

**DRAFT MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 16<sup>th</sup> March 2026 AT 7.03 PM**

**Present: Cllr Susan Rodaway SER(Chair), Cllr Lynda James LJ, Cllr Rebecca Donnachie RD, Cllr Steven Rodaway SR, Cllr Ralph Cook RC, Cllr Richard Beynon RB, Cllr Will Smith WS, Cllr Cari Jones CJ, Cllr Jon Dickson JD, Cllr Rachel Carter REC, Cllr Jason Thomas JT and the Clerk**

**Apologies for absence: Cllr Keith Roberts, Cllr Jasmine Roberts**

**Apologies for lateness: Cllr Will Smith, Cllr Cari Jones, Cllr Rachel Carter, Cllr Jason Thomas**

**Absent: Cllr Adam O'Brien**

**Declarations of interest Cllr Smith declared an interest at point 10d.**

**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)

Cllr James reported that the speed checks requested were in hand and that checks would be done along Southgate Road and outside the School.

**Cllr Jason Thomas joined the meeting at 19.05**

Cllr Beynon asked if anything could be done about people parking on the pavement, the answer was not at this point but it was hoped that the Senedd would pass a law similar to that in Scotland where parking on the pavement was illegal.

**1. To receive and accept the minutes of the Planning meeting held on the 28<sup>th</sup> Jan 2026 previously circulated**

**Proposed by RC seconded by LJ agreed by all with 1 abstention JT**

**2. To receive and accept the minutes of the Full Council meeting held on the 12<sup>th</sup> Feb 2026 previously circulated**

**Proposed by RD seconded by RC agreed by all with 1 abstention JT**

**Cllr Cari Jones joined the meeting at 7.08pm**

Cllr Jones joined after the minutes of the 12<sup>th</sup> were accepted but asked for it to be noted that the line in the last paragraph of 6h should read:

“Cllr Jones explained that she was going to leave the meeting and that she was appalled that her reasonable adjustment request had been ignored” and not that “her disability had been ignored”

**Cllr Will Smith joined the meeting at 7.12pm**

**3. To receive and accept the minutes of the Full Council meeting held on the 24<sup>th</sup> Feb 2026 previously circulated**

It was suggested that this be amended to read:

To receive and accept the minutes of the adjourned Full Council meeting held on the 12<sup>th</sup> Feb and reconvened on the 24<sup>th</sup> Feb 2026 previously circulated  
Proposed by SER seconded by RC agreed by all with 1 abstention JD.

Amended minutes Proposed by RD seconded by RC agreed by all

4. To receive and accept the minutes of the Land meeting held on the 9<sup>th</sup> March 2026 previously circulated

Proposed by RD seconded by LJ agreed by all except SR who voted against

5. To receive and accept the minutes of the Finance Employment and Policy meeting held on the 9<sup>th</sup> March 2026 previously circulated

Proposed by LJ seconded by RC agreed by all

6. To receive and accept the minutes of the Planning meeting held on the 10<sup>th</sup> March 2026 previously circulated

Proposed by JD seconded RC agreed by all

7. To receive and accept the minutes of the Environment meeting held on the 10<sup>th</sup> March 2026 previously circulated

Proposed by LJ seconded by JD agreed by all

8. Admin

a) To note new date and venue of Vision setting session.

The Clerk advised that the session would take place in the Golf Club on the 16<sup>th</sup> April.

**Cllr Carter joined the meeting at 7.19pm**

b) To note date of April Full Council Meeting – 21 Apr 2026

Noted

c) To agree the following addition to Standing orders to be actioned from the next meeting: 3V the suspension of this item can only be actioned by the agreement of all councillors present and voting.

The Clerk explained that this item had been placed on the agenda as part of the resolution protocol that she was working through with the Councillor who had raised a formal complaint.

The matter was discussed, it was suggested that the item be amended to read:

To agree the following addition to Standing orders to be actioned from the next meeting: 3V - the suspension of this item will not be undertaken when a request not to do so is made as a reasonable adjustment under the equality act.

Amendment proposed by LJ seconded by REC agreed SER RB RD RC LJ REC CJ against SR WS JD JT

The amended motion was proposed by REC seconded by RD agreed by SER RB CJ RD RC LJ REC against JD WS SR JT

Motion carried

Standing orders will be amended accordingly

- d) **To agree the following addition to Standing orders to be actioned from the annual meeting: 5J vii - Chairs of Committees will not hold any other position within Council.**

The Clerk explained that the next year was going to be very busy and that in her opinion this would help relieve the strain on the few Councillors who volunteer for positions of responsibility each year. It would also mean a greater number attending the Finance Employment and Policy meetings and making some of the more important decision recommendations. The matter was discussed. Some Councillors felt it a good idea some not so much.

**Proposed by REC seconded by CJ agreed by SER RD CJ REC against RB SR JT WS JD LJ RC**

**Motion Fell, no amendment will be made.**

- e) **To agree the following addition to Standing orders to be actioned from the annual meeting: 5J vii - Chair of Finance Employment and Policy will not hold any other position for impartiality reasons.**

The Clerk explained that this change would give Community perception confidence that the decisions being made were not biased in favour of a particular committee and that the Chair was totally impartial.

The matter was discussed and again there were mixed views.

**Proposed by CJ seconded by REC agreed by SER REC RD CJ RB JD Against SR RC LJ WS JT**

**Motions carried, Standing Orders will be amended accordingly.**

- f) **To note the purchase of a Banner to promote the Council at various events**

The design was looked at and amendments suggested once complete the banner would be purchased.

- g) **To agree a Council presence at the monthly village market**

Everyone was happy for this to happen as part of our ongoing community consultation process.

**Proposed by LJ seconded by REC agreed by all**

- h) **To agree representation at next Quarterly Gower Forum**

Once we have more information regarding the date and venue a volunteer would be sought but for now it was agreed in principle

**Proposed by RES seconded by CJ agreed by all with 1 abstention JT**

- i) **To agree changes to Committee membership.**

Cllr Jasmine Roberts had asked to join the Planning Committee

Cllr Keith Roberts had asked to join the Land Management Committee

both positions were agreed

**Proposed by SER seconded by REC agreed by all with 1 abstention JT**

## 9. Finance

- a) **To agree payments for Mar 2026**

Details of the payments had been made available to all, each Committee Chair had also had site of their invoices for approval, there were not questions of amendments.

**Proposed by LJ seconded by JD agreed by all with 1 abstention JT.**

- b) **To note closing balances for Feb 2026**

**Noted**

- c) **To agree the Quarter 3 figures for 2025/26 as recommended by the Finance employment and Policy Committee**  
The quarter 3 figures had been examined and discussed previously by the Finance employment and Policy Committee, who had also used them during the 2026-27 budget round when calculating under or overspend as well as capital program progression.  
**Proposed by RC seconded by LJ agreed by all with 2 abstentions WS and JT**
- d) **To agree budget report before publishing on the Web site.**  
This had been made available prior to the meeting there were not additions or amendments suggested.  
**Proposed by RC seconded by LJ agreed by all with 1 abstention WS**  
The Clerk would publish a copy onto the web site.
- e) **To receive PEFTA update**  
The Clerk reported no change to the numbers being supported, she also reported that she had spoken with every member on the scheme regarding the local area coordinator referral process and they were all happy to be included.
- f) **To agree the internal audit procedure for 2025/26 as recommended by the Finance employment and Policy Committee**  
The procedure had been made available prior to the meeting there were no amendments or questions.  
**Proposed by LJ seconded by REC agreed by all with 2 abstention WS and SR**
- g) **To agree appointment of regular internal auditor for 2025/26 internal audit as recommended by the Finance employment and Policy Committee**  
**Proposed by JT seconded by LJ agreed by all with 3 abstention REC RC WS**
- h) **To agree date of a Finance Employment and Policy committee meeting to review and agree 2025/26 figures and asset register.**  
The 27<sup>th</sup> of April at 7.00pm was agreed
- i) **To receive the Annual Remuneration Report for 2026–27**  
The report had been sent around previously so was noted.
- j) **To finalise the councillor remunerations for 2025/26**  
Councillors were reminded that the Clerk needed a response as there were still 5 outstanding.
- k) **To note grant applications made or in production this month and any results received.**  
**None**
- j) **To agree contractor to deliver ground works for Gower Landscapes in connection with the Bench installation.**  
The Clerk read out the quotes received to install the benches  
Company A - 1860  
Company B - 870  
Company C – 2400  
  
**Company B was chosen**  
**Proposed by LJ seconded by JD agreed by all**

- k) **To agree contractor to deliver the remedial ground works by the benches overlooking Pobbles.**

The Clerk read out the quotes for the remedial works

**Company A - 950**

**Company B - 850**

**Company C – 460**

**Company B was chosen**

**Proposed by LJ seconded by JT agreed by all except REC who voted against**

**Company B was revealed to be James Porter Groundworks Ltd**

The Clerk was asked to let everyone know.

## **10. Land Management**

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

None other than matters minuted or mentioned below.

- b) **To note Grant of Rights**

**None**

- c) **To note Parish hall's response regarding the carpark light**

The Parish hall had confirmed all users had been notified that use of the carpark was at their own risk until the light had been reinstated.

- d) **To consider catering request adjourned from Land Meeting and agree fee.**

The request was discussed, Cllr Carter raised the need for planning permission and it was agreed that we would need sight of the providers trading licence and planning agreement or some sort of proof that their situation negated the need for planning permission before any permission could be granted.

- e) **To agree to have an outside socket installed at the pavilion.**

**Adjourned to a later meeting**

## **11. Environment**

- a) **To receive update regarding local current Environmental initiatives.**

Cllr Carter gave an update regarding the mural painting which had been discussed at the Environment meeting the painting which would be done during April and would be themed around the biodiversity, culture and history of Pennard. 2

- b) **To agree to include Biodiversity on every agenda**

This had been proposed at the Environment meeting, and it was agreed that it would be placed at the top of each agenda.

**Proposed by CJ seconded by JD agreed by all with 1 abstention SR.**

- c) **To receive update from meeting**

**Nothing further**

## **12. Hall**

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

**Nothing to report**

**b) To discuss the Market request for support from the community council.**

The Clerk gave the background and read out the request the matter was discussed.

**Cllr James proposed a half fee be charged for 6 months**

**Cllr Susan Rodaway proposed six months free of charge both suggestions were discussed and Cllr Smith seconded Cllr James's proposal, it went to the vote and was agreed by all.**

The Clerk was asked to let the Market organiser know the decision.

**c) To note date of next Hall health and safety assessment.**

**A date of the 13<sup>th</sup> Apr at 4.30 was set**

**13. Correspondence**

The Clerk reported that she had had the report from Timberbale Sustainable Building Consultancy who has looked at the hall and suggested way to move forward with the Decarbonisation project, this would be discussed at the next Hall Committee meeting.

**14. To note dates of meetings coming up in March and April**

**Finance Employment and Policy 27 Apr 7.00pm**

**Hall Committee 14 Apr 7.00pm**

**The meeting closed at 9.19pm**

# Financial Summary - Cashbook

Summary of receipts and payments between 01/02/26 and 28/02/26 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

## 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

| RECEIPTS       | Net               | Vat            | Gross             |
|----------------|-------------------|----------------|-------------------|
| Administration | £2,051.24         | £0.00          | £2,051.24         |
| Burial         | £1,360.00         | £0.00          | £1,360.00         |
| FIELD          | £440.00           | £0.00          | £440.00           |
| Hall           | £1,618.50         | £0.00          | £1,618.50         |
| Environment    | -£2,058.55        | £0.00          | -£2,058.55        |
| Total Receipts | <u>£3,411.19</u>  | <u>£0.00</u>   | <u>£3,411.19</u>  |
| PAYMENTS       | Net               | Vat            | Gross             |
| Administration | £5,984.16         | £15.52         | £5,999.68         |
| Burial         | £410.35           | £75.09         | £485.44           |
| FIELD          | £1,106.58         | £152.96        | £1,259.54         |
| Hall           | £3,808.11         | £531.54        | £4,339.65         |
| Environment    | £949.29           | £189.86        | £1,139.15         |
| Youth          | £1,620.00         | £0.00          | £1,620.00         |
| Total Payments | <u>£13,878.49</u> | <u>£964.97</u> | <u>£14,843.46</u> |

Closing Balances a 28/02/26

## Ordinary Accounts

Current Account £43,808.33

## Short Term Investment Accounts

No 4 Account £149,708.02

Pavillion Account £28,271.56

PEFTA A/C prev Green Path £3,156.07

Total £181,135.65

Total £224,943.98

Signed \_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

| Pennard Community Council            |                |               |                |               |                |                |              |             |               |                 |              |  |
|--------------------------------------|----------------|---------------|----------------|---------------|----------------|----------------|--------------|-------------|---------------|-----------------|--------------|--|
| Monthly Payments                     | Feb-26         |               |                |               |                |                |              |             |               |                 | CHQ/BACS/DD/ |  |
| Detail                               | PF             | BG            | CH             | ENV           | YOUTH          | ADMIN          | BANK         | PAV         | GPC           | SUB TOTAL       | Dr Card      |  |
| Octopus Electricity                  | 18.17          |               | 106.49         |               |                |                |              |             |               | 124.66          | DD           | Local Govt Act 1972 S111                         |
| Dwr Cymru                            | 92.00          |               | 104.50         |               |                |                |              |             |               | 196.50          | DD           | Local Govt Act 1972 S111                         |
| Octopus Gas                          |                |               | 329.99         |               |                |                |              |             |               | 329.99          | DD           | Local Govt Act 1972 S111                         |
| Swansea CC - Rates                   |                |               | 180.57         |               |                |                |              |             |               | 180.57          | 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 Cemeteries Order 1977 S.214(6) |
| Plaque engraving                     |                |               |                |               |                |                |              |             |               | 0.00            | i/n          | Local Authorities Cemeteries 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)    |                | 46.48         |                |               |                |                |              |             |               | 46.48           | DD           | Highways Act 190 S301                            |
| Memorial Stone repair payment        |                |               |                |               |                |                |              |             |               | 0.00            | i/n          | Local Authorities Cemeteries Order 1977          |
| Cleaning                             | 192.00         |               | 384            |               |                |                |              |             |               | 576.00          | i/n          | Local Govt Act 1972 S111                         |
| Subscription                         |                |               | 30.00          |               |                |                |              |             |               | 30.00           | i/n          | Local Govt Act 1972 S111                         |
| Cleaning Material                    |                |               |                |               |                |                |              |             |               | 0.00            | i/n          | Local Govt (Misc Provisions) Act 1976 s19        |
| Internet for Hall                    |                |               | 58.81          |               |                |                |              |             |               | 58.81           | DD           | Local Govt & Elections (Wales) Act 2021 s47      |
| Fire Alarm Check                     |                |               | 220.00         |               |                |                |              |             |               | 220.00          | DC           | Local Govt Act 1972 S111                         |
| Repairs and maintenance              |                |               | 2322.00        |               |                |                |              |             |               | 2322.00         | i/n          | Local Govt Act 1972 S111                         |
| Professional Services                |                |               |                |               |                |                |              |             |               | 0.00            | i/n          | Local Govt Act 1972 S111                         |
| Rural Anchor solar grant             |                |               |                |               |                |                |              |             |               | 0.00            | i/n          | Local Govt Act 1972 S111                         |
| Waste Collection                     | 44.2           |               |                |               |                |                |              |             |               | 44.20           | i/n          | Local Govt Act 1972 S111                         |
| Toilet bins                          |                |               |                |               |                |                |              |             |               | 0.00            | i/n          | Local Govt Act 1972 S111                         |
| Slide and repair to play equipt      |                |               |                |               |                |                |              |             |               | 0.00            | i/n          | Local Govt Act 1972 S111                         |
| Lloyds Bank (Monthly Service Charge) |                |               |                |               |                |                | 10.5         |             |               | 10.50           | DD           | Local Govt Act 1972 S112                         |
| Vodafone                             |                |               |                |               |                | 24.42          |              |             |               | 24.42           | DD           | Local Govt Act 1972 S111                         |
| Voxi                                 |                |               |                |               |                | 10             |              |             |               | 10.00           | DD           | Local Govt Act 1972 S111                         |
| HMRC                                 |                |               |                |               |                | 1285.19        |              |             |               | 1285.19         | Payroll      | Local Govt Act 1972 S112                         |
| Employee costs                       |                |               |                |               |                | 3811.83        |              |             |               | 3811.83         | Payroll      | Local Govt Act 1972 S112                         |
| Pension Costs                        |                |               |                |               |                | 148.78         |              |             |               | 148.78          | Payroll      | Local Govt Act 1972 S112                         |
| Home Working Allowance and Exp       |                |               |                |               |                | 36.8           |              |             |               | 36.80           | Payroll      | Local Govt Act 1972 S112                         |
| Audit                                |                |               |                |               |                |                |              |             |               | 0.00            | DD           | Local Govt Act 1972 S112                         |
| Stationary                           |                |               |                |               |                | 39.50          |              |             |               | 39.50           | i/n          | Local Govt Act 1972 S112                         |
| Zoom                                 |                |               |                |               |                | 16.79          |              |             |               | 16.79           | DD           | Local Govt & Elections (Wales) Act 2021 s47      |
| Electical Check                      |                |               |                |               |                |                |              |             |               | 0.00            | i/n          | Local Govt Act 1972 S112                         |
| Civic Budget - card                  |                |               |                |               |                | 2.7            |              |             |               | 2.70            | DC           | Local Govt Act 1972 S112                         |
| Adobe                                |                |               |                |               |                | 16.64          |              |             |               | 16.64           | DD           | Local Govt Act 1972 S112                         |
| PEFTA                                |                |               |                |               |                |                |              |             | 503           | 503.00          | DC           | Local Govt & Elections (Wales) Act 2021 s24      |
| Training                             |                |               |                |               |                | 76.68          |              |             |               | 76.68           | i/n          | Local Govt Act 1972 S111                         |
| Christmas                            |                |               |                |               |                |                |              |             |               | 0.00            | i/n          | Local Govt Act 1972 S111                         |
| Google Storage                       |                |               |                |               |                | 1.33           |              |             |               | 1.33            | DD           | Local Govt Act 1972 S142                         |
| Youth Sessions                       |                |               |                |               | 1620           |                |              |             |               | 1620.00         | i/n          | Local Govt Act 1972 S112                         |
| Community Garden Grant               |                |               |                | 949.29        |                |                |              |             |               | 949.29          | i/n          | Local Govt Act 1972 S112                         |
| <b>TOTAL</b>                         | <b>1106.58</b> | <b>410.35</b> | <b>3808.11</b> | <b>949.29</b> | <b>1620.00</b> | <b>5470.66</b> | <b>10.50</b> | <b>0.00</b> | <b>503.00</b> | <b>13878.49</b> |              |  |

# Pennard Community Council

| Monthly Receipts  |          | Feb-26 |               |       |                |       |                |       |                |       |                 |       |                |  |
|---|----------|--------|---------------|-------|----------------|-------|----------------|-------|----------------|-------|-----------------|-------|----------------|--|
| 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   |          |        |               |       |                |       |                |       |                |       |                 |       | 0.00           |  |
| Water Contribution  |          |        |               |       |                |       | 74.5           |       |                |       |                 |       | 74.50          |  |
| Grants  |          |        |               |       |                |       |                |       | 900            |       | -2058.55        |       | -1158.55       |  |
| Interest  |          |        |               |       |                |       |                |       | 100.95         |       |                 |       | 100.95         |  |
| Wayleaves   |          |        |               |       |                |       |                |       |                |       |                 |       | 0.00           |  |
| VAT   |          |        |               |       |                |       |                |       |                |       |                 |       | 0.00           |  |
| PEFTA Donations   |          |        |               |       |                |       |                |       | 29.44          |       |                 |       | 29.44          |  |
| Regular bookings  |          |        |               |       |                | 0.00  | 1387.00        |       |                |       |                 |       | 1387.00        |  |
| Casual bookings   |          |        |               |       |                | 0     | 157            |       |                |       |                 |       | 157.00         |  |
| Cancellations with 72 hrs + notice<br>write offs due to heating<br>Market |          |        |               |       |                |       |                |       |                |       |                 |       | 0.00           |  |
| Pitch Hire  |          | 0      | 440.00        |       |                |       |                |       |                |       |                 |       | 440.00         |  |
| cancellations due to weather  |          | 2      |               |       |                |       |                |       |                |       |                 |       |                |  |
| Cancellations with 72 hrs + notice  |          |        |               |       |                |       |                |       |                |       |                 |       |                |  |
| Burials   |          |        |               |       |                | 1360  |                |       |                |       |                 |       | 1360.00        |  |
|   |          |        |               |       |                |       |                |       |                |       |                 |       |                |  |
|   |          |        |               |       |                |       |                |       |                |       |                 |       |                |  |
| <b>TOTAL</b>  |          |        | <b>440.00</b> |       | <b>1360.00</b> |       | <b>1618.50</b> |       | <b>2051.24</b> |       | <b>-2058.55</b> |       | <b>3411.19</b> |  |