

**DRAFT MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 15TH OCTOBER 2025 AT 7.05 PM**

Present: Cllr Lynda James LJ (Chair) Cllr Jon Dickson JD, Cllr Steven Rodaway SR, Cllr Will Smith, Cllr Rebecca Donnachie RD, Cllr Steven Rodaway SR, Cllr Richard Beynon RB, Cllr Adam O'Brian, Clerk

Apologies for absence: Cllr Susan Rodaway, Cllr Ralph Cook, Cllr Rachel Carter, Cllr Cari Jones, Cllr Jason Thomas – due to family commitments work and sickness.

Declarations of interest: None

All votes will be named votes

Questions from the Public relating to items on this agenda (limited to 10 minutes)

Swansea Council Report from Cllr Lynda James

a) Questions from Councillors (Limited to 10 Minutes)

No report given

1. 2025/77 To receive and sign the minutes of the Full Council Meeting held on the on the 22nd Sept 2025 previously circulated

Accuracy and approval

A typo and an amendment were proposed. The amendment was to the reference to Bishopson Community Council and the Community Bus the wording was to be changed to:

Bishopston Community Council were interested in taking over the Community Bus on a Thursday, this was being discussed.

The amendment was proposed by LJ seconded by JD agreed by all

The acceptance of the minutes with amendment was proposed by WS seconded by JD agreed by all

2. 2025/78 To receive and sign the minutes of the Hall Committee Meeting held on the on the 13th Oct 2025 previously circulated

Accuracy and approval

Proposed by WS seconded by LJ agreed by all with 1 abstention RB

3. 2025/79 Admin

a) Appointment of Committee Members - Planning, Land Management, Community Hall, Environment

The membership was discussed; the following committee membership was noted.

Hall Committee

Cllr Lynda James (C)

Cllr Susan Rodaway

Cllr Cari Jones (VC)

Cllr Will Smith

Cllr Ralph Cook

Cllr Adam O'Brien

Cllr Steven Rodaway

The Clerk advised Cllr Smith that he should refrain from being on the Hall Committee as previously advised following the information from One Voice Wales and the Monitoring Officer, as he would have to declare a prejudicial interest in most of the motions because of his ownership of the business which leases part of the building. He strongly reiterated that he was happy to do this and wished to be a member.

Environment Committee

Cllr Rachel Carter (C)
 Cllr Susan Rodaway
 Cllr Will Smith
 Cllr Richard Beynon

Cllr Lynda James
 Cllr Cari Jones (VC)
 Cllr Jon Dickson
 Noel Clark

Planning Committee

Cllr Ralph Cook (C)
 Cllr Cari Jones
 Cllr Jason Thomas
 Cllr Lynda James
 Cllr Jon Dickson

Cllr Susan Rodaway
 Cllr Richard Beynon (VC)
 Noel Clark
 Cllr Adam O'Brien

Land Management (6)

Cllr Susan Rodaway (C)
 Cllr Cari Jones
 Cllr Lynda James

Cllr Will Smith
 Cllr Jason Thomas
 Cllr Rebecca Donnachie

b) Appointments to outside bodies – Parish Hall (1), PACP (1), Community Charity (4).**PARISH HALL**

Cllr Rebecca Donnachie

ONE VOICE WALES - Swansea Area Committee

Cllr Susan Rodaway Cllr Ralph Cook

PACP

Cllr Will Smith ,

COMMUNITY COUNCILS FORUM (Swansea CC)

Open to all Councillors

COMMUNITY CHARITY

Cllr Lynda James Cllr Will Smith Cllr Cari Jones Cllr Jon Dickson

WALKER ARE WELCOME

Cllr Cari Jones

**Working groups will be formed to look at certain tasks and report to the Committees
Christmas:**

Cllr Rebecca Donnachie
 Cllr Adam O'Brian

4. 2025/80 Finance and Employment**a) To agree payments for Oct 2025**

The payment details had been made available and the authorisation sheets agreed by the Committee Chairs

Proposed by LJ seconded by JD agreed by all

b) To note closing balances for Sept 2025

Noted

c) To discuss and consider suggestions put forward by Swansea Business Rates Dept and consider actions as recommended by the hall committee

The Clerk explained the situation to the Councillors who had not been at the previous meetings. The matter was discussed and the Council agreed that as this was no fault of our own the Clerk should ask Swansea to spread the £6500.52 over 36 months as they had suggested.

Proposed by LJ seconded by WS agreed by all

d) To receive PEFTA update

The Clerk reported that 6 households were currently being supported.

e) To note grant applications made or in production this month and any results received.

The Clerk reported that £900 had been approved for PEFTA through the Winter Wellness Fund and the Grants Officer was looking to apply for funding to support the Christmas events, nothing had been received from the Pennard Charity.

5. 2025/81 Land Management

a) To receive update regarding the Field and Burial ground.

b) To Note Grant of Rights for grave 428

Noted along with GOR for C29 and Grave 429

6. 2025/82 Environment

a) To receive update regarding local current Environmental initiatives.

No updates

b) To receive update on Community Garden

The Clerk gave a report from the Launch of the Community Garden which had been a great success and very well attended. The funding evidence had all been presented and the evaluation report was imminent.

c) To receive update on Youth activities

The youth club reported an increase in numbers. Cllr Carter had gone along this week to run a planting session with around 10 of the members who planted up the moveable planters and were shown how to take plant cuttings, they all took home a hedgehog highway sign and some of the herb cuttings that they had planted up.

There was a Hooray for Hedgehog event planned for Wed 29th Oct which will include: hedgehog themed activities in 2 sessions. Activities such as hedging hotel building, quizzes, laying footprint tunnels, scavenger hunt, leaf painting and more...

d) To receive update on accessibility matters.

Nothing to report

7. 2025/83 Hall

a) To receive update on Hall repairs and maintenance due this month.

The Clerk reported the activities happening this month around the solar panel fitting.

b) To agree a contractor to replace the fire doors at the hall as recommended by the Hall Committee

The Clerk read out the information which had previously been discussed by the hall committee.

Company B - £2400

Company C - £2460.42

Company D - £2194.68

The Council members agreed with the hall committee's recommendation and Company D was chosen. Company D was revealed to be Nolan UPVC.

Proposed by LJ seconded by JD agreed by all

c) To agree cleaning tender document as recommended by the Hall Committee

The cleaning tender document had been made available with the amendments suggested by the Hall Committee

Proposed by LJ seconded by JD agree by all with 1 abstention RB

8. 2025/84 Correspondence

The Clerk reported the correspondence she had received and dealt with this included:

- a call from the future Pennard Golf Club captain who was looking into whether he could choose PEFTA as his chosen good cause/charity.
- Discussions with Swansea Forge regarding the sleigh frame
- A complaint about the Cows and the dangers posed by them.

Meeting closed at 8.06pm

Committee Meeting Dates

Finance Employment and Policy – 4 Nov

Environment – 6 Nov

Full Council – 10 Nov

Hall – 11 Nov

Financial Summary - Cashbook

Summary of receipts and payments between 01/09/25 and 30/09/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Current Account	£51,938.29
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Short Term Investment Accounts

No 4 Account	£168,434.27
Pavillion Account	£28,091.48
PEFTA A/C prev Green Path	£1,575.88
Total	£250,039.92

Balances at start of period

Ordinary Accounts

Current Account	£54,882.41
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Short Term Investment Accounts

No 4 Account	£169,059.56
Pavillion Account	£28,186.59
PEFTA A/C prev Green Path	£1,086.97
Total	£253,215.53

RECEIPTS	Net	Vat	Gross
Administration	£4,101.23	£0.00	£4,101.23
FIELD	£548.00	£0.00	£548.00
Hall	£22,800.75	£0.00	£22,800.75
Environment	£23,935.03	£0.00	£23,935.03
Total Receipts	£51,385.01	£0.00	£51,385.01

PAYMENTS	Net	Vat	Gross
Administration	£12,978.16	£198.79	£13,176.95
Burial	£363.87	£72.77	£436.64
FIELD	£1,139.75	£195.22	£1,334.97
Hall	£8,588.79	£1,129.69	£7,718.48
Environment	£13,624.15	£1,559.44	£15,183.59
Youth	£2,500.00	£0.00	£2,500.00
Total Payments	£37,194.72	£3,155.91	£40,350.63

Closing Balances

Ordinary Accounts

Current Account	£66,426.17
	£66,426.17

Short Term Investment Accounts

No 4 Account	£169,166.55
Pavillion Account	£28,202.19
PEFTA A/C prev Green Path	£455.00
	£197,823.74
Total	£264,249.91

Pennard Community Council												
Monthly Payments	Sep-25										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity	31.34		115.48							146.82	DD	Local Govt Act 1972 S111
Dwr Cymru	92.00		104.50							196.50	DD	Local Govt Act 1972 S111
Octopus Gas			11.36							11.36	DD	Local Govt Act 1972 S111
Swansea CC - Rates										0.00	DD	Local Govt Act 1972 S111
ground rent										0.00	i/n	Local Govt Act 1972 S111
Grave Digging										0.00	i/n	Local Authorities Cemtries Order 1977 S.214(6)
Plaque engraving										0.00	i/n	Local Authorities Cemtries Order 1977 S.214(6)
Ground Maintenance	760.21	363.87	71.75							1195.83	i/n	Local Govt Act 1972 S111
Street Light in BG Car Park (SSE)										0.00	DD	Highways Act 190 S301
Memorial Stone repair payment										0.00	i/n	Local Authorities Cemtries Order 1977
Cleaning	208.00		416							624.00	i/n	Local Govt Act 1972 S111
Swansea CC - Waste disposal charges	44.20									44.20	DD	Local Govt Act 1972 S111
Subscription										0.00	i/n	Local Govt Act 1972 S111
Cleaning Material			81.22							81.22	i/n	Local Govt (Misc Provisions) Act 1976 s19
Octopus Electricity for Hall										0.00	DD	Local Govt Act 1972 S111
Internet for Hall			58.81							58.81	DD	Local Govt & Elections (Wales) Act 2021 s47
Fire alarm check										0.00	DC	Local Govt Act 1972 S111
Planning Application										0.00	DC	Local Govt Act 1972 S111
Repairs and maintenance	4		58.00							62.00	i/n	Local Govt Act 1972 S111
Professional Services										0.00	i/n	Local Govt Act 1972 S111
Rural Anchor solar grant			5528.69							5528.69	i/n	Local Govt Act 1972 S111
Waste Collection Hall										0.00	i/n	Local Govt Act 1972 S111
Toilet bins			142.98							142.98	i/n	Local Govt Act 1972 S111
Window Cleaning										0.00	i/n	Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							9.80			9.80	DD	Local Govt Act 1972 S112
Vodafone						24.42				24.42	DD	Local Govt Act 1972 S111
Voxi						10.00				10.00	DD	Local Govt Act 1972 S111
HMRC						1668.37				1668.37	Payroll	Local Govt Act 1972 S112
Employee costs						3833.24				3833.24	Payroll	Local Govt Act 1972 S112
Home Working Allowance and Exp						26.7				26.70	Payroll	Local Govt Act 1972 S112
Audit										0.00	DD	Local Govt Act 1972 S112
Stationary						34.68				34.68	i/n	Local Govt Act 1972 S112
Zoom						16.79				16.79	DD	Local Govt & Elections (Wales) Act 2021 s47
Ieberra										0.00	DC	Local Govt Act 1972 S111
Training						70.00				70.00	i/n	Local Govt Act 1972 S112
Postage										0.00	i/n	Local Govt Act 1972 S112
IT										0.00	DC	Local Govt Act 1972 S112
Gas Service										0.00	i/n	Local Govt Act 1972 S112
Stationary										0.00	DC	Local Govt Act 1972 S112
Newsletter						362.50				362.50	DC	Local Govt Act 1972 S112
Website						110.00				110.00	i/n	Local Govt Act 1972 S111
Electical Check										0.00	i/n	Local Govt Act 1972 S112
Adobe						16.64				16.64	DD	Local Govt Act 1972 S112
PEFTA									524.93	524.93	DC	Local Govt & Elections (Wales) Act 2021 s24
Insurance						2147.32				2147.32	i/n	Local Govt Act 1972 S112
Holiday activities					2500					2500.00	i/n	Local Govt Act 1972 S111
Food Festival						4121.44				4121.44	i/n	Local Govt Act 1972 S111
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
Landscape Grant										0.00	i/n	Local Govt Act 1972 S111
Community Garden Project				13624.15						13624.15	i/n	Local Govt Act 1972 S111
TOTAL	1139.75	363.87	6588.79	13624.15	2500.00	12443.43	9.80	0.00	524.93	37194.72		

Pennard Community Council														
Monthly Receipts		Sep-25												
Detail		PF		BG		CH		Admin		Enviroment		Youth		TOTAL
		Invoiced	Rec'd	Invoiced	Rec'd	Invoiced	Rec'd	Expected	Rec'd	Expected	Rec'd	Expected	Rec'd	
Precept														0
Rent								1000	1000					1000.00
Insurance Contribution								20.85	20.85					20.85
Food Festival									2956.98					2956.98
Water Contribution							74.5							74.50
Grants							21250.00				23935.03			45185.03
Interest									123.4					123.40
Wayleaves														0.00
VAT														0.00
PEFTA Donations														
Regular bookings						0.00	1416.25							1416.25
Casual bookings						0	60							60.00
Cancellations with 72 hrs + notice	0													
write offs due to heating	0													
Market (not invoiced until fee agreed)														0.00
Pitch Hire			548.00											548.00
cancellations due to weather														
Burials														
TOTAL			548.00		0.00		22800.75		4101.23		23935.03		0.00	51385.01