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: PCSO &amp; LAC.</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> <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>➤ 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> </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	<ul style="list-style-type: none"> <li>➤ Budget &amp; Precept for Next Financial Year.</li> </ul>
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.</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 on 13 April 2023 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, liaise 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. Permanent Remembrance Memorial on Village Green**

Council at its meeting on 9 September 2024 resolved to investigate the possibility of constructing a permanent Remembrance Memorial on the Village Green. Councillors are asked to continue to seek design suggestions for a permanent Remembrance Memorial. The Clerk will display several images at the meeting.

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

**15. Christmas Newsletter**

Councillors Peter Gibson & Paul Baker shall provide an update on their work co-ordinating the Llangyfelach Community Council Christmas Newsletter. Councillors are asked to provide any feedback or thoughts they may have for future newsletters.

**Recommended** that the update be noted.

**16. Ffair Nadolig Llangyfelach Christmas Fair**

The Ffair Nadolig Llangyfelach Christmas Fair was held on 6 December 2024. Councillors are asked to reflect on the Fair and to provide feedback, to ensure that there is continuous learning for futures events. Consideration is required in relation to future Ffair Nadolig Llangyfelach Christmas Fairs i.e. Dates, Timings, Land Train, Brass Band, Choirs, First Aid Cover etc.

Bowen Hopkins Ltd were appointed by the Council to inspect the Electrical Pit, Village Green on an annual basis. Following the 2024 inspection, a Commando Plug was replaced. Bowen Hopkins Ltd, have also recommended that the Electrical Pit be tanked due to ongoing water egress. They will provide a quote for this work in 2025.

The Council was successful in obtaining a second grant from the Rural Event Fund, taking the grant up to the maximum permissible of £7,000. The grant money would be spend as outlined in the Council Minutes of 14 November 2024. The Clerk shall submit the relevant documentation as outlined in the grant conditions.

**Recommended** that:

- 1) The update be noted.
- 2) Bowen Hopkins Ltd be asked to tank the Electrical Pit.
- 3) The Clerk complete and submit all relevant information relating to the Grant Claim.
- 4) The Rural Event Fund Team be thanked for the grant.
- 5) The Clerk be authorised to pay all outstanding invoices linked to the Ffair Nadolig Llangyfelach Christmas Fair.

**17. Model Financial Regulations (Wales) 2024 & Council's Bank Accounts**

Council held on 14 November 2024, resolved that two new Bank Accounts be opened. An application to create two new Bank Accounts (Current & Reserve) with NatWest Bank has been submitted. The accounts will have the "Bankline" ability which is advised as part of the Model Financial Regulations (Wales) 2024. The signatories on the accounts will be Councillors Peter Gibson, Sharon Phillips, Paul Baker & the Clerk. The process may take 3 months.

**Recommended** that the update be noted.

**18. Floral Decorations within the Community**

Council at its meeting on 14 November 2024 resolved to continue with Floral Decorations within the Community. The Clerk was asked to include two additional Lamppost Baskets at the junction of A48 & Bryntywod (Posts 877 & 879. Swansea Council have confirmed that the posts are suitable and have provided an amended quotation of £5,666.

**Recommended** that the update be noted.

**19. Pea Lighting on the Cherry Trees on Village Green**

The Council's Action Plan 2024-2025 includes the ambition to place Pea Lighting on the Cherry Trees at the Village Green. The Clerk has scheduled a meeting with a specialist Company to discuss the matter in January 2025. The Clerk will provide feedback and bring a formal report to a future Council Meeting.

**Recommended** that the update be noted.

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