DRAFT MINUTES FROM THE MEETING OF PENNARD COMMUNITY COUNCIL HELD ON THE 15th OCT 2026 AT 7.00 PM

Present in Room
Cllr Lynda James LJ (Chair), Cllr Keith Roberts KR, Cllr Jasmine Roberts JR, Cllr Ralph Cook RC, Cllr Rebecca Donnachie RD, Cllr Cari Jones CJ, Community and Grants Officer.

Present Via Zoom
Cllr Will Smith WS, Richard Beynon RB, Cllr Adam O'Brien AOB, Clerk

Apologies for absence: Cllr Susan Rodaway, Cllr Jack Allum, Cllr Jason Thomas, Cllr Jon Dickson, Cllr Rachel Carter

Declarations of interest: Cllr Smith declared an interest at point 1 and left the meeting.

All votes will be named votes
Questions from the Public relating to items on this agenda (limited to 10 minutes)
None

Swansea Council Report from County Cllr Lynda James
Cllr James gave her report, it had been a busy planning month at Ilston, she also reported that she had taken several points from the Road Safety Working Group to Highways and had some responses which she would take to the next working group meeting. She had raised the idea of using the Heritage Centre as part of the Community Shed with the owner who was agreeable. She also reported that Bleed kits contained in waterproof boxes would be fitted next to the community defibrillators.

a) Questions from Councillors (Limited to 10 Minutes)
None

1. **To receive and accept the minutes of the Full Council meeting held on the 16th Sept 2026 previously circulated**
   Proposed by KR seconded by WS agreed by all

2. **To receive and accept the minutes of the Planning Committee meeting held on the 17thst Sept 2026 previously circulated**
   Proposed by RC seconded by JR agreed by all

3. **To receive and accept the minutes of the Finance Employment and Policy Committee meeting held on the 21st Sept 2026 previously circulated**
   Proposed by LJ seconded by WS agreed by all

4. **To receive and accept the minutes of the Land Management Committee meeting held on the 21st Sept 2026 previously circulated**
   Proposed by RD seconded by WS agreed by all

5. **To receive and accept the minutes of the Finance Employment and Policy Committee meeting held on the 6th Oct 2026 previously circulated**
   Proposed by LJ seconded by WS agreed by all

6. **To receive and accept the minutes of the Finance Employment and Policy Committee meeting held on the 13th Oct 2026 previously circulated**

The meeting was postponed due to being inquorate.

7. Admin

a) To note any Biodiversity issues on agenda
Item 8i

b) To receive update regarding the National Emergency Briefing Showing.
Cllr Jones reported that the Community Hall has been booked at 7.00pm on the 30th Jan 2027 and that Parkmill WI had agreed to do the refreshments. A second showing would also be organised by a local business and would include a small exhibition.

c) To receive update on the 2025 Annual Report.
The Clerk reported that she was still waiting on some input from one of the Committees.

d) To receive training update
The Clerk gave a brief update on the training being taken up this year and encouraged Cllrs to look at their plans and choose their sessions, they would find it beneficial. She also reminded Cllr O'Brien that he still had not done his code od conduct training which was now overdue.

e) To discuss and agree publication of the Newsletter
A copy of the newsletter would be sent round for comment ready for publishing at the end of the month.
Plenary powers were agreed for the Chair and Clerk to get the newsletter printed.
Proposed by WS seconded by KR agreed by all

f) To discuss Christmas Event timetable
The Christmas timetable as published on the newsletter was briefly discussed and volunteers asked for.

g) To agree the formation of a "Community/Men's Shed"
This had been discussed previously, a grant had been obtained, and formal agreement was proposed
Proposed by WS seconded by CJ agreed by all

h) To discuss and agree way forward for Community/ Men's Shed and its location.
Cllr Jones presented her report and the suggestion of using the pavilion rooms for some sessions was made by the Clerk. A discussion ensued with Cllrs having mixed preference. It was agreed that more information was needed on footfalls, cost excreta, and before we purchased a container, we should have an inaugural community meeting to gauge exactly what the community members wanted. This should be arranged and advertised in the newsletter and social media.
Proposed by CJ seconded by KR agreed by all with 1 abstention JR

i) To discuss and consider the work needed to upgrade the current website.
The Clerk read out the estimate detailing all the steps needed to upgrade the Web Site as reported by the developer. It was agreed to proceed and the extra cost to do the would come from the repairs and maintenance budget.
Proposed by LJ seconded by CJ agreed by all

8. Finance

a) To agree payments for Oct 2026
The payment reports had been made available and the Committee Chairs had given their authorisation.
Proposed by LJ seconded by RC agreed by all

b) To note closing balances for Sept 2026
Noted

c) To agree Quarter 2 figures as recommended by the FE&P committee
This meeting was adjourned.

d) To agree any budget changes as recommended by the FE&P committee
This meeting was adjourned.

e) To agree the appointment of our regular Internal Auditor, to carry out the half year internal audit.
Proposed by CJ seconded by WS agreed by all

f) To note the 2025-26 Audit Result and subsequent display of the Audit Completion Notice
Noted

g) To receive 2026 Food Festival Report
The Clerk presented the food festival report, taking into account the spend and income from the stall and gate the event had cost £4643. Everyone agreed it had been a great success.

h) To receive PEFTA update
The Community and Grants Officer reported that the number of households being supported was still 7 and the account system used by the local store was now back up and running after having problems for the last month which had affected the times PEFTA recipients could shop.

i) To note grant applications made or in production this month and any results received.
Applications made this month were £1000 for the PEFTA support from Asda and a £2144 grant made to the Oakdale Trust in support of biodiversity and conservation Youth sessions

9. Land Management

a) To receive update regarding the Field and Burial ground.
The Clerk reported the incident in the park recently which resulted in a slide user needing stiches. An investigation had been conducted and the Park Inspector contacted who confirmed that there were no alterations that could be made to the equipment.

b) To note Grant of Rights
431

c) To agree Jon Dickson's request to join the Land Committee
Cllr Dickson's request for membership was
Proposed by CJ seconded by RD agreed by all with 1 abstention AOB

10. Environment

a) To receive update regarding local current Environmental initiatives.
None

b) To note Golf Club and Police responses to the incidents on the Burrows.
The responses had been sent round previously and were discussed, the members were particularly disappointed by the Police response and suggested that the local Inspector for the area be invited to a future meeting.
Proposed by LJ seconded by CJ agreed by all

c) To note actions regarding local wild camping.
Cllr Beynon had agreed to help monitor wild camping in our area for the survey being conducted by the Gower Forum. It was suggested that an article be placed in the newsletter inviting Community members to send in their photos with "my three work" locations to the Council for collation, Cllr Keith Roberts suggested this was also something that the local patrol officers should be involved in.

d) To receive "Wellness Walk" update.
Cllr Jones report that this was going well

e) To receive update regarding Youth Sessions and agree actions.
The Clerk gave a brief update including enquiries she had made to Circus Eruption which she would take to the next Environment meeting

11. Correspondence
None

12. To note upcoming meeting dates
Environment 21 Sept at 7.00pm
Finance Employment and Policy 22 Sept at 7.30pm
Hall Committee to be arranged.

Cllr Smith declared an interest and left the meeting at 8.28pm

13. Hall

a) To receive update on Hall repairs and maintenance due this month.
The Clerk reported that there had only been a few repairs this month including leaky radiators, cupboard locks which were still to be done and the Boiler and Fire alarm inspection has been carried out, the internet had now been fixed and upgraded.

b) To receive an update regarding the suggested installation foul drainage at the back of the hall for the future.
The Clerk had spoken with the nursery who had not included this in their grant. Cllr James explained that another access point had been identified which may be an easier foul drain route in future if needed

c) To consider the new plan from the Nursery and agree action.
The plans were examined and discussed they included a side conservatory area and a staff room. The Clerk explained that the staff room build would mean that the solar batteries would need to be moved but that this would be covered by the grant. She also explained that we would need to get our Lease solicitor to draw up terms so no one got any surprises going forward.

Acceptance of the new plan was proposed by KR seconded by AOB voted against by RC voted for by JR, RD and abstained by RB, LJ and CJ. The motion was carried.

d) **To receive an update from the hall decarbonisation working group meeting.**
Cllr James presented the report and the suggestions made in it. The report was discussed there were no adverse comments, Cllr O'Brien suggested LED panels be used rather than tube lights and asked if we had considered an electric boiler.

e) **To accept the Recommendations in the Hall Working Party Report**
It was proposed that the recommendations be accepted.
Proposed by KR seconded by RC agreed by all

f) **To replace all non LED lights with LED ones in the building.**
Proposed by LJ seconded by KR agreed by all

g) **To agree to fully insulate the hall ceilings in both halls and carry out ancillary works in the roof space.**
Proposed by KR seconded by AOB agreed by all

h) **To agree to obtain quotes to replace the present boiler**
Proposed by KR seconded by CJ agreed by all
The Clerk was asked to obtain quotes for f,g and h.

The Meeting closed at 8.57pm

Financial Summary - Cashbook

Summary of receipts and payments between 01/09/26 and 30/09/26 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	£3,965.71	£0.00	£3,965.71
Burial	£2,730.00	£0.00	£2,730.00
FIELD	£545.00	£0.00	£545.00
Hall	£1,338.50	£0.00	£1,338.50
Total Receipts	£8,579.21	£0.00	£8,579.21

PAYMENTS	Net	Vat	Gross
Administration	£15,789.23	£534.31	£16,323.54
Burial	£2,513.49	£198.04	£2,711.53
FIELD	£1,964.89	£289.86	£2,254.75
Hall	£1,575.09	£43.73	£1,618.82
Environment	£70.44	£14.09	£84.53
Youth	£3,570.00	£0.00	£3,570.00
Total Payments	£25,483.14	£1,080.03	£26,563.17

Closing Balances at 30/09/26

Ordinary Accounts	
Current Account	£53,008.38
Short Term Investment Accounts	
No 4 Account	£141,852.93
Pavillion Account	£28,353.77
PEFTA A/C prev Green Path	£1,778.10
	£171,984.80
Total	£224,993.18

Signed _____ _____

Chair Clerk / Responsible Financial Officer

Pennard Community Council

Monthly Payments	Sep-26										CHQ/BACS/DD/	
Detail	**PF**	**BG**	**CH**	**ENV**	**YOUTH**	**ADMIN**	**BANK**	**PAV**	**GPC**	**SUB TOTAL**	**Dr Card**	
Octopus Electricity	26.46		29.85							56.31	**DD**	Local Govt Act 1972 S111
Dwr Cymru	68.00		92.50							160.50	**DD**	Local Govt Act 1972 S111
Octopus Gas			11.97							11.97	**DD**	Local Govt Act 1972 S111
Swansea CC - Rates			557.57							557.57	**DD**	Local Govt Act 1972 S111
ground rent										0.00	**i/n**	Local Govt Act 1972 S111
Grave Digging		1400								1400.00	**i/n**	Local Authorities Cemetries Order 1977 S.214(6)
Plaque engraving										0.00	**i/n**	Local Authorities Cemetries Order 1977 S.214(6)
Ground Maintenance	950.00	477	93							1520.00	**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 Cemetries Order 1977
Cleaning	292.50		585							877.50	**i/n**	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
Internet for Hall										0.00	**DD**	Local Govt & Elections (Wales) Act 2021 s47
Nayax (EV Charger)			20.00							20.00	**DC**	Local Govt Act 1972 S111
PPL PRS			95.20							95.20	**i/n**	Local Govt Act 1972 S111
Repairs and maintenance	17.71	501.59	90.00							609.30	**i/n**	Local Govt Act 1972 S111
Land Rent										0.00	**i/n**	Local Govt Act 1972 S111
Waste Collection	46.8									46.80	**i/n**	Local Govt Act 1972 S111
Toilet bins										0.00	**i/n**	Local Govt Act 1972 S111
DBS Check						83.58				83.58	**i/n**	Local Govt Act 1972 S111
Lloyds Bank (Monthly Service Charge)							4.25			4.25	**DD**	Local Govt Act 1972 S112
Vodafone						26.5				26.50	**DD**	Local Govt Act 1972 S111
Voxi						8.33				8.33	**DD**	Local Govt Act 1972 S111
HMRC						1229.98				1229.98	**Payroll**	Local Govt Act 1972 S112
Employee costs						4327.45				4327.45	**Payroll**	Local Govt Act 1972 S112
Pension Costs						22				22.00	**Payroll**	Local Govt Act 1972 S112
Home Working Allowance and Exp						41.73				41.73	**Payroll**	Local Govt Act 1972 S112
Community Bus										0.00	**i/n**	Local Govt & Elections (Wales) Act 2021 s24
Stationary						11.64				11.64	**i/n**	Local Govt Act 1972 S112
Zoom						16.79				16.79	**DD**	Local Govt & Elections (Wales) Act 2021 s47
Fire Risk Assessment	350									350.00	**i/n**	Local Govt Act 1972 S112
Playground inspection	125									125.00	**i/n**	Local Govt Act 1972 S112
Insurance						2182.91				2182.91	**DC**	Local Govt Act 1972 S112
Adobe						16.64				16.64	**DD**	Local Govt Act 1972 S112
CANVA						17.00				17.00	**DD**	Local Govt Act 1972 S112
PEFTA									720.7	720.70	**DC**	Local Govt & Elections (Wales) Act 2021 s24
Training						158.00				158.00	**i/n**	Local Govt Act 1972 S111
Website						95.88				95.88	**i/n**	Local Govt Act 1972 S111
Youth Club/Activities					3570					3570.00	**i/n**	Local Govt Act 1972 S111
Google Storage						1.33				1.33	**DD**	Local Govt Act 1972 S142
Environmental projects				70.44						70.44	**i/n**	Local Govt Act 1972 S112
Gower Food Festival						6824.52				6824.52	**i/n**	Local Govt Act 1972 S112
Tree Survey	88.42	88.42								176.84	**i/n**	Local Govt Act 1972 S112
TOTAL	**1964.89**	**2513.49**	**1575.09**	**70.44**	**3570.00**	**15064.28**	**4.25**	**0.00**	**720.70**	**25483.14**		

Pennard Community Council

Monthly Receipts	Sep-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**									**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								2862	2862					**2862.00**
Interest									82.86					**82.86**
Wayleaves														**0.00**
VAT														**0.00**
PEFTA Donations														
Regular bookings						1094.75	1194.50							**1194.50**
Casual bookings						19.5	49.5							**49.50**
Cancellations with 72 hrs + notice														
write offs due to heating														
Market						20	20							**20.00**
Pitch Hire		545	545.00											**545.00**
cancellations due to weather														
Cancellations with 72 hrs + notice														
Bench donation														
Burials				2730.00	2730									**2730.00**
TOTAL			**545.00**		**2730.00**		**1338.50**		**3965.71**		**0.00**		**0.00**	**8579.21**