

MAWR COMMUNITY COUNCIL

Minutes of an **Ordinary Meeting** of Mawr Community Council held remotely via Zoom on Wednesday 25th November 2025 at 7.00pm.

Present:

Chair: Cllr Darren James (DJ)

Councillors: Cllr Angela Williams (AW); Cllr Linda Frame (LF); Cllr Gareth Richards (GR); Cllr Catherine Evans (CE);

Absent: N/A

Apologies: N/A

In Attendance: Mr M Thomas (Clerk & RFO)
Members of the public (3)

Declarations of Interest: None

Questions from the public relating to items on this agenda (limited to 10 minutes)

No members of the public had any questions in relation to the agenda

FC/25-26/99.

County Councillor Reports

Cllr Mark Tribe (Llangyfelach):

- 2 picnic benches, generously donated by a member of the public, have been installed on Sally's Way, ideally for parents / guardians who now have the opportunity to rest whilst observing their children within this site.
- I have received a second quote for remedial work, again within Sally's Way and will be seeking an agreement with MCC to determine which company to opt for.
- I have managed to obtain one of the two missing banners advertising Felindre Market from Swansea City Council.

And finally, I have received confirmation from both Highways and the Parks Department that the issue with non-clearance of the drainage system and lack of hedge trimming g activity has been resolved

Cllr Kevin Griffiths (Pontarddulais):

All good in Garnswllt. Most of the issues I have reported to me during my monthly surgery tend to be sorted straight away.

If there is something that needs to go through Mawr, I will put it in a report and pass it on in a monthly report.

RESOLVED: to note the reports.

FC/25-26/100.

Accuracy and Approval of Minutes of the Ordinary Meeting of Full Council held on 18th June 2025

The Clerk advised of a formatting update to these minutes following the internal audit report recommendations to offer minute numbers in a specific format.

RESOLVED: AW proposed, seconded LF - Accept the amendments to the minutes.

FC/25-26/101.

Accuracy and Approval of Minutes of the Extraordinary Meeting of Full Council held on 16th July 2025

The Clerk advised of a formatting update to these minutes following the internal audit report recommendations to offer minute numbers in a specific format.

RESOLVED: DJ proposed, seconded AW – Accept the amendments to the minutes.

FC/25-26/102.

Accuracy and Approval of Minutes of the Extraordinary Meeting of Full Council held on 12th August 2025

RESOLVED: LF proposed, seconded AW – Accept the minutes as an accurate representation of the meeting.

FC/25-26/103.

Accuracy and Approval of Minutes of the Extraordinary Meeting of Full Council held on 16th September 2025

RESOLVED: LF proposed, seconded AW – Accept the minutes as an accurate representation of the meeting.

FC/25-26/104.

Accuracy and Approval of Minutes of the Extraordinary Meeting of Full Council held on 10th November 2025

RESOLVED: LF proposed, seconded DJ – Accept the minutes as an accurate representation of the meeting.

ADMINISTRATION

FC/25-26/105.

Update from councillors who attended training this month

Cllr D James advised that he attended 'The Council Meeting - Module 5' on October 22nd and stated that it was well delivered and insightful into the minimum requirements for a Council meeting and would recommend the training to those who have yet to do it.

FINANCE, EMPLOYMENT AND POLICY

FC/25-26/106.

To approve the October payments

Members were provided with the following list of payments totalling **£13,819.83**.

Payee	Net £	VAT £	Total £
British Telecom PLC	167.94	33.59	201.53
Apex Grounds Maintenance Ltd	2,250	450	2,700
Shine Above the Rest	32	0	32
02 Telephonica UK Limited	7.84	1.57	9.41
Service Master Swansea (FWH)	285.89	57.18	343.07
Service Master Swansea (CCP)	285.89	57.18	343.07
PES Systems Ltd	213.41	42.68	256.09
Eon Next Energy Ltd	12.18	0.61	12.79
UK2: Website Domain	11.19	2.24	13.43
Staff Costs	-	-	3,500*
Clerk: Office expenses – Printing ink, portable hard drive (for file/system backups), VPN, AI.	230.76	57.68	288.44
Audit Fees	6120	-	6,120
		TOTAL	£13,819.83

*The Clerk advised that the exact staff costs were £3,443.85 as he had since received the figure from the payroll company.

RESOLVED: CE proposed, seconded LF – to accept the above October payments.

FC/25-26/107.

To approve the November payments

Members were provided with the following list of payments totalling **£7,455.06**.

Payee	Net £	VAT £	Total £
British Telecom PLC	202.11	40.42	242.53
Apex Grounds Maintenance Ltd	2,250	450	2,700
Shine Above the Rest	128	0	128

02 Telephonica UK Limited	7.84	1.57	9.41
Service Master Swansea (FWH)	285.89	57.18	343.07
Service Master Swansea (CCP)	285.89	57.18	343.07
PES Systems Ltd	90.00	18.00	108.00
Eon Next Energy Ltd	16.93	Est	16.93
Staff Costs	-	-	3,444.05
Clerk mileage	53.55	-	53.55
C Curtis: Halloween Crafts	120	-	120
		TOTAL	£7,455.06

The Clerk advised that his timesheet and mileage calculations had been left out of the document pack sent to members so the 'Clerk Mileage' payment would be deferred to the next meeting.

RESOLVED: DJ proposed, seconded GR – to accept the above November payments excluding the deferred payment.

FC/25-26/108.

To review the bank reconciliation and cashbook for September and October

Members were provided with the bank statements, cashbook (appendix 1) and bank reconciliations (appendix 2) for September and October. The Clerk advised of key expenditures that have occurred.

RESOLVED: Council to note the information.

FC/25-26/109.

To review and confirm the VAT return

Members were provided with the VAT return (appendix 3) that encompasses invoices paid from April through to the end of October. The total amount to reclaim for this period is £7,121.40.

RESOLVED: AW proposed, seconded CE – to accept the VAT return and authorise the Clerk to reclaim this amount.

FC/25-26/110.

To receive the following update from the Grants Officer

Grant report October

Grants completed

COAST food poverty - Food Poverty chased and approval to spend on 'food hampers' with selection boxes for Christmas was given in writing.

COAST events – part complete: 2 x Halloween craft sessions run in Felindre (attendance - 27 and Garnswllt - 17). Parties in CCP (75) and Garnswllt (60).

Rural Anchor RA046, RA043, RA034 – one year post grant tracking forms returned for all three grants.

Grants in progress

RA4029 solar PV Felindre – installation complete, SCC site visit 20/11/2025.

COAST events - The CCP craft session will run in February half term. Grant completion paperwork to be sent then.

Grants at research/application stages

St David's Day Celebration - information circulated to all hall committees, ideas costed, application to be submitted by MCC.

Community Foundation – information circulated to all hall committees and help offered with applications
MCC website – looking for funding

Other

- admin and supporting the clerk with information
- ongoing grant searches
- distributing grant information to the hall committees

RESOLVED: Council to note the information

FC/25-26/111.

To grant delegated powers to the Grants Officer to obtain grant funds that support the Councils interests.

The Clerk advised that there are many grant funds that open and close by the time the Council get chance to meet to discuss and implement them which is why the Grants Officer works the way she currently does.

Allowing the Grants Officer delegated authority to continue to bring funding in as she currently does would enable the entire process to be faster and more effective which will allow the continued flow of grant funding into the Community.

Members declined the delegation of authority to the Grants Officer, advising that they wished to be more involved in the grants process and requested that the Grants Officer identify grant funding opportunities and bring those to the Full Council meetings where they can be discussed and authorised prior to any activities or expenditure taking place.

RESOLVED: LF proposed, seconded AW - Grants Officer to present identified grant funds to the Council and not to apply for anything without review and approval during a Full Council meeting.

ESTATES AND HEALTH & SAFETY

FC/25-26/112.

To receive an update on floodlights for the MUGA in CCP

The Chair advised that he had not been able to discuss further options with the electricians but did advise that he was hoping to explore the option of having an 'on demand switch' within the MUGA such as you have in tennis courts etc so that the lights aren't on constantly. It was raised that there could be the issue of the lights turning off and the MUGA being in total darkness and causing a health and safety issue. Members requested the Clerk to investigate plausible options.

RESOLVED: proposed DJ, seconded LF - Clerk to investigate plausible options for a switch within the MUGA to activate the floodlights.

FC/25-26/113.

To review the planters across Mawr CC boundary

Members advised that Mawr CC only have responsibility for the planters surrounding the MUGA in Craig Cefn Parc and a singular one in Felindre. The remaining larger planters are the responsibility of Swansea City Council. Members decided that the planters that Mawr CC have responsibility for are rotten and overgrown and it would be best to fully remove them, Cllr G Richards advised that he would look to do this personally. Members asked the Clerk to pass on the comments regarding the unsightly large planters to the City and County Council members for their thoughts.

RESOLVED: proposed DJ, seconded LF – Cllr G Richards to remove the Mawr CC planters. Clerk to advise City Council members of the current state of their planters.

FC/25-26/114.

To review the plans for the land previously occupied by Swansea CC contractors in CCP

Members were advised that the contractors had now finished in Craig Cefn Parc and, as per a previous agreement, offered to leave the hard standing down with the view that Mawr CC would wish to pursue a car park on that land.

Members agreed that a car park would help with parking issues when events are run in the welfare hall. They acknowledged that a proper public consultation and due process would have to take place, so would like the Clerk to approach planning in Swansea CC and ask them for the steps involved with officially turning this space into a car park.

RESOLVED: proposed DJ, seconded GR – Clerk to ask Swansea CC for advice on the process to conduct a public consultation in relation to a potential planning application.

FC/25-26/115.

To consider the supplying of selection boxes to each hall for their Christmas activities

Cllr Frame requested that the Council consider the supplying of selection boxes for each welfare halls Christmas activities. In total there would be 175 selection boxes. Members agreed to the request and requested that the Clerk purchase the selection boxes with a total budget of £300.

RESOLVED: proposed LF, seconded AW – Clerk to purchase 175 selection boxes and distribute accordingly between the 3 welfare halls.

FC/25-26/116.

To receive the following report from Craig Cefn Parc Welfare Hall

October: I can update you that CCP welfare hall held a 'Glasto on the Graig' music event in the hall on 14th Sept it was meant to be a big festival type family fun day event however was changed due to the extreme weather to a smaller indoor event. The day involved live music including both professional singers and young up and coming talent who made their debut in front of a live audience. Funding for the event had been sourced from coast.

November/December: Craig Cefn Parc welfare hall have had a busy month. We held a Halloween disco which was attended by over 70 children. Due to funding sourced by MCC we were able to do this at a reduced entry fee where food was provided for each child.

November 16th wize productions attended with a Panto performance of Snow White. Unfortunately, this was very poorly supported, and the event was run at a loss of over £500.

A Christmas shopping evening was held 19th November; this was well supported.

Dec 7th the committee have organised Lunch with Santa.

Members thanked the hall for provided a detailed report from the past few months. Cllr Frame asked if the remaining funds from the food poverty grant could be distributed to Felindre and Garnswllt now that Craig Cefn Parc had received their share of the grant fund. It was decided to check with the grants officer on the terms of the grant funding.

RESOLVED: proposed LF, seconded CE – Clerk to check with the Grants Officer on the terms of the grant funding and its reappropriation going forward.

FC/25-26/117.

To receive the following report from Felindre Welfare Hall

Not much to report this month but would like to say a big thank you to both the Clerk and Linda for all the work you have both done with David in getting the licence sorted and coming over to Felindre on a Saturday to get it signed. We look forward to receiving the final copy of it.

As we haven't been able to apply for any grants for the last 4 years, we have missed out on a lot of funding for the hall and I'm afraid it shows in the infrastructure and decor of the hall. It looks very scruffy, and we look forward to being able to get some grants now to improve the facilities for the community.

RESOLVED: to note the information

FC/25-26/118.

To receive the following report from Garnswllt Welfare Hall

September

- *The Kitchen cutlery drawer has been fixed.*
- *Benches we could possibly have from the Football Field to utilise outside the hall.*
- *The Complete Insurance Plan we spoke about to cover the three halls.*
- *The Boiler Insurance is due for renewal later this month.*
- *Thank you for remembering about the penetrating damp coming through the West Gable End of the Hall. Hopefully a Grant can soon be found to cover the cost of repair.*

October

- The Pensioners' Association met only twice in the month owing to illness and a lunch date at the Buck Pontlliw.
- The Line Dancing was well supported every Wednesday evening from 6.30pm till 7.30pm
- SCC Councillor Griffiths held his monthly Surgery.
- The Keep Fit Class was held for two weeks owing to work commitments.
- The Coffee Morning was held every Thursday from 11.00am till 12.30, supported by the regulars.
- The Dog Training was held on the weekends.
- The very successful Halloween Party was well attended on Friday 30th October. Our thanks to MCC for the Grant Money that covered the cost for the night. Photos attached: -

- The hall has been beautifully decorated by the hardworking committee, in preparation for the Santa Parade on the 5th of December.

RESOLVED: to note the information

CONFIDENTIAL ITEMS

The following resolution was proposed by the Chairman and passed unanimously:

To suspend standing order 22.a for the purpose of discussing the following items with the exclusion of the press and public.

FC/25-26/119.

To confirm the Councils pension provider.

RESOLVED: proposed CE, seconded LF – Council to adopt the Local Government Pension scheme with Swansea CC.

FC/25-26/120.

To discuss quotes for Councillor, staff emails and office M365.

Quote 1	Quote 2
<p>Upfront/One-Off Costs</p> <ul style="list-style-type: none"> • Total One-Time Cost: £633.75 	<p>Upfront/One-Off Costs</p> <ul style="list-style-type: none"> • Total One-Time Cost: £800.00
<p>Monthly Costs</p> <ul style="list-style-type: none"> • Total Monthly Cost: £113.70 	<p>Monthly Costs</p> <ul style="list-style-type: none"> • Total Monthly Cost: £123.35
<p>Included Services</p> <ul style="list-style-type: none"> • Microsoft 365 Business Premium (full suite, advanced security) • Exchange Online (Plan 1) – 6 users • Cyber Pro 24/7 security monitoring • Datasafe Cloud backup (2 users) • End User Support (8am–5:30pm, Mon–Fri) • Councillor Administration Fee • Data architecture/scoping, device deployment, onboarding, digital skills plan • Prepaid support for councillors (5 hours, renews every 2 years) 	<p>Included Services</p> <ul style="list-style-type: none"> • Labour for setup (2 days): Microsoft 365 panel, Outlook for 7 endpoints, DNS, email forwarding, conditional access/MFA, Veeam backup setup • Microsoft 365 Exchange Online (Plan 1) – 7 users • Microsoft Entra ID P2 – 7 users (advanced identity/security) • Office 365 Support (1 unit) • Backup for Microsoft 365 (7 users, covers emails, SharePoint, OneDrive, Teams)

<ul style="list-style-type: none"> • Security review (phishing test, dark web monitoring) • Optional: Microsoft 365 Business Basic (6 users, £28.98/month) 	
<p>Support</p> <ul style="list-style-type: none"> • Standard support desk access • Prepaid Councillor support or PAYG option • Additional training/professional services available at standard rates 	<p>Support</p> <ul style="list-style-type: none"> • Office 365 support included (£25/month) • Cloud-to-cloud backup for all users

RESOLVED: proposed AW, seconded CE – Council accepted quote 1 and accompanying invoice of £998.75 (+VAT) for setup, migration and support. The provider is CloudyIT.

The time was 9:30 and members resolved to suspend standing orders to finish the remaining few points.

FC/25-26/121.

To discuss a quote for employee role reviews.

RESOLVED: proposed DJ, seconded CE – To decline the singular quote for £400 as this will be done internally by the Chair of Employment in collaboration with the Clerk.

FC/25-26/122.

To review the exit interviews of two prior members of staff

RESOLVED: proposed AW, seconded LF – Refute content of exit interviews and quality of questions and questioning. Issue response to provider outlining Councils concerns and advice for conducting better exit interviews going forward.

FC/25-26/123.

To review Charity Schedule for Craig Cefn Parc Welfare Hall.

RESOLVED: proposed DJ, seconded LF – Clerk to arrange a meeting with the Council acting in its role as the sole trustee of Craig Cefn Parc Welfare Hall and invite members of the hall committee and community to discuss the future of the hall.

FC/25-26/124.

To discuss quotes for Felindre Welfare Hall electrical works and CCTV repairs

No quote was accepted due to pricing and unfavourable terms. Members instructed the Clerk to obtain more quotes.

Members were provided with a quote from the CCTV contractor to fix the CCTV system that had recently been damaged. Members agreed to pay the callout fee (£120+VAT) and resulting fixing quote (£1,122.00+VAT) to get the CCTV back into working condition. Members requested that

the Clerk seek to reclaim the monies back from its insurance and agreed to the £100 excess charge.

FC/25-26/125.

To note the date of the next Ordinary Meeting as 15/12/2025 (subject to change should there be any unforeseen circumstances).

CLOSE: The meeting ended at 09:49pm.

Signed:

Cllr Darren James

Chairman

Date:

APPENDIX 1

Date 21/11/2025	Mawr Community Council FY2025-26	Page: 1
Time 14:54	Cashbook 1	User: MATTHEW
	HSBC Current	

Receipts			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		37,192.42					37,192.42	
Apr-01	Banked 30/04/2025	37,716.67						
Apr-01	Swansea City Council	37,716.67			1076	101	37,716.67	precept payment 1
Jun-01	Banked 07/06/2025	750.00						
Jun-01	Friends of CCP	750.00			1090	101	750.00	Inv number 12
Jun-02	Banked 07/06/2025	13,240.45						
Jun-02	Swansea City Council	13,240.45			1090	101	13,240.45	RA4029 Grant 85% payment
Jul-01	Banked 11/07/2025	1,000.00						
Jul-01	Swansea City Council	1,000.00			1090	101	1,000.00	Coast funding playscheme food
Aug-01	Banked 29/08/2025	37,716.67						
Aug-01	Swansea City Council	37,716.67			1090	101	37,716.67	Precept Payment 2
Sept-001	Banked 22/09/2025	115.00						
Sept-001	Stripe Payments	115.00			4120	101	115.00	Refund from planning applicati
MCC-01	Banked 09/10/2025	21,839.58						
MCC-01	HMRC VTR	21,839.58			4350	101	21,839.58	VAT Return for FY24-25
Total Receipts		112,378.37	0.00	0.00			112,378.37	
Cashbook Totals		149,570.79	0.00	0.00			149,570.79	

HSBC Current

Payments

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/04/2025	02 Telephonica UK Limited	000000029	7.61		1.27	4210	101	6.34	April Sim Only
07/04/2025	British Telecom PLC	M029RK	189.38		31.56	4210	101	157.82	monthly broadband
07/04/2025	Michael Baker Boiler Maintenan	24867	116.00			4190	400	116.00	Routine Boiler Service
07/04/2025	Service Master Swansea	29886	343.07		57.18	4080	300	285.89	weekly cleaning
07/04/2025	Service Master Swansea	29887	343.07		57.18	4080	500	285.89	weekly cleaning
07/04/2025	Shine Above the Rest	811	160.00			4080	400	160.00	weekly cleaning
07/04/2025	PES Systems Ltd	35431	355.16		59.19	4190	500	295.97	alarm service
07/04/2025	Susan Rodaway	MCCAPR-08	0.99		0.16	4170	101	0.83	iCloud Expenses
17/04/2025	Eon Next Energy Ltd	0003	8.82		0.42	4360	101	8.40	MUGA electricity
20/04/2025	HSBC Bank	MCCAPR-010	5.00			4240	101	5.00	monthly charges
20/04/2025	Information Commissioners Offi	MCCAPR-011	47.00			4120	101	47.00	annual ICO fee
25/04/2025	HMRC SDDS	0000339248	1,112.08			4020	101	1,112.08	3 monthly PAYE
30/04/2025	Salaries	MCCAPR-013	3,485.93			4000	101	3,485.93	April Salaries
30/04/2025	Catherine Curtis	MCCAPR-019	239.24			4140	101	239.24	grant reimburse
30/04/2025	GO Expenses	MCCAPR-020	41.05			4380	101	41.05	mileage
06/05/2025	British Telecom PLC	M030 XA	201.53		33.59	4210	101	167.94	monthly broadband
08/05/2025	02 Telephonica UK Limited	000000030	9.41		1.57	4210	101	7.84	monthly sim only
12/05/2025	Service Master Swansea	30080	343.07		57.18	4080	300	285.89	weekly cleaning
12/05/2025	Service Master Swansea	30081	343.07		57.18	4080	500	285.89	weekly cleaning
12/05/2025	Service Master Swansea	29686	310.48		51.75	4080	300	258.73	weekly cleaning
12/05/2025	Service Master Swansea	29687	310.48		51.75	4080	500	258.73	weekly cleaning
12/05/2025	Edge IT Systems Ltd	38453	902.40		150.40	4170	101	752.00	Microsoft 365 Setup
12/05/2025	Edge IT Systems Ltd	38454	678.83		113.14	4170	101	565.69	Microsoft 365 Annual Fees
12/05/2025	Edge IT Systems Ltd	38500	394.80		65.80	4170	101	329.00	Annual Fee yr 3 of 5
12/05/2025	Edge IT Systems Ltd	37709	366.00		61.00	4170	101	305.00	finance package yr 2 of 5
12/05/2025	Shine Above the Rest	840	96.00			4080	400	96.00	weekly cleaning
12/05/2025	Apex Grounds Maintenance Ltd	1318	690.00		115.00	4290	101	575.00	Grounds Maintenance
12/05/2025	Zoom Video Comms Inc	299810612	155.88		25.98	4170	101	129.90	Annual Subscription
19/05/2025	Eon Next Energy Ltd	0004	9.81		0.47	4360	101	9.34	Muga electricity
21/05/2025	HSBC Bank	MCCMAY-015	5.00			4240	101	5.00	monthly charges
30/05/2025	Salaries	MCCMAY-016	5,217.65			4000	101	5,217.65	May Salaries
30/05/2025	Grants Officer	MCCMAY-021	9.60			4060	101	9.60	Expenses for meeting
30/05/2025	Shine Above the Rest	867	128.00			4080	400	128.00	weekly cleaning
05/06/2025	British Telecom PLC	M031OX	201.53		33.59	4210	101	167.94	monthly broadband
09/06/2025	02 Telephonica UK Limited	000000031	9.41		1.57	4210	101	7.84	monthly sim only
18/06/2025	Eon Next Energy Ltd	0005	12.24		0.58	4360	101	11.66	Muga electricity
19/06/2025	Zurich Municipal	544536517	2,806.02			4110	101	2,806.02	annual liability insurance
19/06/2025	Eon Next Energy Ltd	1338	2,130.00		355.00	4290	101	1,775.00	grounds maintenance
19/06/2025	Hartson Fire Ltd	25826	48.00		8.00	4190	300	40.00	annual inspection
20/06/2025	HSBC Bank	MCCJUN-07	5.00			4240	101	5.00	monthly charges
20/06/2025	Vision ICT ltd	20048	161.26		26.88	4220	101	134.38	annual website hosting
20/06/2025	Society of Local Council Clerks	MEM254003	80.00			4320	101	80.00	annual membership clerk
20/06/2025	Shine Above the Rest	867	128.00			4080	400	128.00	duplicate payment
20/06/2025	One Voice Wales	MCCJUN-011	347.00			4320	101	347.00	annual membership
27/06/2025	M&M's Electrical Co Ltd	2113	96.00		16.00	4190	400	80.00	fire alarm fault
27/06/2025	M&M's Electrical Co Ltd	2052	2,082.00		347.00	4360	101	1,735.00	cabinet install muga
30/06/2025	Salaries	MCCJUN-014	3,380.99			4000	101	3,380.99	June Salaries
07/07/2025	British Telecom PLC	M032AJ	201.53		33.59	4210	101	167.94	monthly broadband

Continued on Page 3

HSBC Current

Payments

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/07/2025	02 Telephonica UK Limited	000000032	9.41		1.57	4210	101	7.84	monthly sim only
16/07/2025	Eon Next Energy Ltd	0006	10.16		0.48	4360	101	9.68	Muga electricity
21/07/2025	HSBC Bank	MCCJUL-04	5.00			4240	101	5.00	monthly charges
24/07/2025	HMRC	MCCJUL-05	3,597.27			4020	101	3,597.27	quarterly PAYE
24/07/2025	Apex Grounds Maintenance Ltd	1350	2,130.00		355.00	4290	101	1,775.00	grounds maintenance
24/07/2025	Shine Above the Rest	912	160.00			4080	400	160.00	weekly cleaning
24/07/2025	Service Master Swansea	30481	343.07		57.18	4080	300	285.89	weekly cleaning
24/07/2025	Service Master Swansea	30482	343.07		57.18	4080	500	285.89	weekly cleaning
24/07/2025	PES Systems Ltd	36877	256.08		42.68	4190	400	213.40	annual fire system maintenance
24/07/2025	Rialtas Business Solutions Ltd	33058	1,067.40		177.90	4170	101	889.50	setup and annual fee
30/07/2025	Grants Officer	MCCJUL-012	11.70			4060	101	11.70	mileage
30/07/2025	Grants Officer	MCCJUL-013	73.33			4340	101	73.33	playscheme expenses
30/07/2025	Currys Group Ltd	MCCJUL-014	1,407.39		234.56	4160	101	1,172.83	Office Hardware Expense
30/07/2025	Eloise Williams	MCCJUL-015	545.40			4340	101	545.40	playscheme week 1
30/07/2025	Rebecca Simons	MCCJUL-016	316.80			4340	101	316.80	playscheme week 1
30/07/2025	Lauren Tompkinson	MCCJUL-017	410.40			4340	101	410.40	playscheme week 1
30/07/2025	Salaries	MCCJUL-018	3,470.19			4000	101	3,470.19	July Salaries
30/07/2025	Salaries	MCCJUL-018	-3,470.19			4000	101	-3,470.19	July 25 Salaries
31/07/2025	Salaries	MCCJUL-018	3,470.19			4000	101	3,470.19	July 25 Salaries
31/07/2025	Eloise Williams	MCCJUL-019	163.30			4340	101	163.30	playscheme expenses
05/08/2025	British Telecom PLC	M03385	201.53		33.59	4210	101	167.94	monthly broadband
05/08/2025	Service Master Swansea	30284	343.07		57.18	4080	300	285.89	weekly cleaning
05/08/2025	Service Master Swansea	30285	343.07		57.18	4080	500	285.89	weekly cleaning
07/08/2025	02 Telephonica UK Limited	000000033	9.41		1.57	4210	101	7.84	monthly sim only
08/08/2025	Eloise Williams	MCCAUG-05	504.00			4340	101	504.00	playscheme wk 2
08/08/2025	Lauren Tompkinson	MCCAUG-06	405.00			4340	101	405.00	playscheme wk 2
08/08/2025	Rebecca Simons	MCCAUG-07	405.00			4340	101	405.00	playscheme wk 2
08/08/2025	Eloise Williams	MCCAUG-08	57.61			4340	101	57.61	playscheme wk 2 expenses
08/08/2025	Shine Above the Rest	955	128.00			4080	400	128.00	weekly cleaning
18/08/2025	Apex Grounds Maintenance Ltd	1365	2,130.00		355.00	4290	101	1,775.00	grounds maintenance
18/08/2025	Apex Grounds Maintenance Ltd	1366	90.00		15.00	4290	101	75.00	grounds maintenance
18/08/2025	Apex Grounds Maintenance Ltd	1367	450.00		75.00	4290	101	375.00	grounds maintenance - Dell
18/08/2025	Apex Grounds Maintenance Ltd	1368	318.00		53.00	4290	101	265.00	grounds maintenance
18/08/2025	Apex Grounds Maintenance Ltd	1369	120.00		20.00	4290	101	100.00	grounds maintenance
18/08/2025	Apex Grounds Maintenance Ltd	1370	28.00		4.67	4290	101	23.33	padlock for Dell
18/08/2025	Service Master Swansea	30694	343.07		57.18	4080	300	285.89	weekly cleaning
18/08/2025	Service Master Swansea	30695	343.07		57.18	4080	500	285.89	weekly cleaning
18/08/2025	Clerk	MCCAUG-018	111.28			4060	101	111.28	July Mileage
18/08/2025	CCP Welfare Hall	000033	375.00			4340	101	375.00	hall lease for playscheme
19/08/2025	Eon Next Energy Ltd	0007	9.83		0.47	4360	101	9.36	Muga electricity
20/08/2025	HSBC Bank	MCCAUG-021	5.00			4240	101	5.00	monthly charges
22/08/2025	The Planning Portal	P2YQRPPSD	315.00			4120	101	315.00	solar panels planning app
29/08/2025	Salaries	SALARIES	4,264.05			4000	101	4,264.05	August Salaries
29/08/2025	M&M's Electrical Co Ltd	2203	438.00		73.00	4190	400	365.00	replace 3 LED lights
02/09/2025	Michael Baker	MCCSEP-01	135.00			4190	500	135.00	Boiler Cover
02/09/2025	Michael Baker	24346	116.00			4190	500	116.00	routine boiler service

Continued on Page 4

HSBC Current

Payments				Nominal Ledger				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/09/2025	Michael Baker	25039	116.00		4190	300	116.00	routine boiler service
05/09/2025	British Telecom PLC	M034CS	201.53	33.59	4210	101	167.94	monthly broadband
08/09/2025	02 Telephonica UK Limited	000000034	9.41	1.57	4210	101	7.84	monthly sim only
08/09/2025	Matthew Thomas	MCCSEPT-06	675.57	106.32	4400	101	569.25	Clerk Expenses
11/09/2025	SIW Eco Energy Ltd t/a	PV1058	6,139.20	1,023.20	4390	101	5,116.00	Deposit solar panels
16/09/2025	Shine Above the Rest	1004	32.00		4080	400	32.00	weekly cleaning
16/09/2025	Hartson Fire Ltd	27027	48.00	8.00	4190	500	40.00	fire equipment service
16/09/2025	Apex Grounds Maintenance Ltd	1388	2,700.00	450.00	4290	101	2,250.00	grounds maintenance
16/09/2025	Service Master Swansea	30895	263.91	43.99	4080	300	219.92	weekly cleaning
16/09/2025	Service Master Swansea	30896	343.07	57.18	4080	500	285.89	weekly cleaning
16/09/2025	One Voice Wales	9857C	240.00		4120	101	240.00	Exit interviews
16/09/2025	Eon Next Energy Ltd	0008	10.15	0.48	4360	101	9.67	Muga Electricity
17/09/2025	DCK Payroll Solutions Limited	26125	3,462.36		4000	101	3,462.36	September Salaries
17/09/2025	DCK Payroll Solutions Limited	26126	337.02	56.17	4120	101	280.85	Payroll setup
03/10/2025	DCK Payroll Solutions Limited	26178	109.80		4000	101	109.80	September pay correction
03/10/2025	Matthew Thomas	MCCOCT-010	288.44	48.07	4400	101	204.12	Office Expenses
					4400	101	16.67	Office Expenses
					4400	101	19.58	Office Expenses
16/10/2025	British Telecom PLC	M035GE	201.53	33.59	4210	101	167.94	monthly broadband
16/10/2025	Apex Grounds Maintenance Ltd	1397	2,700.00	450.00	4290	101	2,250.00	grounds maintenance
16/10/2025	Shine Above the Rest	1049	32.00		4080	400	32.00	weekly cleaning
16/10/2025	02 Telephonica UK Limited	000000035	9.41	1.57	4210	101	7.84	monthly telephony
16/10/2025	Service Master Swansea	31104	343.07	57.18	4080	500	285.89	weekly cleaning
16/10/2025	Service Master Swansea	31103	343.07	57.18	4080	300	285.89	weekly cleaning
16/10/2025	PES Systems Ltd	38806	256.09	42.68	4190	500	213.41	fire alarm annual service
16/10/2025	Eon Next Energy Ltd	0009	12.79	0.61	4360	101	12.18	Muga electricity
20/10/2025	Grants Officer Expenses	MCCOCT-011	158.23	26.37	4400	101	131.86	Halloween Crafts Expenses
21/10/2025	SIW Eco Energy Ltd t/a	PV1058	5,000.00	833.33	4390	101	4,166.67	payment number 2 (1of2)
22/10/2025	SIW Eco Energy Ltd t/a	PV1058	1,138.60	189.77	4390	101	948.83	payment number 2 (2of2)
22/10/2025	DCK Payroll Solutions Limited	26258	3,443.85		4000	101	3,443.85	October Salaries
23/10/2025	HMRC	MCCOCT-014	3,666.82		4020	101	3,666.82	PAYE month 5 & 6
24/10/2025	Unity Trust	MCCOCT-015	5,000.00		210		5,000.00	Internal Bank Transfer
Total Payments			91,905.27	0.00	7,121.40		84,783.87	
Balance Carried Fwd			57,665.52					
Cashbook Totals			149,570.79	0.00	7,121.40		142,449.39	

APPENDIX 2

Date: 21/11/2025

Mawr Community Council FY2025-26

Page 1

Time: 14:53

**Bank Reconciliation Statement as at 31/10/2025
for Cashbook 1 - HSBC Current**

User: MATTHEW

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
HSBC Current	01/10/2025		57,665.52
			57,665.52
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			57,665.52
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			57,665.52
		Balance per Cash Book is :-	57,665.52
		Difference is :-	0.00

Matthew Thomas - Clerk & RFO:

Name Signed Date

Darren James - Chair:

Name Signed Date

Angela Williams - Finance:

Name Signed Date

APPENDIX 3

Submit to HMRC On VAT Archive Completion

Date 21/11/2025

Mawr Community Council FY2025-26

Page 1

Time 16:32

End Date of Assessment 31/10/2025

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
<u>Cashbook</u>				
03/03/2025	850421848	weekly cleaning	Mawr Community Council	51.75
03/03/2025	850421848	weekly cleaning	Mawr Community Council	51.75
15/03/2025	421226639	finance package yr 2 of 5	Mawr Community Council	61.00
20/03/2025	421226639	Microsoft 365 Annual Fees	Mawr Community Council	113.14
22/03/2025	245719348	monthly broadband	Mawr Community Council	31.56
24/03/2025	386414672	April Sim Only	Mawr Community Council	1.27
27/03/2025	421226639	Annual Fee yr 3 of 5	Mawr Community Council	65.80
30/03/2025	421226639	Microsoft 365 Setup	Mawr Community Council	150.40
31/03/2025	826570419	alarm service	Mawr Community Council	59.19
01/04/2025	850421848	weekly cleaning	Mawr Community Council	57.18
01/04/2025	850421848	weekly cleaning	Mawr Community Council	57.18
02/04/2025	559097889	MUGA electricity	Mawr Community Council	0.42
03/04/2025	373142903	Annual Subscription	Mawr Community Council	25.98
06/04/2025	785375777	annual website hosting	Mawr Community Council	26.88
07/04/2025	117223643	iCloud Expenses	Mawr Community Council	0.16
09/04/2025	234526615	annual inspection	Mawr Community Council	8.00
17/04/2025	741831147	cabinet install muga	Mawr Community Council	347.00
22/04/2025	245719348	monthly broadband	Mawr Community Council	33.59
24/04/2025	386414672	monthly sim only	Mawr Community Council	1.57
30/04/2025	313207549	Grounds Maintenance	Mawr Community Council	115.00
01/05/2025	850421848	weekly cleaning	Mawr Community Council	57.18
01/05/2025	850421848	weekly cleaning	Mawr Community Council	57.18
02/05/2025	559097889	Muga electricity	Mawr Community Council	0.47
22/05/2025	245719348	monthly broadband	Mawr Community Council	33.59
24/05/2025	386414672	monthly sim only	Mawr Community Council	1.57
31/05/2025	559097889	grounds maintenance	Mawr Community Council	355.00
02/06/2025	741831147	fire alarm fault	Mawr Community Council	16.00
02/06/2025	850421848	weekly cleaning	Mawr Community Council	57.18
02/06/2025	850421848	weekly cleaning	Mawr Community Council	57.18
03/06/2025	559097889	Muga electricity	Mawr Community Council	0.58
21/06/2025	245719348	monthly broadband	Mawr Community Council	33.59
24/06/2025	386414672	monthly sim only	Mawr Community Council	1.57
30/06/2025	313207549	grounds maintenance	Mawr Community Council	355.00
30/06/2025	826570419	annual fire system maintenance	Mawr Community Council	42.68
01/07/2025	559097889	Muga electricity	Mawr Community Council	0.48
01/07/2025	850421848	weekly cleaning	Mawr Community Council	57.18
01/07/2025	850421848	weekly cleaning	Mawr Community Council	57.18

Balance Carried Forward Page 1

2,442.43

Submit to HMRC On VAT Archive Completion

Date 21/11/2025

Mawr Community Council FY2025-26

Page 2

Time 16:32

End Date of Assessment 31/10/2025

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
22/07/2025	920950827	setup and annual fee	Mawr Community Council	177.90
24/07/2025	386414672	monthly sim only	Mawr Community Council	1.57
30/07/2025	226659933	Office Hardware Expense	Mawr Community Council	234.56
31/07/2025	313207549	grounds maintenance	Mawr Community Council	355.00
31/07/2025	313207549	grounds maintenance	Mawr Community Council	15.00
31/07/2025	313207549	grounds maintenance - Dell	Mawr Community Council	75.00
31/07/2025	313207549	grounds maintenance	Mawr Community Council	53.00
31/07/2025	313207549	grounds maintenance	Mawr Community Council	20.00
31/07/2025	313207549	padlock for Dell	Mawr Community Council	4.67
01/08/2025	850421848	weekly cleaning	Mawr Community Council	57.18
01/08/2025	850421848	weekly cleaning	Mawr Community Council	57.18
04/08/2025	559097889	Muga electricity	Mawr Community Council	0.47
05/08/2025	245719348	monthly broadband	Mawr Community Council	33.59
22/08/2025	245719348	monthly broadband	Mawr Community Council	33.59
24/08/2025	386414672	monthly sim only	Mawr Community Council	1.57
29/08/2025	741831147	replace 3 LED lights	Mawr Community Council	73.00
31/08/2025	313207549	grounds maintenance	Mawr Community Council	450.00
01/09/2025	850421848	weekly cleaning	Mawr Community Council	43.99
01/09/2025	850421848	weekly cleaning	Mawr Community Council	57.18
02/09/2025	986648449	Deposit solar panels	Mawr Community Council	1,023.20
03/09/2025	234526615	fire equipment service	Mawr Community Council	8.00
08/09/2025	9999999999	Clerk Expenses	Mawr Community Council	106.32
16/09/2025	559097889	Muga Electricity	Mawr Community Council	0.48
17/09/2025	382633975	Payroll setup	Mawr Community Council	56.17
03/10/2025	0000000000	Office Expenses	Mawr Community Council	48.07
16/10/2025	245719348	monthly broadband	Mawr Community Council	33.59
16/10/2025	313207549	grounds maintenance	Mawr Community Council	450.00
16/10/2025	386414672	monthly telephony	Mawr Community Council	1.57
16/10/2025	850421848	weekly cleaning	Mawr Community Council	57.18
16/10/2025	850421848	weekly cleaning	Mawr Community Council	57.18
16/10/2025	826570419	fire alarm annual service	Mawr Community Council	42.68
16/10/2025	559097889	Muga electricity	Mawr Community Council	0.61
20/10/2025	375522052	Halloween Crafts Expenses	Mawr Community Council	26.37
21/10/2025	986648449	payment number 2 (1of2)	Mawr Community Council	833.33
22/10/2025	986648449	payment number 2 (2of2)	Mawr Community Council	189.77
			Total VAT Detail from Cashbook	7,121.40

Balance Carried Forward Page 2

7,121.40

Submit to HMRC On VAT Archive Completion

Date 21/11/2025

Mawr Community Council FY2025-26

Page 3

Time 16:32

End Date of Assessment 31/10/2025

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
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I

(Full name in BLOCK LETTERS)

am claiming a refund of seven thousand, one hundred and twenty one pounds and 40 pence
(Pounds in words pence in figures)

£ 7,121.40

which is the VAT charged on goods and services bought for non-business activities. *The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature

(Designated responsible officer)

Date

*Delete as appropriate

Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.