These are DRAFT Minutes and may be amended when presented for adoption at the next meeting of Council

Clydach Community Council

Minutes of the Monthly Meeting of Council

Held on Tuesday, 17 November 2026 at 6.00 PM
Held in the Waterfall Suite, Forge Fach Resource Centre and Online

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Presiding:	Councillor Julian Nicholds
Present:	Councillors Sue Powell (online), Eve Jackson, Dylan Williams, Maria Farr, Rowena Bent and Jason Price
In Attendance:	Michaela Chaplin – Clerk and RFO

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1. **Apologies for Absence**
   Apologies received and accepted from John Hill, Siubhan Evan-Jones, and Rosemarie Chadwick

2. **Declarations of Interest**
   No declarations were received

3. **To consider matters raised by members of the public and to be reported upon by the Clerk at the next meeting, where appropriate limited to 10 mins**
   There were no members of the public present.

4. **To receive any reports from the County Councillors**
   Every month the Clerk invites the County Councillors to either attend the meeting or provide a report to be read out at the meeting. No report was received and no County Councillors in attendance.

5. **To confirm the Minutes of the Monthly Meeting of Council held on 20 October 2026**
   RESOLVED that the Minutes of the Monthly Meeting of Council held on 20 October 2026 be confirmed as a correct record.

6. **Matters arising from the Minutes**

7. **To consider the minutes of the Staffing Committee held on 10 November 2026 and, if appropriate, to adopt them or agree any necessary actions**
   RESOLVED to accept all the recommendations and that the minutes of the

Staffing Committee meeting held on 10 November 2026 be confirmed as a correct record.

8. **To consider the minutes of the Events and Projects Committee held on 10 November 2026 and, if appropriate, to adopt them or agree any necessary actions**
   RESOLVED to accept all the recommendations and that the minutes of the Events and Projects Committee meeting held on 10 November 2026 be confirmed as a correct record.

9. **To consider the minutes of the Open Spaces and Building Committee held on 10 November 2026 and, if appropriate, to adopt them or agree any necessary actions**
   RESOLVED to accept all recommendations and confirm the minutes of the Open Spaces and Building Management Committee meeting held on 10 November 2026 as a correct record.

10. **To consider the minutes of the Finance and Audit Committee held on 10 November 2026 and, if appropriate, to adopt them or agree any necessary actions**
    Cllr. Julian Nicholds provided an update on the budget and precept setting, confirming that all Committees had submitted their recommendations and the Finance and Audit Committee had considered the remaining budget items including the extra costs due to the boundary changes and increase in land, staff, and buildings. Formal approval of the 2027/2028 budget and precept will take place at the December Council meeting, pending confirmation from Swansea Council regarding the precept arrangements following the boundary changes.

    RESOLVED to accept all the recommendations and that the minutes of the Finance and Audit Committee meeting held on 10 November 2026 be confirmed as a correct record.

11. **To receive the Clerks report on financial transactions in October and November 2026**
    RESOLVED that the October/November 2026 payment list be approved, subject to an amendment to transaction 431 to correctly reflect the VAT element. The amended payment list has been appended to the minutes.

12. **To approve the bank reconciliation for the month ended 31 October 2026**
    RESOLVED that the bank reconciliation for the month ended 31 October 2026 be approved.

13. **To receive the Clerks report on Councillor vacancies**
    The Clerk informed Members that Councillor Caiden Thomas had resigned from the Council and that the Election Office had been notified accordingly.

    The Council currently has four Councillor vacancies, three of which are available for co-option. To date, no expressions of interest have been received.

Members were advised that, as the Council is now within six months of the scheduled elections, any further vacancies arising during this period can be filled directly by co-option. NOTED

14. To consider the Internal Auditors Interim report for 2026-2027

Members were informed that, due to technical issues with Microsoft and staff illness, the Internal Auditor's interim report had been delayed. The Internal Auditor had, however, confirmed that there were no immediate concerns.

The full report is expected to be presented at the December meeting.

RESOLVED that the Clerk implement any recommendations arising from the report as soon as it is received.

15. To receive an update on the Boundary Change – Craig Cefn Parc

A meeting was held on 9 November between Mawr Community Council and Clydach Community Council's Working Party to discuss the forthcoming changes. The Clerk provided a verbal update on the meeting, with the meeting notes having been circulated to Members by email and are appended to the minutes.

Members were advised that further investigations and meetings would be undertaken as part of the ongoing process. A site visit to see the land and buildings had been scheduled for Wednesday 25 November, with the next Working Party meeting arranged for Monday 14 December. NOTED

16. To receive the Clerks report on planning applications

RESOLVED no comment to the following applications

Reference	Address	Proposal
2026/1685/PLD	37 Graigola Road Glais Swansea SA7 9HS	Use of the land for siting a mobile home for use ancillary to the main dwelling (application for a Certificate of Proposed Lawful Development)
2026/1711/PLD	18 Llys Yr Onnen Clydach Swansea SA6 5BL	Single storey rear extension (application for a Certificate of Proposed Lawful Development)

17. To receive any reports from members representing outside bodies

There were no reports.

18. To provide any information which the Chair considers should be relayed to Council as a matter of urgency, or to suggest items to the Clerk for inclusion on the agenda for the next meeting

No matters raised.

19. To confirm the date of the next meeting

RESOLVED that the next meeting will be held on 15 December 2026.

20. Public and Press

RESOLVED that further to Subsection (1) of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the following two items, by virtue of the nature of the business to be transacted.

21. To discuss Matters arising from the minutes of a confidential nature

There were no matters for submission to Council.

22. To receive the Clerks' report on correspondence

All correspondence is emailed when received.

An email from a member of the public was received highlighting the lack of designated accessible parking spaces within Coed Gwilym Park car park. Members discussed the request and agreed to support the provision of accessible parking.

RESOLVED that the Clerk write to Swansea Council expressing the Council's support for the introduction of designated accessible parking spaces at Coed Gwilym Park car park.

An email has been received from SLCC regarding a Regional Training Seminar on the 20 January in Swansea. RESOLVED that the Clerk will attend.

Meeting closed at 6.33pm

Signed:

Date:

Clydach Community Council

PAYMENTS (AWAITING AUTHORISATION) LIST

11 November 2026 (2026 - 2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
		30/11/2026 - 30/11/2026				Confidential			11,119.14		11,119.14
394		08/10/2026		Barclays Business Ac		IT subscriptions	SA1 Solutions Ltd		128.90	25.78	154.68
396		12/10/2026		Barclays Business Ac	Gas FF	Forge Fach Gas	British Gas		175.74	35.15	210.89
395		12/10/2026		Barclays Business Ac		Amazon	Amazon		18.51	3.70	22.21
397		13/10/2026		Barclays Business Ac	Gas VH	Vardre Hall Gas	British Gas		35.40	7.08	42.48
399		13/10/2026		Business Premium M	FF electricity	Forge Fach Electricity	Corona Energy		1,292.74	258.55	1,551.29
398		13/10/2026		Barclays Business Ac	Biscuits, Milk Clim	Other	Susan Powell		4.46	0.89	5.35
400		14/10/2026		Barclays Business Ac		Planning application	Planning Application Wales		221.46	44.29	265.75
407		19/10/2026		Barclays Business Ac		IT subscriptions	SA1 Solutions Ltd		128.90	25.78	154.68
402		22/10/2026		Barclays Business Ac	Chair & pens	Office equipment	Euroffice		140.13	28.03	168.16
409		22/10/2026		Barclays Business Ac		Flag pole	One Stop Promotions Ltd		789.55	157.91	947.46
401		22/10/2026		Barclays Business Ac	Lights tested no fa	Lights Forge Fach	PES Systems Ltd		90.00	18.00	108.00
406		22/10/2026		Barclays Business Ac	Signage	Signage	SafetySigns4Less		146.48	29.30	175.78
403		26/10/2026		Barclays Business Ac		Hygiene	Cathedral Leasing Ltd		103.45	20.70	124.15
420		28/10/2026		Barclays Business Ac	Food for Halloween	Cinema	Asda Superstore		29.62	5.92	35.54
421		28/10/2026		Barclays Business Ac	Food for Halloween	Cinema	Tesco		29.18	5.84	35.02
419		28/10/2026		Barclays Business Ac		Amazon	Amazon		6.37	1.27	7.64
418		28/10/2026		Barclays Business Ac		BT	BT Group PLC		197.24	39.45	236.69
416		02/11/2026		Barclays Business Ac	Cinema food 28/1(	Cinema	Susan Powell		11.41	2.28	13.69
414		02/11/2026		Barclays Business Ac		IT support	SA1 Solutions Ltd		50.00	10.00	60.00
422		02/11/2026		Barclays Business Ac		IT subscriptions	Scribe		106.00	21.20	127.20
411		03/11/2026		Barclays Business Ac	Wallace & Gromit	Film	Filmbank Distributors LTD		93.00	18.60	111.60
423		03/11/2026		Barclays Business Ac	Clerk Manual 2026	Training	Society of Local Council Cl		49.20		49.20
429		03/11/2026		Barclays Business Ac		IT subscriptions	SA1 Solutions Ltd		128.90	25.78	154.68
415		03/11/2026		Barclays Business Ac		Grounds Maintenance	Apex Grounds Maintenanc		1,040.00	208.00	1,248.00
408		03/11/2026		Barclays Business Ac	VH Inspection & te	Maintenance	Fire Safety Direct		122.50	24.50	147.00
412		03/11/2026		Barclays Business Ac	EICR carried out	Maintenance	Williams Electrical (Cymru)		1,640.00	328.00	1,968.00
413		03/11/2026		Barclays Business Ac	PAT testing	PAT testing	Williams Electrical (Cymru)		328.00	65.60	393.60
410		03/11/2026		Barclays Business Ac		Maintenance	Welsh Stonework & Proprty		3,000.00		3,000.00
431		11/11/2026		Barclays Business Ac		Flags	Harcourt Colourprint Ltd		1,553.66		1,553.66
434		11/11/2026		Barclays Business Ac	Cable	IT Equipment	SA1 Solutions Ltd				
432		11/11/2026		Barclays Business Ac	VH boiler Room Flu	Maintenance	Crest		822.10	164.42	986.52
430		11/11/2026		Barclays Business Ac	Phil Uniform	Uniforms	J & S Sportswear		46.00		46.00

Clydach Community Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
449		04/11/2026		Barclays Business Ac		Christmas	Home Bargains		36.49	7.30	43.79
447		04/11/2026		Barclays Business Ac	Extra bin collectior	Trade Waste	City & County of Swansea		10.00		10.00
446		11/11/2026		Barclays Business Ac	Commission 14SEF	Bank Charges	Barclays Business Bank		9.70		9.70
434		11/11/2026		Barclays Business Ac	Cable	IT Equipment	SA1 Solutions Ltd				
432		11/11/2026		Barclays Business Ac	VH boiler Room Fl	Maintenance	Crest		822.10	164.42	986.52
448		11/11/2026		Barclays Business Ac	Trade Waste	Trade Waste	City & County of Swansea		253.17		253.17
433		11/11/2026		Barclays Business Ac	Development work	Website	Netbop		80.00	16.00	96.00
431		11/11/2026		Barclays Business Ac		Flags	Harcourt Colourprint Ltd		1,553.66	→ VAT xx	1,553.66
426		11/11/2026		Barclays Business Ac	Survey at Park Rov	Tree Survey	The Arb Team		230.00	46.00	276.00
427		11/11/2026		Barclays Business Ac	FF survey	Tree Survey	The Arb Team		290.00	58.00	348.00
428		11/11/2026		Barclays Business Ac	Buffer Service & Bl	Cleaning products	Cotton & Sons		158.42	31.68	190.10
430		11/11/2026		Barclays Business Ac	Phil Uniform	Uniforms	J & S Sportswear		46.00		46.00
								Total	**25,238.80**	**1,742.50**	**26,981.30**

Prepared by - CAMILLE GRIFFITHS

Approved by -

Approved by -

xx - needs to reduce by 20% for VAT reclaim

Clydach Community Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/10/2026			
	Cash in Hand 01/04/2026			203,524.60
	ADD			
	Receipts 01/04/2026 - 31/10/2026			220,955.61
				424,480.21
	SUBTRACT			
	Payments 01/04/2026 - 31/10/2026			229,867.89
A	**Cash in Hand 31/10/2026** (per Cash Book)			**194,612.32**
	Cash in hand per Bank Statements			
	Barclays Business Account	31/10/2026	75,090.78	
	Business Premium ME 9481	31/10/2026	20,226.98	
	Business Premium ME 4519	31/10/2026	106,014.72	
				201,332.48
	Less unpresented payments			6,780.16
				194,552.32
	Plus unpresented receipts			60.00
B	**Adjusted Bank Balance**			**194,612.32**
	A = B Checks out OK			

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Clydach Community Council

Meeting Notes for the Boundary Changes Meeting Between Clydach Community Council and Mawr Community Council

Held on Monday 9 November 2026 at 6.30 PM
Held in the Waterfall Suite, Forge Fach Resource Centre

Present: Clydach Community Council - Councillors Sue Powell, Julian Nicholds, John Hill and the Clerk and RFO Michaela Chaplin
Mawr Community Council – Councillors Linda Frame and Angela Willaims

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1. Assets and Facilities

Discussion took place regarding the assets and facilities currently owned or managed by Mawr Community Council.

Ffordd Ellen Children's Play Area

- The play area was installed in 2025.
- The annual play area inspection has been completed.
- Weekly safety checks are carried out by the current Councillors.

MUGA / Former Tennis Courts

The MUGA (Multi-Use Games Area) and tennis courts, was discussed.

Playing Field – Rhyddwen Road

- The playing field is used for football practice and other sporting activities.
- There is a longstanding covenant involving the Duke of Beaufort and Mawr Community Council, which restricts the use of the land to recreational purposes.
- Cllr Linda Frame advised that she had seen a copy of the covenant documentation in the Council archives.

Field – Craig Cefn Parc

- The field is used for flying model aeroplanes and general dog walking.

Craig Cefn Parc Welfare Hall

The hall is managed by a Hall Committee, which organises events and receives the income generated from all hall hire.

The Hall Committee is responsible for:

- PAT testing.
- Payment of all utility bills.
- Insurance for events organised by the Committee.

Mawr Community Council currently pays for the Hall Supervisor and weekly cleaning of the hall. The Community Council is also responsible for:

- Fire alarm and fire equipment servicing.
- Electrical Installation Condition Reports (EICR), when required.
- Building maintenance and repairs, when required.
- Building insurance.

Charitable Status and Trustee Arrangements

It was confirmed that Mawr Community Council acts as the sole trustee of Craig Cefn Parc Welfare Institute, which is a registered charity.

The constitution requires a minimum of five members/trustees. The latest version of the constitution is understood to date from 2019.

The following matters were highlighted:

- There is currently no separate bank account for the charity, with all financial transactions and expenditure being processed through Mawr Community Council's bank accounts.
- The charity's accounts have not been submitted to the Charity Commission since the 2022/2023 financial year.
- Mawr Community Council confirmed that it is working towards resolving these outstanding matters.

ACTIONS

1. The Clerk to arrange a meeting with Swansea Council for Voluntary Service (SCVS) to seek advice regarding the hall and its charitable arrangements.
2. Mawr Community Council to email the Clerk a copy of the latest constitution. Once received, the Clerk will seek further advice from One Voice Wales (OVW) and the Society of Local Council Clerks (SLCC).
3. The Clerk to contact the Hall Committee to discuss the current arrangements.

Community Gardens

- The land is owned by Mawr Community Council.
- The Community Gardens are maintained and managed by a group of volunteers.
- A small amount of money belonging to the Community Gardens is currently held within the bank account of Friends of Craig Cefn Parc.
- The Community Gardens group meets every Friday.

ACTION

- The Clerk to contact the Community Gardens group to discuss the current arrangements.

Grounds Maintenance and Potential Car Parking

- All land owned by Mawr Community Council is currently maintained by APEX Ground Maintenance.
- Mawr Community Council advised that it had previously hoped to apply for planning permission to convert the gravelled area into a car park for users of the hall.

2. Staffing

Mawr Community Council currently has four members of staff. The Clerk is employed on a locum basis and will be unaffected by the boundary changes.

Two other posts were discussed in relation to the proposed transfer to Clydach Community Council:

- Craig Cefn Parc Welfare Hall Supervisor.
- Grants Officer.

It was noted that TUPE would apply to the transfer of employees. Both the Clerk and Cllr Angela Williams advised that they had begun seeking guidance from One Voice Wales (OVW); however, the advice received had either been interpreted differently or appeared to be conflicting. Further clarification and specialist advice will therefore be sought.

The following details were provided regarding the two positions:

Craig Cefn Parc Welfare Hall Supervisor

- Currently works 15 hours per month.
- Responsibilities include opening and closing the hall for user groups and undertaking general tidying and cleaning between visits from the cleaning company, which attends weekly.

Grants Officer

- Has been employed by Mawr Community Council since January 2023.

- Currently works 10 hours per week.

It was acknowledged that the future duties and working arrangements for both employees following the transfer to Clydach Community Council have not yet been established.

ACTIONS

1. Mawr Community Council to meet with the current members of staff to discuss the proposed changes.
2. Both Mawr Community Council and Clydach Community Council to obtain further advice regarding TUPE and the implications of the transfer.
3. Mawr Community Council and the Clydach Community Council Clerk to arrange a further meeting with both members of staff at a later date.

3. Bank Accounts and Precept

A brief discussion took place regarding the transfer of bank accounts and the implications of the boundary changes for precept setting.

It was agreed that further advice and clarification would be required before any decisions could be made.

4. Date of Next Meeting

Monday 14 December at 6.30pm, Waterfall Suite.

Following these Notes being distributed Cllr. Linda Frame confirmed a few matters mentioned above.

1. Ffordd Ellen Children's Play Area is known as Parc Ellen and is an established recreational area which contains a grassed area, a former tennis court and a recently constructed MUGA. The MUGA was inspected by Gordon Inspections in 2025.

2. The area adjacent to Parc Ellen and the community garden is a dog walking area which is partly covered in gravel. MCC has considered applying for planning consent to use the gravelled area as a temporary car park when events are held at the Welfare Hall.

3. Residents use the area cited in 2. as a short cut and safe route between Ffordd Ellen and Rhyddwen Road. The right of way between the lock up garages and Rhyddwen Road is owned by Mawr Community Council.

4. The Playing Field on Rhyddwen Road is known as Parc Floyd and is used for sporting activities such as football practise, golf practise, and flying model aeroplanes. Family fun days, organised by the Hall Management Committee, are also held at Parc Floyd.

5. Craig Cefn Parc Welfare Hall - Mawr Community Council also pays for legionella tests.

6. The charity Craig Cefn Parc Welfare Institute has not submitted its accounts and annual return to the Charity Commission for the reporting year April 2025. The accounts and annual returns for 2021, 2023 and 2024 were submitted albeit after the deadlines.