

**DRAFT MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL  
HELD ON THE 14<sup>th</sup> May 2026 AT 7.00 PM**

**Present: Cllr Lynda James LJ (Chair), Cllr Susan Rodaway SER, Cllr Rebecca Donnachie RD, Cllr Ralph Cook RC, Cllr Jon Dickson JD, Cllr Will Smith WS, Cllr Keith Roberts KR, Cllr Adam O'Brien AOB, Cllr Jasmine Roberts JR, Cllr Jason Thomas JT, Clerk**

**Apologies for absence: Cllr Richard Beynon, Cllr Cari Jones and Cllr Adam O'Brien  
Apologies for lateness: Cllr Jason Thomas, Cllr Susan Rodaway**

**Declarations of interest: Cllr Smith was advised to declare an interest at point 6b, 9a,c,d.**

**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 gave her report which included a replacement lamp post for Belvadere, Problems with overflowing bins at the Burial Ground Car park and litter in general. There is a need for some planters on the roundabout at the bottom of Foxhole Dr to stop cars parking on it. The bulb for light there is also going to be changed for a softer glow one.

**Cllr Jason Thomas joined the meeting at 7.04pm**

**Cllr Susan Rodaway joined the meeting at 7.06pm**

**1. To receive and accept the minutes of the Full Council meeting held on the 27<sup>th</sup> Apr 2026 previously circulated**

**Proposed by JT seconded by KR agreed by all**

**2. To receive and accept the minutes of the Annual meeting held on the 6<sup>th</sup> May 2026 previously circulated**

Cllr Rebecca Donnachie pointed out that she had given apologies for the meeting which had been left off the minutes.

**An amendment was proposed by JD seconded by WS and agreed by all**

The amended minutes were

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

**3. To receive and accept the minutes of the Finance Employment and Policy meeting held on the 7<sup>th</sup> May 2026 previously circulated**

**Proposed by RC seconded by SER agreed by all**

**4. To receive and accept the minutes of the Planning meeting held on the 7<sup>th</sup> May 2026 previously circulated**

**Proposed by JD seconded by RD agreed by all with 2 abstentions KR and JR.**

**5. Admin**

a) **To note any Biodiversity issues on agenda**

To be taken into consideration as we move down the agenda

- b) **To agree to promote the Cricket Teams 50<sup>th</sup> Anniversary in the Newsletters and through social media.**  
The article had been made available in a copy of the newsletter prior to the meeting.  
**Proposed by KR seconded by JD agreed by all**
- c) **To agree plenary powers for the Clerk and Chair to print the newsletter at the end of May.**  
No one had any comments on the Draft Newsletter and plenary powers were agreed.  
**Proposed by KR seconded by WS agreed by all**
- d) **To agree Terms of Reference for Committees and Sub Committees.**  
The terms of reference had been amended and made available prior to the meeting as reported at the Annual Meeting. There were no further amendments  
**Proposed by RC seconded by KR agreed by all with one abstention SER.**
- e) **To agree Chair and Vice Chair for Finance Employment and Policy Committee**  
No one put their name forward, after a short discussion, it was suggested some further enquiries be made before we look at suspending Standing Order 5J vii at the next meeting.

## 6. Finance

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

### **Cllr Smith declared an interest**

The reports had been made available. All Chairs of Committees had had their reports and site of the current invoices, no one had any questions.

**Proposed by JT seconded by ?? agreed by all with one abstention WS**

**Minute Note: this will be ratified at the next FC meeting**

- b) **To note closing balances for Apr 2026**  
**Noted**
- c) **To receive PEFTA update**  
The Clerk reported no change to the 7 households being supported.
- d) **To agree the Q4 and end of year figures for 2025 – 2026 as recommended by the Finance Employment and Policy Committee.**  
The Clerk gave a brief report on the procedure taken by the FE&P committee, the reports had been previously shared for all present to see. She asked if there were any questions or issued to raise, there were none and the Council proposed to accept the committee's recommendation.  
**Proposed by WS seconded by JD agreed by all**
- e) **To agree the virements required to be made to the end of year accounts for 2025-2026 as recommended by the Finance Employment and Policy Committee.**  
The Clerk explained the procedures which would take into account, the overspend of £1257 caused mainly by energy costs in 2025-26. The members proposed that the FE&P committee's recommendation be agreed.  
**Proposed by KR seconded by RC agreed by all**

- f) **To note grant applications made or in production this month and any results received.**  
**None to report**

**7. Land Management**

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

The Clerk had a couple of things to report:

an incident at the park which had resulted in a no skateboards sticker being placed on the slide.

The pavilion toilets had been stuffed with towels and had to be unblocked

The flood lights in the field needed a small repair, whilst waiting on their replacement.

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

**None**

- c) **To note installation of new fence.**

The Fence at the Burrows Close / Anderson Lane end of the park has been replaced, it makes a huge difference and really lifts the look of the park. The work had been carried out quickly and with no mess being left behind.

**8. Environment**

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

The Clerk gave an update in Cllrs Carters absence which covered current items but no news of future events.

- b) **To receive update on Fresh Creative project.**

The Clerk reported that two painting sessions had taken place and that the next step would be for the Community members to get involved before painting the side wall of the hall. Cllr James asked if there was a plan of the design, the Clerk was not aware of one at the moment but would ask.

**9. Hall**

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

The Clerk updated everyone on the several small repairs that had been completed at the hall, these had arisen from the recent health and safety walk round as well as the end wall flood light being removed as it was loose.

- b) **To receive advice from Swansea Democratic Services regarding Cllr Smith's request to be part of the Hall Committee and agree action**

The Clerk passed on the advice and options open with regards to Cllr Smith's membership of the Hall Committee. Cllr Smith agreed that he would withdraw his wish to be a member of this Committee.

- c) **To agree Vice Chair for Hall**

Cllr Jason Thomas put himself forward as Vice Chair

**Proposed by JT seconded by JD agreed by all. Cllr Smith then asked to be taken as an abstention.**

- d) **To agree membership of Hall Committee**

**The Hall Committee members are:**

**Cllr Lynda James**

**Cllr Ralph Cook**

**Cllr Susan Rodaway**

**Cllr Keith Robets  
Cllr Jason Thomas  
Cllr Adam O'Brien**

**Proposed by JD seconded by JR**

**The Clerk prompted Cllr Smith to abstain from this vote which he then did, after putting his hand up with everyone else.**

Cllr Rodaway pointed out that Cllr Smith should not have taken part in the vote, he asked that his vote be taken as an abstention for both points c and d. A discussion ensued before the meeting moved on. The Clerk said she would send his interest registration form annotated with the points he needed to declare at.

**10. Correspondence**

The Clerk gave details of the correspondence received which would either be addressed at a future meeting such as:

Receipt of the unqualified Audit result for 2024-25

Cllr Steven Rodaway's resignation following his election as a Gower MS.

Or had been dealt with on receipt

An email from a concerned parent regarding safeguarding

A question about a historical planning application on Pennard Rd.

**The meeting closed at 7.50pm**

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/26 and 30/04/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

Current Account £33,145.95

## Short Term Investment Accounts

No 4 Account £149,777.66

Pavillion Account £28,282.40

PEFTA A/C prev Green Path £2,516.60

Total £213,722.61

RECEIPTS	Net	Vat	Gross
Administration	£23,845.43	£0.00	£23,845.43
FIELD	£8,816.67	£0.00	£8,816.67
Hall	£5,069.17	£0.00	£5,069.17
Environment	£1,216.67	£0.00	£1,216.67
Youth	£4,883.33	£0.00	£4,883.33
Total Receipts	<u>£43,831.27</u>	<u>£0.00</u>	<u>£43,831.27</u>
PAYMENTS	Net	Vat	Gross
Administration	£8,386.26	£362.71	£8,748.97
Burial	£1,265.35	£75.09	£1,340.44
FIELD	£4,133.08	£763.86	£4,896.94
Hall	£2,266.28	£123.12	£2,389.40
Youth	£1,337.50	£0.00	£1,337.50
Total Payments	<u>£17,388.47</u>	<u>£1,324.78</u>	<u>£18,713.25</u>

Closing Balances a 30/04/26

## Ordinary Accounts

Current Account £58,690.28

## Short Term Investment Accounts

No 4 Account £149,853.99

Pavillion Account £28,294.41

PEFTA A/C prev Green Path £2,001.95

Total £180,150.35

Total £238,840.63

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

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

Pennard Community Council												
Monthly Payments	Apr-26										CHQ/BACS/DD/	
Detail	PF	BG	CH	ENV	YOUTH	ADMIN	BANK	PAV	GPC	SUB TOTAL	Dr Card	
Octopus Electricity	18.41		196.92							215.33	DD	Local Govt Act 1972 S111
Dwr Cymru	92.00		104.50							196.50	DD	Local Govt Act 1972 S111
Octopus Gas			300.77							300.77	DD	Local Govt Act 1972 S111
Swansea CC - Rates			372.00							372.00	DD	Local Govt Act 1972 S111
ground rent										0.00	i/n	Local Govt Act 1972 S111
Grave Digging		700								700.00	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
Vertidrain treatment	3050.00									3050.00		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	208.00		416							624.00	i/n	Local Govt Act 1972 S111
Subscription		155				600				755.00	i/n	Local Govt Act 1972 S111
Cleaning Material			200.43							200.43	i/n	Local Govt (Misc Provisions) Act 1976 s19
Internet for Hall			62.99							62.99	DD	Local Govt & Elections (Wales) Act 2021 s47
Fire Alarm Check										0.00	DC	Local Govt Act 1972 S111
Repairs and maintenance	4.46		87.94							92.40	i/n	Local Govt Act 1972 S111
Land Rent			150.00							150.00		Local Govt Act 1972 S111
Professional Services						50.00				50.00	i/n	Local Govt Act 1972 S111
Rural Anchor solar grant										0.00	i/n	Local Govt Act 1972 S111
Waste Collection			160.00							160.00	i/n	Local Govt Act 1972 S111
Toilet bins			142.98							142.98	i/n	Local Govt Act 1972 S111
Membership										0.00	i/n	Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							4.69			4.69	DD	Local Govt Act 1972 S112
Vodafone						26.12				26.12	DD	Local Govt Act 1972 S111
Voxi										0.00	DD	Local Govt Act 1972 S111
HMRC						1515.99				1515.99	Payroll	Local Govt Act 1972 S112
Employee costs						3806.23				3806.23	Payroll	Local Govt Act 1972 S112
Pension Costs						64.26				64.26	Payroll	Local Govt Act 1972 S112
Home Working Allowance and Exp						53.83				53.83	Payroll	Local Govt Act 1972 S112
Councillor payments										0.00	DD	Local Govt Act 1972 S112
Stationary						12.49				12.49	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										0.00	DC	Local Govt Act 1972 S112
Adobe						16.64				16.64	DD	Local Govt Act 1972 S112
CANVA						17.00				17.00		Local Govt Act 1972 S112
PEFTA									515.89	515.89	DC	Local Govt & Elections (Wales) Act 2021 s24
Training										0.00	i/n	Local Govt Act 1972 S111
Windows										0.00	i/n	Local Govt Act 1972 S111
Youth Club					1337.5					1337.50		Local Govt Act 1972 S111
Google Storage						1.33				1.33	DD	Local Govt Act 1972 S142
christmas										0.00	i/n	Local Govt Act 1972 S112
National Landscape Purchase						1685.00				1685.00	i/n	Local Govt Act 1972 S112
<b>TOTAL</b>	<b>4133.08</b>	<b>1265.35</b>	<b>2266.28</b>	<b>0.00</b>	<b>1337.50</b>	<b>7865.68</b>	<b>4.69</b>	<b>0.00</b>	<b>515.89</b>	<b>17388.47</b>		

Monthly Receipts		Apr-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		8711.67				3891.67		19330		1216.67		4883.33	38033.34	
Rent								1000	1000				1000.00	
Insurance Contribution								20.85	20.85				20.85	
Food Festival													0.00	
Water Contribution						74.5							74.50	
Grants										3405			3405.00	
Interest								89.58					89.58	
Wayleaves													0.00	
VAT													0.00	
PEFTA Donations														
Regular bookings					0.00	1088.00							1088.00	
Casual bookings					0	15							15.00	
Cancellations with 72 hrs + notice														
write offs due to heating														
Market													0.00	
Pitch Hire		0	105.00										105.00	
cancellations due to weather														
Cancellations with 72 hrs + notice														
Bench donation														
Burials														
<b>TOTAL</b>			<b>8816.67</b>		<b>0.00</b>		<b>5069.17</b>		<b>20440.43</b>		<b>4621.67</b>		<b>4883.33</b>	<b>43831.27</b>