



KILLAY COMMUNITY COUNCIL

CYNGOR CYMUNED CILÂ

MONTHLY MINUTES

Wednesday 24th September 2025
7.15pm multi-location meeting

Present (In person):		
Cllr Jim Robinson (Chair)	Cllr Sarah Gee	Cllr Joanne Fitton
Cllr Jan Evans	Cllr Dawn Morse	Cllr Ian Mortimer
City Cllr Louise Gibbard	Clerk to the Council – Sue Bagley	
Present (Remote)		
Cllr Bethany Rowe	City Cllr Mary Jones	Cllr Nigel Fletcher
Cllr P Walsh		
1. Apologies for absence		
City Cllr Jeff Jones	Cllr Rhiannon Barrar	Cllr Linda Aubrey
Cllr Tyrone Lewis		
2. Declaration of Personal and Prejudicial Interest.		<i>To be actioned by</i>
In accordance with the provision of the Code of Conduct, Council members must declare a personal and/or prejudicial interest at the commencement of such matters being discussed, or when the interest becomes apparent. Members disclosing an interest must enter the agenda number of the item, together with their interest, onto the relevant form supplied by the Clerk during each meeting. For members who are attending the meeting remotely, any interest is disclosed verbally and recorded by the Clerk. City Cllr M Jones declared a personal & prejudicial interest in item 8. Planning.		
3. Acceptance of Minutes of Meeting held on 27th August 2025		<i>To be actioned by</i>
The Minutes of the meeting circulated previously were accepted as being a true and accurate record.		
4. Matters arising from Minutes of meeting held on 27th August 2025		<i>To be actioned by</i>
Page 1 – Storage Cllr Robinson suggested that the area to the rear of his shop may be suitable for storage, and a shed could be erected. Cllr Fitton confirmed that once the work at the Scout Hall has been completed, the Community Council could use their premises. Cllr Fitton agreed to report back to the meeting in November with an update regarding the repairs at the Scout Hall. <i>NB: During the course of the meeting Cllr Fitton confirmed that KCC could use the Scout Hall for storage.</i>		October Agenda

Page 2 – Insurance – As confirmed by Cllr S Gee 1. Zurich don't specify duties/activities undertaken by employees/councillors/volunteers which would be covered under the policy (re personal accident/public liability - e.g. using ladders to erect bunting outdoors or indoors). They have stated that they would expect that we are risk assessing all of our activities, and doing our best to mitigate any risk involved. 2. Zurich do not have any limits to the age of volunteers. For those under 18 years of age, they would expect us to have safeguarding procedures in place. They would also expect us to be risk assessing activities for these younger volunteers, ensuring the activities are suitable for their age/experience levels. 3. Unfortunately, Zurich cannot offer cover for an event with more than 500 people in attendance at any one time on this policy. There would need to be less than 500 attendees at any single moment in time present at an event therefore (more could attend an event overall allowing for people coming and going). If we were interested in hosting an event exceeding this attendance limit, they could look to move KCC onto a bespoke policy where this could be accommodated for. 4. KCC is covered for "All contents owned by the council, excluding any other items specified on the schedule, subject to the single article limit", up to £50,000. There are Single Article limits listed in our policy schedule e.g. for computer equipment. <i>Zurich verbally advised that contents stolen in an unlocked vehicle or left in plain sight in a locked vehicle would not be covered - e.g. leaving a laptop on the seat of a car. Items stored in a locked vehicle out of sight would be covered.</i> 5. We also do have Legal Expenses cover as part of our policy. Contact: 0117 934 2116. Page 3 item 6a - Chairmans Report Cllr Robinson reported that he is still struggling to get everyone onboard with Cloud Storage. It seems unlikely that everyone will use it at the present time so it is noted that the resource is available for any Councillor that would like access. Page 4 item 13 - Policies Safeguarding & Code of Conduct Training is booked for Friday the 20th of February 2026 in Siloam Chapel Hall at 9.30am.	<i>October Agenda</i>
5. Correspondence received	<i>To be actioned by</i>
All important correspondence has previously been circulated. • Adrian Berendt, Director, of 20's Plenty for Us has circulated information regarding the 20mph speed limit in Wales which is now 2 years old. The Clerk will circulate this information to Councillors.	S Bagley
6. Reports	<i>To be actioned by</i>
The following reports were made by the relevant members – all reports were circulated prior to the meeting. a) Chair's Report (JR) No report. All items covered within the agenda. b) City Councillors' Reports (MJ; JJ; LG) Appendix 1 & 2 See circulated report Cllr Robinson asked City Cllr Jones if the speed survey had commenced by the Railway Inn on the Gower Road. This will be completed after the School holiday.	

c) Clerk’s Report (SB) No report. All items covered within the agenda. d) Publicity (JR; BR; SG) No report. e) Gardening Committee (JE; PW; DM; MJ) Appendix 3 See circulated report Cllr Fletcher also circulated a report on the wild flowers on Gower Road Appendix 4 Following a brief discussion Cllr Robinson asked Councillors if they wished to purchase more plug plants to be planted on the bank outside St Hilary’s Church. A provisional budget of £120.00 was agreed. Cllr Fletcher will liaise with Cllr Aubrey as to the purchase. Cllr Evans added that the flowers currently in the beds in the Precinct need to be removed and asked for volunteers to help with the task. f) Public Rights of Way (RB, BR, SG, NF) Appendix 5 See circulated report	Cllrs Fletcher/Aubrey All members												
7. Financial Report (SB/JR)	<i>To be actioned by</i>												
i) Statement of bank details - circulated previously. (SB) Appendix 6 ii) The following payments were proposed by Cllr J Fitton and seconded by Cllr J Evans and approved for payment: <table><tr><td>S Bagley</td><td>Father Christmas Suit</td><td>Deposit</td><td>£35.00</td></tr><tr><td>Clerk Expenses</td><td>Expenses</td><td>Clerk's expenses</td><td>£31.40</td></tr><tr><td>L Aubrey</td><td>Crafts</td><td>Halloween</td><td>£16.38</td></tr></table> The Clerk reported that prior to the next meeting the Christmas Tree will need payment at a cost of £344.40. This was approved. - A quotation has been received from Phillips Services for the Christmas lights of £4,343.31 This will be discussed at the next meeting. The quotation includes two traders who no longer require the lighting following recent building work. The Clerk agreed to request from Phillips that these traders be removed from the quotation. - The Clerk’s salary is negotiated annually and set by NJC conditions; the 2025/2026 rate has been sent to the Auditor for his calculations which is an uplift of 3.2%. - The Finance Committee have also agreed a £10.00 increase to the Auditor Ron Dolbear which is an uplift on the same scale that NJC conditions are applied to the Clerk.	S Bagley	Father Christmas Suit	Deposit	£35.00	Clerk Expenses	Expenses	Clerk's expenses	£31.40	L Aubrey	Crafts	Halloween	£16.38	S Bagley
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8. Planning Report (JF; SG; MI)	<i>To be actioned by</i>
City Councillor M Jones left the meeting. Report previously circulated. Any interested person can also look at the Planning applications and make representations themselves using this portal:- https://property.swansea.gov.uk/online-applications/search.do?action=weeklyList	
9. Events	
Halloween – Wednesday 29th October 2.00 – 4.30 - It was agreed that set up would commence at 12.30 and 7 members confirmed they would be available to help. - The Clerk agreed to order the Soft Play, to be delivered at 1.00 pm - Equipment for the event will be collected from Cllr Mortimer's garage prior to the event. - Cllr Robinson asked how widely we should advertise the event; Cllr Rowe will produce the posters and send out a few days prior to the event to local Primary Schools. - Final details will be confirmed at next meeting. Killay Market - Saturday 22nd November - Cllr Gee reported that the details for the Market are going well, and asked if anyone knew of Carol Singers who may be able to help. - Advertising is on the Swansea Bay Steet Market website. - It is proposed that the Christmas tree and precinct lights are switched on for the duration of the market. Father Christmas Parade – Monday 24th November - The Christmas Tree will be delivered on Thursday 20th November. - The timers for the lights in the precinct will be switched on at the end of the market on Saturday 22nd. Timers for lights run from other properties will be set by Phillips on Monday 24th November. - The Clerk reported that she had received a request from the Chair of Livingstone's that Father Christmas stop at the Precinct this year. Mr Barry suggested that a Gazebo be put up and Livingstone's would help with the cost. Cllr Fitton mentioned that the Scouts and Guides would be able to help. The Clerk was asked to speak to Cllr Tyrone Lewis (AKA Father Christmas) to ask if he would be prepared to stop at the Precinct for a photo opportunity with the children. Father Christmas Grotto – Saturday 6th December - Siloam Chapel Hall. - Tickets will be available and Allan at the card shop will be asked to help with the sale of the tickets, it was also suggested that other traders could also help out. - Cllr Fletcher agreed to speak to his colleague who was Father Christmas at the Grotto last year to ask if he would kindly help us again this year. - Cllr Fletcher agreed to complete a Risk Assessment. Carol Service – Siloam Chapel 14th December. - Cllr Evans asked if a pianist would be available. This will be discussed next month.	S Bagley October Agenda S Bagley October Agenda Cllr Fletcher October Agenda
10. Requests for donations	<i>To be actioned by</i>
No requests received	

11. DBS Policy – Amendments and Adoption (SG)	<i>To be actioned by</i>
• Cllr Gee has previously circulated a DBS Policy to all Councillors. This was agreed and adopted. • Cllr Fitton will research the Scottish system of DBS checks which is £21.50 per person = £279.50 approximately. Cllr Robinson felt that this should be carried out as soon as possible.	Cllr Fitton
12. Equalities and Inclusion: policy and actions plan (SG)	<i>To be actioned by</i>
This policy has previously been circulated to all Councillors. • Cllr Gee stated that the period of review on the action plan should be every 3 years. • The plan has been updated and some amendments made, a local directory of businesses has been suggested but this may be difficult to maintain, maybe a list of resources and key places where people can find the information they require. • Cllr Gee is happy to complete this and will send on to Cllr Robinson for comment. • This is our final policy and Action plan which all Councillors agreed upon and will be added to the website.	. Cllr Gee Cllr Robinson
13. Safeguarding policy. (SG)	<i>To be actioned by</i>
• Safeguarding & Code of Conduct Training booked for Friday the 20th February 2026 at Siloam Chapel Hall – 9.30 am • An induction pack will be created for any new Councillors. • Cllr Jones is the lead for Safeguarding and Cllr Gee as her deputy.	All Councillors
14. Food Hygiene Course Level 2 -	<i>To be actioned by</i>
The Food Hygiene Course has temporarily been postponed.	
15. Walking Map (RB)	<i>To be actioned by</i>
This item is ongoing.	
16. Storage	<i>To be actioned by</i>
• Cllr Robinson confirmed that £600.00 has been allocated for storage. (Note: further checking has revealed that this is actually £500.00) • Cllr Fitton commented that if the Scout Hall is suitable for storage, cost would be discussed at a later date.	October Agenda
17. Review of Standing Orders/Financial Orders – update (JF/JR/MJ)	<i>To be actioned by</i>
This item is ongoing.	
With no further business the meeting closed at 21.00 hours	