



## MAWR COMMUNITY COUNCIL

Minutes of an **Ordinary Meeting** of Mawr Community Council held remotely via Zoom on Monday 15<sup>th</sup> December 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)  
Cllr Mark Tribe (SCC: Llangyfelach Ward)  
Members of the public (2)

**Declarations of Interest:** None

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

A member of the public wished to come in on item FC/25-26/135 which the Chair allowed.

**FC/25-26/126.**

**County Councillor Reports**

**Cllr Mark Tribe:**

- A recent traffic survey conducted showed an average speed of 80mph near the DPD depot, further action will be taken.
- December market in Felindre was excellent and very well attended
- There will be road resurfacing around Felindre during January and if anyone has problematic areas then they are encouraged to send these to Cllr Tribe.
- Felindre Hall is in need of assistance with their boundary wall and guttering

Members thanked Cllr Tribe for his report. It was noted that Cllr Kevin Griffiths (Pontarddulais) & Cllr Phil Downing (Pontarddulais) had given their apologies for tonight but advised that there were no pressing matters for the Councils attention. Members stated that they were fully aware of Felindre Welfare Halls issues and have an agenda item today to resolve.

**RESOLVED:** to note the report from Cllr Tribe.

**FC/25-26/127.**

**Accuracy and Approval of Minutes of the Ordinary Meeting of Full Council held on 25<sup>th</sup> November 2025**

**RESOLVED: AW proposed, seconded GR** - Accept the minutes as a true representation of the meeting.

**FINANCE, EMPLOYMENT AND POLICY**

**FC/25-26/128.**

**To approve the December payments**

Members were provided with the following list of payments totalling **£7,701.00**.

Payee	Net £	VAT £	Total £
Apex Grounds Maintenance Ltd	2,250	450	2,700
Shine Above the Rest	128	-	128
Service Master Swansea (FWH)	285.89	57.18	343.07
Service Master Swansea (CCP)	285.89	57.18	343.07
Staff Costs	-	-	*3,500
Clerk: selection boxes and sand bags.	573.20	113.25	686.45
		<b>TOTAL</b>	<b>£7,701</b>

\*The Clerk advised that the staff costs were a close estimate as he had yet to receive the figure from the payroll company.

**RESOLVED: LF proposed, seconded DJ** – to accept the above December payments.

**FC/25-26/129.**

**To review the bank reconciliation and cashbook for November**

Members were provided with the bank statement, cashbook (appendix 1) and bank reconciliation (appendix 2) for November. The Clerk advised of key expenditures and income that have occurred.

**RESOLVED:** Council to note the information.

**FC/25-26/130.**

**To review the report from the Grants Officer highlighting potential funding opportunities.**

Members were provided with a report from the grants officer (Appendix 3) that displayed potential funding opportunities available to the Council. Members reviewed these and requested that the Clerk ask the grants officer to investigate the feasibility of funding an astroturf/3g pitch in Felindre. In addition, members requested that the grants officer look for funding to run activities within the Councils facilities.

**RESOLVED: proposed DJ, seconded LF** – Grants officer to investigate the possibility of funding for an astro turf/3g pitch in Felindre & to look for funding to run events within the Councils facilities.

**FC/25-26/131.**

**To review and confirm the new payroll provider contract.**

Members were provided with the details of the new outsourced payroll provider. It was confirmed that this payroll provider was the recommended company as referenced in the internal audit report to facilitate payroll being managed correctly going forward. Members agreed to the contract terms of £61.50 (+VAT) per month to manage payroll for all Council employees including producing auditable reports, the provider: DCK Payroll.

**RESOLVED: proposed AW, seconded LF** – Council to confirm payroll provider as DCK Payroll at £61.50/month (+ reclaimable VAT).

**FC/25-26/132.**

**To review and adopt the following policies:**

- 1) **GDPR including document retention policy**
- 2) **Privacy Policy**
- 3) **Grant Aid Policy**
- 4) **Vexatious Complaints Policy**
- 5) **Complaints Procedure**
- 6) **Biodiversity Policy**
- 7) **Terms & Conditions of Hire**
- 8) **Safeguarding and Vulnerable People & Children Policy**
- 9) **Modern Slavery Act**
- 10) **Anti Money Laundering Policy**
- 11) **Social Media & Electronic Communication Policy**

Members were provided with new policy documents that were referenced in the internal audit report. Members had reviewed each one prior to the meeting and wished to adopt each policy without amendments. Policies relevant to the public will be published on the website.

**RESOLVED: AW proposed, seconded CE** – to adopt the above (11) policies and upload publicly relevant policies to the website.

## **ESTATES AND HEALTH & SAFETY**

**FC/25-26/133.**

**To receive an update on Felindre Welfare Hall following recent flood damage**

The Clerk advised of the boundary wall that had collapsed due to excessive water run-off from a neighbouring field compounded with urgent works needed to clear the gutters and surrounding drains. Members agreed to give permission to the Clerk to obtain quotes to have a survey completed of the area surrounding Felindre Welfare Hall to identify the cause of the increase in surface water and identify a remedy. Members also granted the Clerk permission to source a

contractor to clear the guttering in Felindre and the drainage in both Felindre and Craig Cefn Parc.

**RESOLVED: proposed DJ, seconded LF** - Clerk to obtain quotes to review the increase in surface water surrounding Felindre Welfare Hall and arrange a contractor to clear the gutters of Felindre Welfare Hall and inspect & clear the drains for Felindre and Craig Cefn Parc Welfare Halls.

***FC/25-26/134.***

**To review the structural integrity report of Felindre Welfare Hall from 2023**

Members were provided with the structural integrity report that was completed on Felindre Welfare Hall in 2023. This report noted the importance of clearing the gutters, having the drains inspected and other important issues. Members agreed that the main items in the report were resolved under the previous minute and the remainder should be noted.

**RESOLVED:** to note the information.

***FC/25-26/135.***

**To review the Felindre Welfare Hall asset register**

Members were provided with the Felindre Welfare Hall asset register (appendix 4) that was initially created in 2024. The Clerk advised that this register would accompany the licence but not form part of it to allow for future changes when adding or removing assets. The Council and Felindre Welfare Hall committee will sign and date this document. Members were in agreement with Felindre Welfare Hall committee on this document and its contents and ownership details. The Clerk did advise that there could potentially be issues surrounding the ownership of assets depending on the terms of how they were funded which would have to be checked and confirmed at a future meeting.

**RESOLVED: proposed LF, seconded AW** – Clerk to sign this version of the asset register and attach it to the licence for Felindre Welfare Hall committee.

***FC/25-26/136.***

**To review green waste on Craig Cefn Parc Hall land**

Members were advised of additional green waste that had been deposited in Craig Cefn Parc Hall since the contractor had been in attendance. The waste is assumed to be the cuttings of the Halls hedge but trimmed on the neighbouring house side and placed back on the Halls land. Members agreed that if this is the case, then the neighbouring house has acted legally, and the Council should request the landscape contractor for a quote to remove the additional waste.

**RESOLVED: proposed DJ, seconded GR** – Clerk to request a quote from the Council's landscaper to ask them to clear the green waste during their next visit.

***FC/25-26/137.***

**To confirm length of contract for Apex Grounds Maintenance and approve schedule.**

Members were provided with the original schedule of works that the landscaping contractor was asked to follow and the most recent schedule that had several amendments – mainly wintertime landscaping. The Clerk advised that no historic minutes confirm the schedule agreed or costings agreed in the contract so this would have to be agreed going forward along with confirming the duration of the contract. Members were concerned with the projected future cost of the current

contract and its agreed duration. They requested that the Clerk obtain quotes to agree for the new financial year pending consultation with the current contractor on their perceived agreement for duration of the contract.

**RESOLVED: proposed LF, seconded CE** – Clerk to contact the current landscaping contractor prior to seeking quotes for the landscaping maintenance of the Council's land in readiness for the new financial year.

**FC/25-26/138.**

**To discuss obtaining quotes to have the Councils land and assets valued**

The Clerk advised members that as referenced in the internal audit report, along with the dissolution taking place in 2027 and a lack of current records, it would be best to have the Council's assets and land professionally valued. Members agreed and noted the importance of ensuring a smooth transition of its assets to the 3 neighbouring Councils in 2027 and requested that the Clerk obtain quotes to undertake this work.

**RESOLVED: proposed LF, seconded GR** – Clerk to approach the land registry and to file any title deeds or relevant documentation regarding the Council's land. Concluding this, Clerk to then obtain quotes to value the Councils assets and land.

### 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/25-26/139.**

**To confirm staff appraisal dates**

The Clerk advised of the incoming staff appraisals and asked if any members wished to be part of them. Cllrs Frame & Williams wished to be part of the process noting that this had not been done in many years. The Clerk and Cllrs Frame & Williams will arrange a convenient date for all parties.

**RESOLVED: proposed DJ, seconded GR** – The Clerk and Cllrs Frame & Williams to conduct employee appraisals.

**FC/25-26/140.**

**To receive an update on the recommendations from the internal audit report and review Clerks worked hours following its conclusion**

The Clerk advised that roughly 50% of the internal audit recommendations were underway or completed. Certain key recommendations will require more meetings of the Council especially concerning the running of Craig Cefn Parc which will take place in January 2026. The Clerk further advised that because of the extraordinary task in getting the Council's finances and governance to a point where an audit could take place and to continue to work on the recommendations whilst trying to do the day to day job has resulted in 103 hours being overworked from the start of August to the end of November as shown in the timesheet presented to all members prior to the meeting.

This has enabled the Council to meet the statutory duty of submitting an audit and subsequent annual return. The Clerk continued, stating that the day to day job is where his time is being spent due to the immediate demands that require attention. If time allows, he will continue working through the audit recommendations. However, with the close of the financial year at the end of March 2026 there are many matters that the Council needs to address and the Clerk's current hours are insufficient.

Members thanked the Clerk for the work in getting the Council to a position to be audited and his efforts in adopting the recommendations whilst working his normal responsibilities. They agreed to pay the excess in hours as overtime, else the Clerk would have to take over 2 months off when combined with annual leave that needs to be taken by the end of the financial year. A member stated that the presented timesheet does correlate with the timesheet the internal auditor presented in her invoice and her statement to the Council reflects the monumental task that she and the Clerk undertook during the past 6 months. The Clerk also added that many of the bank reconciliations in the reconstructed accounts are time stamped in the early hours which was unfortunately necessary to meet the audit deadline. Another member suggested that with budget season among us, the Council could decide to increase the Clerk's hours to 37 hours per week which will hopefully assist in the remedy of the two issues previously discussed but will also allow administrative time to properly wind up the Council in time for its dissolution in 2027.

**RESOLVED: proposed GR, seconded DJ** – The Clerk's contracted hours to be amended to fulltime, 37 hours per week commencing in January. Council to pay the Clerk 103 overtime hours at the current SCP pay scale 33.

**CLOSE: The meeting ended at 09:09pm.**

**Signed:**

**Cllr Darren James**

Chairman

Date:

## APPENDIX 1

Date 11/12/2025	<b>Mawr Community Council FY2025-26</b>	Page: 1
Time 23:04	<b>Cashbook 1</b>	User: MATTHEW
	<b>HSBC Current</b>	

<b>Receipts</b>			<b>Nominal Ledger Analysis</b>					
<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>
<b>Balance Brought Fwd :</b>		<b>37,192.42</b>					<b>37,192.42</b>	
Apr-01	Banked <b>30/04/2025</b>	<b>37,716.67</b>						
Apr-01	Swansea City Council	37,716.67			1076	101	37,716.67	precept payment 1
Jun-01	Banked <b>07/06/2025</b>	<b>750.00</b>						
Jun-01	Friends of CCP	750.00			1090	101	750.00	Inv number 12
Jun-02	Banked <b>07/06/2025</b>	<b>13,240.45</b>						
Jun-02	Swansea City Council	13,240.45			1090	101	13,240.45	RA4029 Grant 85% payment
Jul-01	Banked <b>11/07/2025</b>	<b>1,000.00</b>						
Jul-01	Swansea City Council	1,000.00			1090	101	1,000.00	Coast funding playscheme food
Aug-01	Banked <b>29/08/2025</b>	<b>37,716.67</b>						
Aug-01	Swansea City Council	37,716.67			1090	101	37,716.67	Precept Payment 2
Sept-001	Banked <b>22/09/2025</b>	<b>115.00</b>						
Sept-001	Stripe Payments	115.00			4120	101	115.00	Refund from planning applicati
MCC-01	Banked <b>09/10/2025</b>	<b>21,839.58</b>						
MCC-01	HMRC VTR	21,839.58			4350	101	21,839.58	VAT Return for FY24-25
MCC01	Banked <b>10/11/2025</b>	<b>1,167.43</b>						
MCC01	Swansea City Council	1,167.43			1090	101	1,167.43	Grant Payment November
<b>Total Receipts</b>		<b>113,545.80</b>	<b>0.00</b>	<b>0.00</b>			<b>113,545.80</b>	
<b>Cashbook Totals</b>		<b>150,738.22</b>	<b>0.00</b>	<b>0.00</b>			<b>150,738.22</b>	

**HSBC Current**

<b>Payments</b>				<b>Nominal Ledger</b>				
<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>
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

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**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

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**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>
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
03/11/2025	SIW Eco Energy Ltd t/a	PV1058 2	6,138.20		1,023.10	4390	101	5,115.10	Solar Panel Payment 2
05/11/2025	British Telecom PLC	M036	242.53		40.42	4210	101	202.11	monthly broadband
07/11/2025	02 Telephonica UK Limited	000000036	9.41		1.57	4210	101	7.84	clerk sim monthly
07/11/2025	Working the Greener Way Online	100458	6,120.00			4130	101	6,120.00	Internal Audit Fees
17/11/2025	DCK Payroll Solutions Limited	26294	88.62		14.77	4120	101	73.85	monthly payroll fees
18/11/2025	Eon Next Energy Ltd	0010	16.93		0.81	4360	101	16.12	MUGA floodlights
18/11/2025	DCK Payroll Solutions Limited	26375	3,444.05			4000	101	3,444.05	Monthly Payroll
24/11/2025	Michael Baker Boiler Maintenance	25109	95.00			4190	300	95.00	Breakdown Callout
26/11/2025	Apex Grounds Maintenance Ltd	1405	2,700.00		450.00	4290	101	2,250.00	monthly landscaping
26/11/2025	Shine Above the Rest	1049	160.00			4080	400	160.00	weekly cleaning
26/11/2025	Service Master Swansea	31316	343.07		57.18	4080	300	285.89	weekly cleaning
26/11/2025	Service Master Swansea	31317	343.07		57.18	4080	500	285.89	weekly cleaning
26/11/2025	PES Systems Ltd	27542	108.00		18.00	4190	400	90.00	fire appliance service
26/11/2025	Cloudy Group Ltd	09720	1,198.50		199.75	4120	101	998.75	M365 setup for Council

Continued on Page 5

**HSBC Current**

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<b>Total Payments</b>	112,912.65	0.00	8,984.18	103,928.47
<b>Balance Carried Fwd</b>	37,825.57			
<b>Cashbook Totals</b>	150,738.22	0.00	8,984.18	141,754.04

## APPENDIX 2

Date: 11/12/2025

**Mawr Community Council FY2025-26**

Page 1

Time: 23:03

**Bank Reconciliation Statement as at 30/11/2025  
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	30/11/2025		37,825.57
			<u>37,825.57</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<u>0.00</u>
			37,825.57
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			37,825.57
		<b>Balance per Cash Book is :-</b>	<b>37,825.57</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Matthew Thomas - Clerk & RFO:**

Name ..... Signed ..... Date .....

**Darren James - Chair:**

Name ..... Signed ..... Date .....

**Angela Williams - Finance:**

Name ..... Signed ..... Date .....

## APPENDIX 3

### **Available grant funds – December 2025 Be Active Fund – Sport Wales**

Grants from £300 to £50,000 to get more people taking part in sport. Open to most not-for-profit sports clubs or community organisations in Wales. It funds things like: equipment to help more people take part in sport, coaching courses, entry-level training courses They now have funding windows.

Deadline for this funding window 14th January 2026.

### **Fund for Wales – Community Foundation Wales in partnership with Postcode Community Trust**

The fund is open to small, local, community led constituted charities and voluntary organisations with an annual income of less than £100,000.

Fund outcomes:

- Improving people's chances in life,
- Building stronger communities,
- Improving rural and urban environments,
- Encouraging healthier and more active people and communities, and
- Preserving heritage and culture.

Grants of between £500 – £2,000 per annum for up to 3 years, are available to organisations whose applications best deliver against the outcomes above. Currently open for applications. There will be panel meetings held on a monthly basis, and applicants will be notified of the outcome within two months of submission

### **Grants For Good**

Grants of £2,000 - £5,000 for local charities, voluntary groups, or social enterprises with an average annual income of less than £50,000.

Eligibility: Must be a local community group, charity, voluntary group or social enterprise that has a positive impact on communities, people or the environment.

Application deadline: 15th December 2025.

### **Landfill Disposals Tax Communities Scheme (LDTCS)**

For main grants between £5,000 – £49,999.

The LDTCS funds projects with a focus on:

#### **Biodiversity**

- Improve conditions to help native species, pollinators and provide opportunities for new planting
- Restore, maintain and enhance natural habitats
- Engage and support participation and understanding to embed biodiversity

### **Waste Minimisation**

- Encourage prevention, re-use, recovery and recycling of waste
- Reduce food waste and support initiatives such as composting
- Engage and support understanding to enable waste to be seen as a resource

### **Wider environmental enhancements – bring wider community benefit through improving quality of place**

- Create community green spaces and support green infrastructure ring neglected and run-down areas back into community use
- Maintain or improve community facilities, for example community halls

The deadline is 12th December 2025

### **Allen Lane Foundation - open now**

The foundation has 7 funding programmes, two of which are Older People and Young People. The aims of the foundation are to fund work within each of our funding programmes which: make a lasting difference to people's lives rather than simply alleviating the symptoms or current problems; is aimed at reducing isolation, stigma and discrimination, and; encourages or enables groups that experience marginalisation and/or discrimination to share in the life of the whole community.

The Allen Lane Foundation awards grants of up to £15,000, however they are typically around £5,000 to £6,000, to small, registered charities, voluntary groups, and charitable organisations that work with seven particular beneficiary groups. All applications received now, until early April 2026 are likely to be considered in the lead up to the following Trustee meeting in June 2026.

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