

**DRAFT MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 16<sup>th</sup> DECEMBER 2025 AT 7.00 PM**

**Present:** Cllr Lynda James LJ (Chair), Cllr Susan Rodaway SER, Cllr Jon Dickson JD, Cllr Rebecca Donnachie RD, Cllr Steven Rodaway SR, Cllr Ralph Cook RC, Cllr Jason Thomas JT, Cllr Richard Beynon RB, Cllr Adam O'Brian AO, Cllr Keith Robers KR, Cllr Jasmine Roberts JR, Cllr Will Smith WS, Clerk, 1 member of the Public.

**Apologies for absence:** Cllr Cari Jones and Cllr Rachel Carter – due to family commitments and sickness.

**Apologies for lateness** Cllr Will Smith,

**Due to illness** Cllr Susan Rodaway asked Cllr Lynda James to Chair the meeting.

**Declarations of interest:** Cllr Will Smith declared an interest at item 8c

**All votes will be named votes**

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

The member of the public had a question relating to the November meeting which would be dealt with under correspondence.

**Swansea Council Report from Cllr Lynda James**

Cllr James explained that she didn't have a lot to report this month as most of the items involved the other part of Pennard Ward such as grants to tarmac the carpark at Torbay and refurbish the bus shelters on the main airport road.

a) Questions from Councillors (Limited to 10 Minutes) - none

**1. 2025/96 To receive and accept the minutes of the Full Council meeting held on the on the 10<sup>th</sup> Nov 2025 previously circulated**

Accuracy and approval

**Proposed by RC seconded by JT agreed by all**

**2. 2025/97 To receive and accept the minutes of the Planning Committee meeting held on the on the 18<sup>th</sup> Nov 2025 previously circulated**

Accuracy and approval

**Proposed by RC seconded by AB agreed by all**

**3. 2025/98 To receive and accept the minutes of the Hall Committee meeting held on the on the 18<sup>th</sup> Nov 2025 previously circulated**

Accuracy and approval

**Proposed by AB seconded by SR agreed by all**

**4. 2025/99 Admin**

**a) To receive update from Christmas events.**

The Clerk gave an update regarding the attendance at various events and asked for suggestions how this could be improved for next year a brief discussion took place regarding advertising and engagement. It was agreed that the organisation had been well delivered.

**b) To agree attendance at Gower Forum 2026 – Shaping the Future of Gower National Landscape set to take place on the 29<sup>th</sup> Jan 2026.**

The details of this had been sent round previously so the item was only briefly discussed  
Cllr Cari Jones had indicated to the Clerk that she want to attend. Cllrs James and Carter would also be going.

**5. 2025/100 Finance and Employment**

**a) To agree payments for Dec 2025**

Cllr James suggested that the Invoice for Swansea MAD should only be paid up to Dec rather than paying the whole session in advance.

**Taking this into account the payment for December were proposed by AB seconded by KR agreed by all**

**b) To note closing balances for Nov 2025**

**Noted**

**c) To receive PEFTA update**

The Clerk gave an update reporting that 6 households were currently being supported.

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

None this month

**e) To receive internal auditor's (IA) half year internal audit report**

The report which had been previously distributed was received.

**f) To discuss and consider recommendation made in the IA report**

The report was discussed and the recommendations concerning how we handle capital projects accepted. No one present had any comments to make regarding these.

**Proposed by SER seconded by LJ agreed by all**

**g) To discuss vision setting proposals and agree a way forward.**

The Clerk explained the background to this and the estimated cost she had received for such a task. Looking to the two main local companies who do this sort of work she had found the average cost to be around £7000. However she had also been approached by a retired Welsh Govt Strategic Planner who was happy to help the council develop their vision and plan for a nominal fee.

This was discussed and agreed that plenary permission be given to the Clerk up to £600 to cover this project.

**Proposed by SER seconded by JD agreed by all**

**Cllr Smith joined the meeting at 7.40pm**

**h) To receive tenders and agree Ground Maintenance Contractor for 2026- 2030**

The Clerk had sent out 8 tender packs in November for this 4 year contract, advertised on the website, social media and the community newsletter and had received 2 applications these were

Company A

Grass Cutting £72313.04

Verti drain and fertilisation £5200

Company B

Grass Cutting £75173.48

Verti drain and fertilisation £20503.68

A discussion took place around locality, recommendations and requests from field users. It was proposed that Company B's quote be accepted and that the Verti draining process

should be discussed with them to see if it would be suitable to conduct the process every two years rather than twice a year every year.

Company B was revealed to be James Porter Landscaping and Groundworks who are the current contractors.

**Proposed by SER seconded by KR agreed by all with 1 abstention RC**

**i) To receive tenders and agree Hall and Pavilion Cleaning Contractor for 2026- 2029**

The Clerk had sent out 9 tender packs in November for this 3 year contract, advertised on the website, social media and the community newsletter and had received 2 applications these were:

Company A £33082.34 (£26.5 per hour)

Company B £28088.78 (£22.5 per hour)

The quotes which both included cleaning materials were discussed one company was more local than the other and both were new to us. Both satisfied all the criteria of health and safety, insurance and pay.

Company B was chosen, they were revealed to be Dependable Cleaning Ltd based in Mumbles.

**Proposed by JD seconded by JT agreed by all**

**j) To note discussions with the Dark Sky Project concerning the lighting at our facilities and agree actions.**

The Clerk explained the meetings she had had with the project team and the actions they were proposing with regards to the Burial Ground Hall and Field lighting, as there were no actions from the council this was merely noted

**6. 2025/101 Land Management**

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

None

**b) To Note Grant of Rights**

None

**c) To agree to begin Pavilion replacement process to RIBA stage 2 and fundraising support.**

The proposed cost from Down to Earth were presented and the past consultation explained to the new councillors. Funding was then discussed and how we could achieve this stage using the funds we currently have in reserves, the Clerk was asked to send round the community consultation report and information obtained in 2024 for the benefit of the new councillors who had not been involved in the previous discussions. The item was then deferred to the January Full Council meeting.

**7. 2025/102 Environment**

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

Nothing to report

**b) To receive update on Community Garden**

Nothing to report

**c) To receive update on Youth activities**

Nothing to report

**d) To receive update on accessibility matters.**

Nothing to report

**8. 2021/103 Hall**

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

The Clerk explained that the new hall door installation had been delayed due to the glass being broken at the factory, and that The Cleaning cupboard in the kitchen was to be made fire safe in lines with the building regulations being carried out for the panel project.

**b) To receive update regarding electricity export.**

The Clerk reported that the form G98/99 had been requested by the Thermal Earth team and once received the export of electricity to the grid could be finalised.

**c) To note Squiggles boundary fence change.**

**Cllr Will Smith declared an interest and left the meeting.**

The new 2m fence which Squiggles were required to install in line with their governing body CIW requirements was noted. However it was also noted that part of it would need to be reduced to 1m due to planning regulations, this was in hand and would be done asap.

**9. 2025/104 Correspondence**

Official World Book Day Treasure Hunt - the Clerk was asked to obtain more information and costs.

Annual General Meeting of One Voice Wales that will be held remotely on Wednesday 21 January 2025 from 6.00pm until 8.00pm.

Cllr Susan Rodaway agreed to attend on behalf of the Council

The member of the public present was invited to ask his question which he had raised previously to the Cllr Susan Rodaway.

He stated that he felt that the Gold Club article in the Winter newsletter was inappropriate and more of an advertisement for the Club he also stated that he disagreed with some of the points raised. The Clerk was asked to respond in writing which he was happy with.

**10. 2025/105 Meeting dates in Dec and Jan  
Planning 18<sup>th</sup> Dec**

**The Meeting ended at 8.53pm**

# Financial Summary - Cashbook

Summary of receipts and payments between 01/11/25 and 30/11/25 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 |
|-----------------|------------|

## 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 | <u>£250,039.92</u> |
|-------|--------------------|

| RECEIPTS       | Net              | Vat          | Gross            |
|----------------|------------------|--------------|------------------|
| Administration | £8,978.86        | £0.00        | £8,978.86        |
| Hall           | £843.50          | £0.00        | £843.50          |
| Total Receipts | <u>£9,822.16</u> | <u>£0.00</u> | <u>£9,822.16</u> |

| PAYMENTS       | Net               | Vat            | Gross             |
|----------------|-------------------|----------------|-------------------|
| Administration | £7,714.87         | £46.88         | £7,761.75         |
| Burial         | £371.86           | £73.17         | £445.03           |
| FIELD          | £1,150.21         | £198.34        | £1,348.55         |
| Hall           | £6,927.87         | £140.34        | £7,068.21         |
| Environment    | £32.61            | £0.00          | £32.61            |
| Total Payments | <u>£16,197.42</u> | <u>£458.73</u> | <u>£16,656.15</u> |

Closing Balances a 30/11/25

## Ordinary Accounts

|                 |            |
|-----------------|------------|
| Current Account | £37,428.15 |
|-----------------|------------|

## Short Term Investment Accounts

|              |             |
|--------------|-------------|
| No 4 Account | £169,367.76 |
|--------------|-------------|

|                   |            |
|-------------------|------------|
| Pavillion Account | £28,230.94 |
|-------------------|------------|

|                           |           |
|---------------------------|-----------|
| PEFTA A/C prev Green Path | £3,894.88 |
|---------------------------|-----------|

|  |                    |
|--|--------------------|
|  | <u>£201,493.58</u> |
|--|--------------------|

|       |                    |
|-------|--------------------|
| Total | <u>£238,921.73</u> |
|-------|--------------------|

Signed \_\_\_\_\_

Chair

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

|                                      |         |        |         |       |       |         |      |      |        |           |              |  |
|--------------------------------------|---------|--------|---------|-------|-------|---------|------|------|--------|-----------|--------------|--|
| Pennard Community Council            |         |        |         |       |       |         |      |      |        |           |              |  |
| Monthly Payments                     | Nov-25  |        |         |       |       |         |      |      |        |           | CHQ/BACS/DD/ |  |
| Detail                               | PF      | BG     | CH      | ENV   | YOUTH | ADMIN   | BANK | PAV  | GPC    | SUB TOTAL | Dr Card      |  |
| Octopus Electricity                  | 29.80   |        | 161.43  |       |       |         |      |      |        | 191.23    | DD           | Local Govt Act 1972 S111                       |
| Dwr Cymru                            | 92.00   |        | 104.50  |       |       |         |      |      |        | 196.50    | DD           | Local Govt Act 1972 S111                       |
| Octopus Gas                          |         |        | 139.84  |       |       |         |      |      |        | 139.84    | 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 Cemeties Order 1977 S.214(6) |
| Plaque engraving                     |         |        |         |       |       |         |      |      |        | 0.00      | i/n          | Local Authorities Cemeties Order 1977 S.214(6) |
| Ground Maintenance                   | 760.21  | 363.87 | 71.75   |       |       |         |      |      |        | 1195.83   | i/n          | Local Govt Act 1972 S111                       |
| Fertilising Field                    |         |        |         |       |       |         |      |      |        | 0.00      | i/n          | Local Govt Act 1972 S111                       |
| Vertidrainng Field                   |         |        |         |       |       |         |      |      |        | 0.00      | i/n          | Local Govt Act 1972 S111                       |
| Street Light in BG Car Park (SSE)    |         | 7.99   |         |       |       |         |      |      |        | 7.99      | DD           | Highways Act 190 S301                          |
| Memorial Stone repair payment        |         |        |         |       |       |         |      |      |        | 0.00      | i/n          | Local Authorities Cemeties Order 1977          |
| Cleaning                             | 224.00  |        | 448     |       |       |         |      |      |        | 672.00    | i/n          | Local Govt Act 1972 S111                       |
| Swansea CC - Waste disposal charges  |         |        |         |       |       |         |      |      |        | 0.00      | DD           | Local Govt Act 1972 S111                       |
| Subscription                         |         |        |         |       |       |         |      |      |        | 0.00      | i/n          | Local Govt Act 1972 S111                       |
| Cleaning Material                    |         |        |         |       |       |         |      |      |        | 0.00      | 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 Equipt check                    |         |        | 42.00   |       |       |         |      |      |        | 42.00     | DC           | Local Govt Act 1972 S111                       |
| Repairs and maintenance              |         |        | 5.82    |       |       |         |      |      |        | 5.82      | i/n          | Local Govt Act 1972 S111                       |
| Professional Services                |         |        |         |       |       |         |      |      |        | 0.00      | i/n          | Local Govt Act 1972 S111                       |
| Rural Anchor solar grant             |         |        | 6315.15 |       |       |         |      |      |        | 6315.15   | 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                       |
| Land Rent                            |         |        |         |       |       |         |      |      |        | 0.00      | DD           | Local Govt Act 1972 S111                       |
| Window Cleaning                      |         |        |         |       |       |         |      |      |        | 0.00      | i/n          | Local Govt Act 1972 S111                       |
| Lloyds Bank (Monthly Service Charge) |         |        |         |       |       |         | 8.50 |      |        | 8.50      | DD           | Local Govt Act 1972 S112                       |
| Vodafone                             |         |        |         |       |       | 25.00   |      |      |        | 25.00     | DD           | Local Govt Act 1972 S111                       |
| Voxi                                 |         |        |         |       |       | 10.00   |      |      |        | 10.00     | DD           | Local Govt Act 1972 S111                       |
| HMRC                                 |         |        |         |       |       | 1290.19 |      |      |        | 1290.19   | Payroll      | Local Govt Act 1972 S112                       |
| Employee costs                       |         |        |         |       |       | 3709.08 |      |      |        | 3709.08   | 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                           |         |        |         |       |       | 10.81   |      |      |        | 10.81     | i/n          | Local Govt Act 1972 S112                       |
| Zoom                                 |         |        |         |       |       | 16.79   |      |      |        | 16.79     | DD           | Local Govt & Elections (Wales) Act 2021 s47    |
| Insurance                            |         |        |         |       |       | 43.42   |      |      |        | 43.42     | DC           | Local Govt Act 1972 S111                       |
| Councillor Allowance                 |         |        |         |       |       |         |      |      |        | 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                       |
| Wreath                               |         |        |         |       |       |         |      |      |        | 0.00      | DC           | Local Govt Act 1972 S112                       |
| Newsletter                           |         |        |         |       |       | 478.11  |      |      |        | 478.11    | DC           | Local Govt Act 1972 S112                       |
| Website                              |         |        |         |       |       | 49.99   |      |      |        | 49.99     | 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                                |         |        |         |       |       |         |      |      | 506.81 | 506.81    | DC           | Local Govt & Elections (Wales) Act 2021 s24    |
| Elections                            |         |        |         |       |       | 225.00  |      |      |        | 225.00    | i/n          | Local Govt Act 1972 S112                       |
| Training                             |         |        |         |       |       | 126.00  |      |      |        | 126.00    | i/n          | Local Govt Act 1972 S111                       |
| Christmas                            |         |        |         |       |       | 498.00  |      |      |        | 498.00    | i/n          | Local Govt Act 1972 S111                       |
| VAT correction for next return       |         |        |         |       |       | 72.50   |      |      |        | 72.50     |              |  |
| 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             |         |        |         | 32.61 |       |         |      |      |        | 32.61     | i/n          | Local Govt Act 1972 S111                       |
| TOTAL                                | 1150.21 | 371.86 | 7527.87 | 32.61 | 0.00  | 6599.56 | 8.50 | 0.00 | 506.81 | 16197.42  |              |  |

|  |   |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              |                |
|--|---|-----------------|--------------|-----------------|--------------|-----------------|---------------|-----------------|----------------|--------------------|--------------|-----------------|--------------|----------------|
| <b>Pennard Community Council</b>       |   |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              |                |
| <b>Monthly Receipts</b>                |   | <b>Nov-25</b>   |              |                 |              |                 |               |                 |                |                    |              |                 |              |                |
| <b>Detail</b>                          |   | <b>PF</b>       |              | <b>BG</b>       |              | <b>CH</b>       |               | <b>Admin</b>    |                | <b>Environment</b> |              | <b>Youth</b>    |              | <b>TOTAL</b>   |
|  |   | <b>Invoiced</b> | <b>Rec'd</b> | <b>Invoiced</b> | <b>Rec'd</b> | <b>Invoiced</b> | <b>Rec'd</b>  | <b>Expected</b> | <b>Rec'd</b>   | <b>Expected</b>    | <b>Rec'd</b> | <b>Expected</b> | <b>Rec'd</b> |                |
| 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                                 |   |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              |                |
| Interest                               |   |                 |              |                 |              |                 |               |                 | 120.05         |                    |              |                 |              | 120.05         |
| Wayleaves                              |   |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              | 0.00           |
| VAT                                    |   |                 |              |                 |              |                 |               |                 | 7837.76        |                    |              |                 |              | 7837.76        |
| PEFTA Donations                        |   |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              |                |
| Regular bookings                       |   |                 |              |                 |              |                 | 739           |                 |                |                    |              |                 |              | 739.00         |
| Casual bookings                        |   |                 |              |                 |              |                 | 30            |                 |                |                    |              |                 |              | 30.00          |
| Cancellations with 72 hrs + notice     | 0 |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              |                |
| write offs due to heating              | 0 |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              |                |
| Market (not invoiced until fee agreed) |   |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              | 0.00           |
| Pitch Hire                             |   |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              | 0.00           |
| cancellations due to weather           |   |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              |                |
| Burials                                |   |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              | 0.00           |
|  |   |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              |                |
|  |   |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              |                |
|  |   |                 |              |                 |              |                 |               |                 |                |                    |              |                 |              |                |
| <b>TOTAL</b>                           |   |                 | <b>0.00</b>  |                 | <b>0.00</b>  |                 | <b>843.50</b> |                 | <b>8978.66</b> |                    | <b>0.00</b>  |                 | <b>0.00</b>  | <b>9822.16</b> |