



# KILLAY COMMUNITY COUNCIL

## CYNGOR CYMUNED CILÂ

MONTHLY MINUTES  
Wednesday 1<sup>st</sup> July 2026  
7.15 pm multi-location meeting

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| <b>Present (In person):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                 |                          |
| Cllr Jim Robinson (Chair)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Cllr Dawn Morse                 | Cllr Rhiannon Barrar     |
| Cllr Nigel Fletcher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Cllr Joanne Fitton              | Cllr Linda Aubrey        |
| City Cllr Louise Gibbard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Clerk to the Council Sue Bagley | Cllr Peta Walsh          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                 |                          |
| <b>Present Remote:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                          |
| Cllr Beth Rowe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |                          |
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| <b>1.Apologies for absence:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                 |                          |
| City Cllr Jeff Jones                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Cllr Mary Jones (Vice chair)    |                          |
| Cllr Jan Evans                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Cllr Sarah Gee                  |                          |
| The meeting due to be held on the 24 <sup>th</sup> June, was postponed due to high temperature.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                 |                          |
| <b>2. Declaration of Personal and Prejudicial Interest.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                 | <i>To be actioned by</i> |
| Cllr Fletcher declared an interest in item 8 – Planning re 2026/0846                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                 |                          |
| <b>3. Acceptance of Minutes of Meeting held on 27<sup>th</sup> May 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                 | <i>To be actioned by</i> |
| The minutes of KCC Annual General meeting held on the 27 <sup>th</sup> May were proposed by Cllr R Barrar, and seconded by Cllr J Robinson – approved by full council.<br><br>Minutes of the meeting held on 27 <sup>th</sup> May were proposed by Cllr D Morse seconded by Cllr L Aubrey, approved by full Council.                                                                                                                                                                                                                                                                                                                                                                      |                                 |                          |
| <b>4. Matters arising from Minutes of meeting held on 27<sup>th</sup> May 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                 | <i>To be actioned by</i> |
| <p><b>Page 2 – item (11)</b> Management of the website is ongoing.</p> <p><b>Page 2 – item (d) Consideration of additional memberships for the Clerk</b><br/>The Clerk has checked with The Society of Local Council Clerks (SLCC) and reported back that without taking out full membership the only help they could give was in the form of templates and policy advice, which KCC currently do not need.</p> <p><b>Page 3 – Item (f) Public Rights of Way</b><br/>Cllr Barrar requested that two more locations be added to the distribution list for the maps namely the Dunvant Farm Shop and Animal Supplies, also the Railway Inn.<br/>Proposed by Cllr D Morse/Cllr L Aubrey.</p> |                                 |                          |

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| <b>5. Correspondence received</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <i>To be actioned by</i> |
| <p>All relevant correspondence had been circulated to members prior to the meeting.</p> <ul style="list-style-type: none"> <li>• Clerks &amp; Councils Direct monthly magazine passed to Cllr Fletcher.</li> <li>• Swansea Council 10-year Events Strategy survey - this has been circulated previously to all Councillors.<br/>All Councillors are encouraged to complete the individual survey – submissions to be received by the 4<sup>th</sup> July.<br/>Due to the limited time span KCC are happy to support the submission by Lower Llanrhidian CC.</li> <li>• The Clerk read a recommendation from Cllr J Evans to accept Mrs Sue John as a Volunteer for KCC.<br/>The Clerk also read a letter from Mr Gerry Shaw who wished to be considered as a Volunteer for KCC.<br/>This item will be discussed further under agenda number 12.</li> <li>• Cllr Robinson produced a booklet from Pennard Community Council, which states that they are actively looking for members of the Community to join their Committees and Working Groups. Their booklet shows all Councillor members and also includes members of the public who have been co-opted as Volunteers.</li> <li>•</li> </ul> |                          |
| <b>6. Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <i>To be actioned by</i> |
| <p>All available reports had been circulated prior to the meeting.</p> <p><b>(a) Chair's Report (JR) – Appendix 1</b><br/>Report circulated and noted.</p> <p><b>(b) City Councillors' Reports (MJ; JJ; LG) – Appendices 2 &amp; 3</b><br/>Previously circulated and noted.<br/>Cllr Fletcher mentioned that in Cllr M Jones report she reported an issue that was brought to her attention by a member of the public.<br/>Cllr Fletcher asked what the issue was. In the absence of Cllr M.Jones, Cllr L Gibbard stated that maybe it was an overgrown tree covering the path</p> <p><b>(c) Clerk's Report (SB)</b><br/>All matters were covered within the agenda.</p> <p><b>(d) Publicity (JR; BR; SG; MJ)</b><br/>No report was available.</p> <p><b>(e) Gardening Committee (JE; PW; DM) – Appendix 4</b><br/>The report had been previously circulated and was noted.</p> <p><b>(f) Public Rights of Way (RB; BR; NF) – Appendix 5</b><br/>The report had been previously circulated and was noted.</p>                                                                                                                                                                                    |                          |
| <b>7. Financial Report (SB/JR)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <i>To be actioned by</i> |
| <p>(i) <b>Statement of Bank Details (SB) – Appendix 6</b></p> <p>(ii) <b>Bank Statement for May has been checked and verified by Cllr N Fletcher</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |

The Statement of Bank Details had been previously circulated.

### (iii) Payments

Payments to be approved previously circulated - **Appendix 6 2026**

The Clerk reported that she has claimed from HMRC a VAT refund for **£2511.94**

| Payee            | Payment for         | Budget         | Amount  |
|------------------|---------------------|----------------|---------|
| <b>June 2026</b> |                     |                |         |
| *Siloam chapel   | Donation            | Donation       | £100.00 |
| **Siloam chapel  | Room rental (S/O)   | Room rent      | £30.00  |
| **YU Energy      | 6 June Electricity  | Electricity    | £12.76  |
| **Lloyds bank    | Bank charges        | Bank charges   | £4.25   |
| Ashley Greaves   | Repairing railings  | Maintenance    | £200.00 |
| S.Bagley         | Salary              | Salary         | £567.80 |
| Parish of Killay | Tea party room hire | Events         | £70.00  |
| HMRC             | PAYE                | Clerk PAYE     | £141.60 |
| R Dolbear        | Audit               | Internal Audit | £150.00 |
| S Bagley         | Expenses            | Clerk Expense  | £31.40  |
| L Aubrey         | DBS Check           | Training       | £21.50  |

\*Payment approved at previous meeting.

\*\*Payments made prior to the meeting (Standing orders and Direct debits)

Resolved: That the Payments be approved.

**Proposed** by Councillor L Aubrey Seconded by Councillor Robinson

- (iii) Acceptance of External Auditors report for 2024/2025 – points were noted and accepted.

(iv)

The Welsh Audit Office stated in their report that KCC had failed to obtain 3 quotations for the Planters and flowers etc.,  
Cllr Fletcher asked the Clerk to contact the Parks department to enquire if KCC were able to obtain an alternative supplier and would they need permission from the City & County of Swansea to put baskets etc on CCS lampposts and also their land.

A reply was received from Jonathan Hurley CCS who stated that whilst CCS would not object there were many rules and regulations that a different supplier would have to adhere to.

A different supplier would charge for the troughs and planters currently in situ but owned by CCS, watering and feeding the plants very early in the morning (5 am) would cause a problem.

City Cllr L Gibbard agreed to speak CCS Council member (Andrew Stevens) to ask if he could suggest a solution.

- (vi) **Accounts 2025/2026** Cllr Robinson read out the Internal Auditors report, which was accepted and approved. This will now go with the Annual Return to the Welsh Government. The auditor has made a recommendation that we change the way the cashbook is worked.

Proposed by Cllr L Aubrey and seconded by Cllr J Fitton – approved by full Council.

CC L Gibbard

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| <b>8. Planning Report (JF; RB; SG; NF) - appendix 7</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <i>To be actioned by</i>                                                                    |
| Cllr Fletcher declared an interest in item 8 – Planning re 2026/0846.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                             |
| <b>9. Events</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                             |
| <p><b>(a) Killay Market – 18<sup>th</sup> July at Killay Precinct</b><br/>All details have previously been discussed, and action points agreed.</p> <p>The Commercial Inn Car Park is currently closed due to ongoing building work. The dentist in Cygnet Close, Killay has agreed that we can use their car park.</p> <p>KCC will have a Pop-Up table and a banner, this will not need to be manned.</p> <p>Cllr Robinson requested help with posters for the Notice Boards, to advertise the event.<br/>Cllr L Aubrey offered to distribute.</p> <p><b>(b) Friends of Dunvant Park Fun Day - Saturday 25th July</b><br/>Councillor Fitton requested volunteers to assist on the day, with arrival requested at approximately 11.00 a.m. C Cllr Gibbard requested help to erect the gazebos.<br/>It was suggested that attendees be encouraged to bring a picnic, weather permitting.<br/>Final arrangements will be discussed at the July meeting.</p> <p><b>c) Song of Praise – Killay Precinct Sunday 9<sup>th</sup> August 6 pm</b><br/>An ecumenical event including St Hilary's Church, Siloam Chapel Baptist Church, Ebenezer Baptist Church and St Joachims. – All Cllrs are invited to attend.</p> <p><b>d) Fun Day – Tuesday 11<sup>th</sup> August – Killay Scout Hut – 1pm to 3.30pm</b><br/>Cllr Fletcher agreed to contact the PCSO and Fire Brigade. – further details to be discussed in July.</p> <p><b>e) Tabletop Sale and Band Night Saturday 29<sup>th</sup> August</b><br/>The Table Top sale will be advertised on social media.</p> <p>The Clerk has received confirmation from Stuart Rees, CCS that all bagged waste, ie bottles and cans will be collected from the Precinct on Sunday morning. The Clerk will contact them nearer the date to remind them.</p> <p>Cllr Robinson has booked the band. – Guilty Pleasure.</p> | <p>Cllr Aubry</p> <p>July agenda</p> <p>Cllr Fletcher<br/>July Agenda</p> <p>Sue Bagley</p> |
| <b>10. Requests for donations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <i>To be actioned by</i>                                                                    |
| No requests received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                             |
| <b>11. Review of Standing Orders/Financial Orders – update (JF/JR/MJ)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <i>To be actioned by</i>                                                                    |
| <p>Standing Orders have previously been forwarded to all Cllrs, proposed by Cllr L Aubrey, seconded by Cllr D Morse approved by full Council.</p> <p>Any action points will be dealt with later in the year with the Financial Regulations.</p> <p>A full list of Council meetings has been put on the website and the Notice Board.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                             |
| <b>12. Volunteering Procedure – 1st Draft</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <i>To be actioned by</i>                                                                    |
| <p>Cllr Robinson thanked Cllr's Fletcher and Gee for drafting the Volunteer Procedure.</p> <p>This has been circulated to all Councillors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                             |

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| <p>Cllr Robinson briefly talked about the Volunteering Procedure, which is still in draft until it has been officially adopted by Council.</p> <p>Two letters of volunteering have been received one from Mrs S John and one from Mr G Shaw - (item 4 correspondence) they were both accepted in principle.</p> <p>Cllr Robinson stated that when the Volunteer Procedure is officially adopted, they can sign the form, and help out at any KCC function when required.</p> <p>In the meantime, they can help out until the procedure is adopted.</p> <p>Cllr Fitton suggested that an emergency form be created to show emergency contact telephone numbers for Councillors and Volunteers this will be strictly confidential.</p> | Sue Bagley                                    |
| <b>13. Councillor Induction procedure.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                               |
| <p>Cllr Robinson stated that he agreed with the Councillor Induction draft.</p> <p>The first 4 pages is our policy which is sent out to new Councillors and page 5 is a form to sign which states they have received the document.</p> <p>Cllr Robinson proposed that this document be adopted as a working document which can be amended from time to time.</p> <p>All Councillors agreed to adopt this Policy. – all approved.</p>                                                                                                                                                                                                                                                                                                 |                                               |
| <b>14. Training Plan Review</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                               |
| <p>The Training Policy Plan was agreed by all Councillors and approved.</p> <p>The Co-option Policy has to be reviewed. - Cllr Fitton agreed to look at this Policy.</p> <p>Social Media Policy also has to be reviewed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Cllr Fitton                                   |
| <b>15. National Emergency Briefing Film.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               |
| <p>This film was originally a presentation to Central Government at Westminster and was subsequently turned into a film for distribution for anyone to watch.</p> <p>Cllr Robinson has suggested that KCC sponsor this film and invite Councillors from other Community Councils, and also offer it to business owners, Churches and anyone who may be interested. A venue was suggested as Dunvant Social Centre as they have licence to show films.</p> <p>City Cllr Gibbard will check the availability of Dunvant Social Centre.</p> <p>Councillor Peter Jones will introduce the film. Following the 50 minute film there will be a discussion.</p>                                                                             | C Cllr L Gibbard                              |
| <b>16. Time of close of meeting. 8.45 pm</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               |
| <p><b>Signed by:</b> (Chair)</p> <p>J Robinson </p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><b>Date:</b> 22<sup>nd</sup> July 2026</p> |