

CYNGOR CYMUNED LLANDEILO FERWALLT BISHOPSTON COMMUNITY COUNCIL MEETING



AGM FOR BISHOPSTON COMMUNITY COUNCIL - 12/05/25 AT 19:00

CHAIR: L ELLIS

CLERK: ANTHONY JONES

Present: L Ellis, N Matthews, A James, S Dunce, B Ball, N Lomas, J Jones, H Hartshorn, Cllr L Jones.

Apologies: C Scott, K Laurence, R Brace

Resignation: Resignation of Councillor L Sudbury

- Clerk read aloud L Sudbury resignation e-mail.
- Members acknowledged contributions, including involvement with the Pump Track, Coffee Mornings, and Copley project.
- L Sudbury will still contribute to the Grub Club.

1. **To elect a Chair for the Council Year 2025/26** - L Ellis elected

2. **To elect a Vice-Chair for the Council Year 2025/26** – N Matthews elected

3. **Declaration of Acceptance of Office as a community Councillor** - C Scott, K Laurence, R Brace outstanding

4. **To receive declarations of potential personal and personal/prejudicial interests for 20225** – Received.

5. **To appoint Committees and Working Parties:**

Recreational Facilities Committee:

L Ellis, N Matthews, B Ball, C Scott, J Jones, S Dunce, R Brace, L Sudbury (Lay member – Cllr L Jones)

Finance Committee:

A James (Chair) L Ellis, N Matthews, H Hartshorn, N Lomas, I Shemilt

Financial Performance

- It was noted that the Council is currently running at a deficit against the budget forecasted in the precept.
- The detailed financial breakdown provided by A James was praised as a useful tool for future planning and financial forecasting.
- There was general agreement that increased visibility into expenditure and income would improve event planning, e.g., fireworks and May Day.

Risk Assessment & Reserve Planning

- A James presented a draft Risk Register estimating the level of reserves needed to cover foreseeable risks.
- It was highlighted that this is a working document and figures are based on current estimates and subject to review.
- The document aligns closely with the current reserve balance, aiding transparency and justifying reserves to auditors and the public.
- Best practice reserve levels were discussed (between 3–6 months of typical expenditure). The Council currently holds approximately 5–6 months' worth.
- Maintenance reserve was noted as potentially underestimated and will be reviewed.
- The Council agreed that justifying reserves with a written risk register is essential for governance and audit purposes.
- A specific reserve for legal costs was highlighted as a necessary addition given ongoing and potential future liabilities.

Financial Governance and Improvement

- Members acknowledged the Council is undergoing a transitional phase, improving compliance and adopting best practices.
- The importance of not overextending beyond a "comfortable zone" during development was highlighted.
- Progress over the past year was acknowledged, with recognition of ongoing learning, especially for newer councillors.
- The group reflected positively on the action plan introduced the previous year, though noted that full implementation would take time.

Fixed Asset Register

- A James presented a Fixed Asset Register, noting it is a mandatory document for the end-of-year financial reporting.
- Members thanked A James for compiling it and recognised its relevance to both financial risk assessment and audit compliance.

HR Committee:

L Ellis, N Matthews, H Hartshorn, S Dunce, A James, Clerk

Transport Committee:

J Jones, I Shemilt (Lay member – Cllr L Jones)

Emergency Committee

J Jones, I Shemilt, (Lay member – Cllr L Jones)

Bio-Diversity Working Party:

S Dunce, K Lawrence, I Shemilt

Planning Committee

Planning officer : I Shemilt

Footpath Officer

C Scott

Assists:

C Scott, S Dunce

6. Appointment of Representatives for schools

Bishopston Primary School: H Hartshorn

Bishopston Comprehensive School: J Jones

9. Planning

44 Hareslade - Overall recommendation to support the application with the above considerations.

10. May Day/ VE Day - Brief Review

- Invoices are still outstanding for some vendors.
- The marquee supplier has not issued an invoice despite repeated contact attempts; chair to follow up again Wednesday.
- Summary of received contributions:
 - House Entertainment (burger van & inflatables): £378.10
 - Gower Donut: £25 (left early due to low sales)
 - Pink Pizza: £91
 - Historical Sweets Stall: £35.20
 - Ice Cream Van: £65
 - Coffee Cart: already contributed previously with £222 (electricity) and £200 (rent); no further payment expected
 - Dog show stall: £15 refunded due to administrative error
- Suggestion made to include a sweet stall next year, given its popularity and children's demand.

Noted issues with card payments due to poor signal affecting vendor sales.

- Recognition given to S Duncie for event organisation and A Jones for logistical support.
- Positive feedback from the public and significant turnout noted.
- A few criticisms appeared on Facebook (specifically regarding bins), but responses were handled professionally.
- General sentiment: the event was a success, and future events should build on this year's strengths.

11. Project updates

Active Travel Track

- Currently with planning.

Pumptrack

- Brief reference to recent meeting minutes already circulated to members.
- Further discussion deferred as updates already shared.

Wellfield Park

- Flooring has been installed under play equipment.
- Grass will be seeded around play areas to maintain a rural look.
- Some areas remain incomplete—stone gaps require filling.
- Awaiting a completion date.

12. Councilor and City Council update, Cllr Lyndon Jones

Highways and Transport Issues

- Concerns raised over safety and speeding in several local areas:
 - Vehicles coming downhill from Newton are using the wrong side of the road dangerously.
 - Speed tracking planned for:
 - Caswell Road (near the car park).
 - Bishopston Road and Pyle Road (monitors to be installed imminently).
- The old bus stop (now near survivability centre) is considered dangerous; proposal to move the stop forward is underway and will require a legal notice.

Community Engagement and Safety Education

- Fire authority has been arranged to visit the local comprehensive school for awareness and safety sessions.

Cinema Update

- The community cinema is doing very well.
- An additional 12+ people have expressed interest in the last week.

13. AOB

Review and Preservation of Minute Books and Archival Material

Review all minute books for useful data before archiving - Before winter onset

Retrieve documents from Edward Harris Solicitors - Before winter onset

Print all council minutes (from 2020 onwards) for secure filing - Summer 2025

Liaise with archives - Ongoing (Cllr Lyndon Jones)

Actions

As above / Cllr Lyndon to contact archives within Swansea council

Bishopston Community Council – Committee Meeting Schedule 2025/2026

Full council (3rd Monday of the month)

- 30 June 2025
- 28 July 2025
- 29 September 2025
- 27 October 2025
- 1 December 2025 (*First Monday in December*)
- 26 January 2026
- 23 February 2026
- 30 March 2026
- 27 April 2026
- 11 May 2026

Recreational Facilities Committee (2nd Monday of the month)

- 8 September 2025
- 13 October 2025
- 10 November 2025
- 9 February 2026
- 9 March 2026
- 13 April 2026

Finance & HR Committee (3rd Monday of the month - specific months)

- 21 July 2025
- 17 November 2025
- 16 March 2026

Bio-Diversity Working Party (1st Tuesday of each month from September 2025)

- 2 September 2025
- 7 October 2025
- 4 November 2025
- 2 December 2025
- 6 January 2026
- 3 February 2026
- 3 March 2026
- 7 April 2026

HR Committee (1st Monday in specific months)

- 4 July 2025
- 1 August 2025
- 3 October 2025
- 6 February 2026