

To: All Members of Llanrhidian Higher Community Council

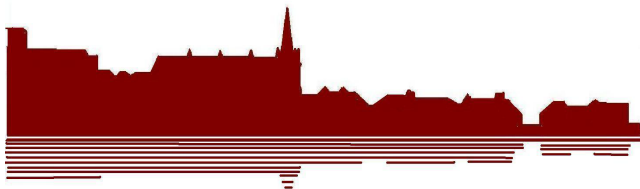
Dear Councillor,

You are hereby summoned to attend the ANNUAL MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 16th May 2024 at Penclawdd Community Centre.

Public questions are included at Item No.7 and must relate to items listed on the agenda. To access the meeting remotely via the telephone, please contact clerk@llanrhidianhighercommunitycouncil.co.uk two working days before the day of the meeting to receive an invitation.

AGENDA

		Page No.
1.	To Elect a Chair for the 2024/2025 Municipal Year.	
2.	To Elect a Vice-Chair for the 2024/2025 Municipal Year.	
3.	Apologies for absence.	
4.	To receive Disclosures of Personal and Prejudicial Interests.	3-4
5.	To Approve and Sign as a Correct Record the Minutes of the meeting of Council held on 18 th April 2024.	5-9
6.	Chair's Announcements.	
7.	Public Question Time. (10 Minutes) <i>Questions must relate to items listed on the agenda.</i>	
8.	Community Reports.	
a)	Police Report on Local Matters. (Verbal)	
	Business to be Transacted: -	
9.	To Review and Adopt: -	10
	a) Llanrhidian Higher Community Council Model Standing Orders.	11-32
	b) Llanrhidian Higher Community Council Model Financial Procedure Rules.	33-51



10.	a) Independent Remuneration Panel for Wales (IRPW) Annual Report 2024-2025.	52-54
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11.	To Note the Assets of the Council.	62-67
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	c) Correspondence.	73
	d) Work Plan 2024/2025.	74-75
	e) Community Council Action Tracker.	76-81
13.	Committee / Working Group Reports.	
	a) Personnel Committee – No report.	
	b) Finance Committee – No Report.	
	c) Events & Projects Committee – No report.	
14.	Council Property / Community Projects / Burial Grounds.	82-84
15.	City and County of Swansea Issues.	85
	a) Report of the Pen-clawdd Ward Member.	
	b) Planning Applications for Consideration.	
	c) Footpaths, Cycle Paths and Bridleways.	
16.	Reports of Delegate's on Outside Bodies. (Verbal)	
	Next Meeting: - Council Meeting at 7 p.m. on Thursday, 20 th June 2024 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council
9th May 2024

Llanrhidian Higher Community Council

Councillor Huw Davies	Councillor Melissa Roberts
Councillor John Davies	Councillor Mike Sheehan
Councillor Leanne Davies	Councillor Paul Tucker
Councillor Sarah Hughes	Councillor Andrew Williams
Councillor James Matthews	Councillor Adam Woolliscroft

Quorum – 4

Item No. 4
Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

Councillors Interests are made in accordance with the provisions of the Code of Conduct adopted by the Llanrhidian Higher Community Council. You must disclose orally to the meeting the existence and nature of that interest.

NOTE: You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

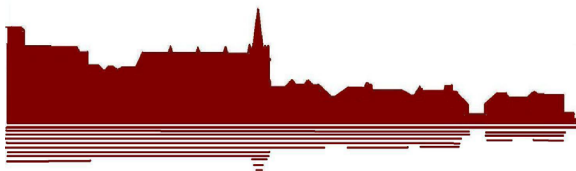
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the City and County of Swansea's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
 - i) Disclose orally both the interest concerned and the existence of the dispensation; and
 - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

Officers

Financial Interests

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration.



Minutes of the Meeting of Council

Held at Penclawdd Community Centre

On Thursday, 18th April 2024 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Huw Davies, John Davies, Sarah Hughes,
Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

Also Present: Mike Sheehan, Simon Chadwick – South Wales Police.

137. Co-option to Vacant Councillor Position in the Llanmorlais Ward

The Clerk presented a report which provided the details of the co-option procedure to fill the Councillor vacancy in the Llanmorlais Ward.

Resolved that Mike Sheehan be appointed as a Community Councillor for the Llanmorlais Ward.

138. Apologies for Absence

Apologies for absence were received from Councillors Leanne Davies, James Matthews and Melissa Roberts.

139. Disclosures of Personal and Prejudicial Interests

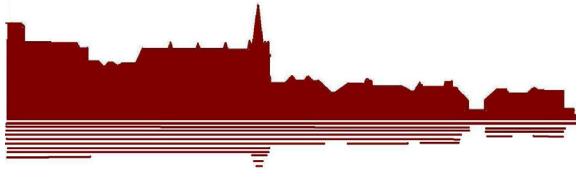
In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, the following interests were declared.

Councillors Huw Davies, Paul Tucker, Andrew Williams and Adam Woolliscroft declared personal interests in Minute No. 144a – Accounts for Payment.

The Clerk declared a personal interest in Minute No. 144a – Accounts for Payment. and left the meeting prior to discussion on the item.

140. Minutes

Resolved that the Minutes of the Council meeting held on 21st March 2024 be approved and signed as a correct record.



141. Chairs Announcements

The Chair made the following announcements: -

- Penclawdd AFC – The Chair congratulated the club for recently winning the cup and their current league position.
- Penclawdd RFC Pool Team – The Chair congratulated the team for winning their league.
- End of the Municipal Year – The Chair thanked all Councillors and the Clerk for their work throughout the Municipal year.
- Bins at Foreshore Car Park – Concern was expressed regarding the amount of litter being deposited in the bins at the entrance to the Playground and into the larger bins. The impact of the new Welsh Government recycling regulations upon businesses was noted and had resulted in the Roma Fish Bar bins being stored in front of the garage next to the Playground. It was highlighted that the area would be covered with litter in the busier summer months which would be a health and safety concern for the children using the Playground. **Resolved** that the Chair, Councillor Andrew Williams and the Clerk meet with Tom Francis, Roma Fish Bar as soon as possible to discuss possible solutions.
- Defibrillator at Penclawdd Community Centre – Had been moved to the main entrance as requested.

142. Public Question Time

None.

143. Community Reports

a) Police Report

PC Simon Chadwick, South Wales Police updated the meeting on local issues that had occurred recently. The meeting was also updated on Police resources, speed camera coverage in the area and traffic / parking issues locally.

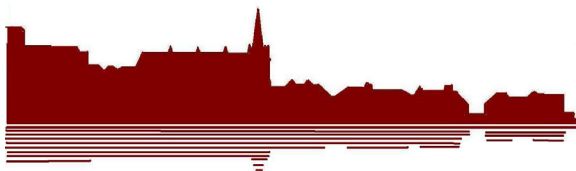
The Chair thanked the Officer for attending the meeting.

144. Reports of the Clerk

The Clerk reported the following: -

a) Accounts for Payment

The accounts for payment were provided at Appendix A of the report and at the Amended Appendix A which had also been circulated / published on the website.



The following were highlighted: -

Additional Invoices for Payment

- £181.66 – Scottish Power – Electricity at Bowls Pavilion
- £1,203.97 – Welsh Water – Water charges at Recreation Ground

Quotations

- a) Removal / Replacement of path within Penclawdd Playground – £2,939.58.
- b) Removal of old French Drain and installation of new at Penclawdd Recreation Ground - £8,979.79.
- c) Removal of wooden fence and installation of new fence / hedge at Greenacres entrance to Penclawdd Recreation Ground - £2,930.40.

Resolved that: -

- 1) The payments / additional payments / amendments be approved.
- 2) The accounts paid since 21st March 2024 meeting be noted and agreed.
- 3) The income / additional income be noted.
- 4) The bank reconciliation, bank transfers and bank account balances be noted and agreed.
- 5) The CCLA investment income be noted.
- 6) Quotations a, b and c listed above, provided by Jonathan Davis, be approved.

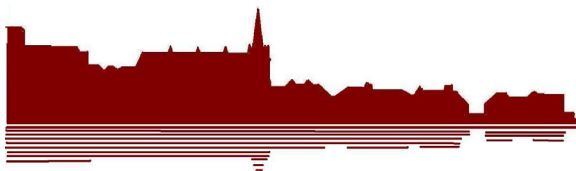
b) Budget Monitoring 2023/24 and 2024/25 Budget

The Clerk presented 'for information' the up-to-date budget spend for 2023-24 and the agreed 2024/25 budget at Appendix B.

c) Correspondence

The correspondence reported by the Clerk was provided at Appendix C of the report. All correspondence was noted, and actions / comments were made in respect of the following: -

	Details	Action / Comments
3.	One Voice Wales - Swansea Area Committee – 15 th April 2024.	The Clerk provided a report on discussions held.
5.	Tonner, Johns and Ratti Solicitors – Professional advice.	Resolved that the Clerk obtains the costs discussed and arranges for the boulders to be moved to prevent access.
12.	Swansea Lions Rugby League – Request to use facilities, April to Mid-August.	Resolved that the request be refused due to ongoing pitch



		maintenance and repair concerns.
	Additional Correspondence	
13.	R & M Williams – Response regarding restoration of ground at Graig Y Coed.	Noted – Jonathan Davis to spread the soil and seed it.
14.	NRW – Crofty Flood Plan.	Clerk to circulate.

Resolved that:

- 1) All correspondence be noted.
- 2) The actions outlined in the list of correspondence be completed.

d) Work Plan 2023/24

The Clerk reported the up-to-date Work Programme 2023-24 'for information'.

e) Community Council Action Tracker

The Community Council Action Tracker was provided 'for information'. All completed actions would be deleted.

f) Annual Report 2023-2024

The Clerk presented for approval, the Annual Report 2023-2024.

Resolved that the Annual Report 2023-2024 be approved and published on the Council's website, subject to the contact details for Councillor Mike Sheehan being added.

g) Annual Plan 2024-2025

The Clerk presented for approval, the Annual Plan 2024-2025.

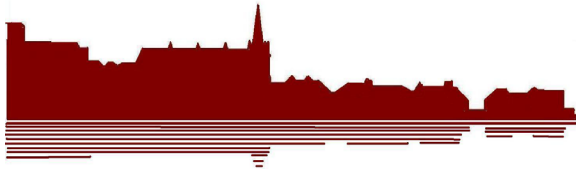
Resolved that the Annual Plan 2023-2024 be approved and published on the Council's website, subject to the contact details for Councillor Mike Sheehan being added.

145. Committee Reports

There were no reports.

146. Council Property / Community Projects / Burial Grounds

The Clerk presented a report regarding Community Council property, community projects and burial grounds. The following were discussed: -



- Penclawdd Playground – Councillor Adam Woolliscroft informed the meeting that the project was on time and progressing well.
- Crofty Playground Lease – The Clerk stated that National Trust had completed the lease. The lease had been forwarded to Tonner, Johns and Ratti Solicitors who were progressing matters.

147. Swansea Council Matters

a) Report of the Penclawdd Ward Member

Councillor Andrew Williams (AW) provided a written report regarding the issues he had been involved with during the previous months. The following were also discussed:

- Roads in the Ward – A Swansea Council engineer examining the roads throughout the Ward and work that was needed. Work to Hendy Road would commence on 22nd April 2024 to resurface the road.

b) Planning

Down To Earth had circulated pre-planning consultation regarding a café / facility at Salthouse Point, Crofty.

c) Footpaths

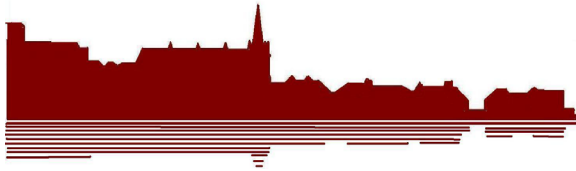
None.

148. Outside Bodies

The Clerk reported on discussions that took place at One Voice Wales - Swansea Area Committee at Minute No.144 c.

The meeting ended at 8.42 pm

Chair



Item No. 9

Annual Council – 16th May 2024

To Review and Adopt Standing Orders & Financial Regulations

1. Review of Standing Orders

The Model Standing Orders (Wales) 2018 as drafted by the National Association of Local Councils (NALC) are presented for review and adoption. The document has been amended slightly to reflect local choice. The Model Standing Orders are attached at **Appendix A**.

It is recommended that:

- 1) The Model Standing Orders (Wales) 2018 provided at **Appendix A**, be adopted.
- 2) The Model Standing Orders be published on the Council website.

2. Review of Financial Regulations

The Model Financial Regulations (Wales) 2019 as drafted by the National Association of Local Councils (NALC) and One Voice Wales (OVW) are presented for review and adoption. The document has been amended slightly to reflect local choice. The Model Standing Orders are attached at **Appendix B**.

It is recommended that:

- 1) The Model Financial Regulations (Wales) 2019 provided at **Appendix B**, be adopted.
- 2) The Model Financial Regulations be placed on the Council website.

Jeremy Parkhouse
Clerk to the Community Council
7th May 2024



Llanrhidian Higher Community Council

Model Standing Orders (Wales) 2018

**National Association of Local Councils (NALC)
109 Great Russell Street
London
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INTRODUCTION

These model standing orders update the National Association of Local Council's (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC's model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of One Voice Wales (OVW).

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave

offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (10) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- o **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one), if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- s The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- t **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts his right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.**

- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.

- v **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- w A meeting shall not exceed a period of (4) hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (2) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. Review of inventory of land and other assets including buildings and office equipment;
 - xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xiv. Review of the Council's and/or staff subscriptions to other bodies;
 - xv. Review of the Council's complaints procedure;
 - xvi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xvii. Review of the Council's policy for dealing with the press/media;
 - xviii. Review of the Council's employment policies and procedures;

- xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.
- xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within (10) days of having been requested to do so by (5) members of the committee [or the sub-committee], any (5) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (5) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (5) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least (5) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e Subject to standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(s).

- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**
- b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c **Dispensation requests shall be in writing and submitted to the standards committee of the [County Borough] OR [County Council] as soon as possible before the meeting that the dispensation is required for.**

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Public Services Ombudsman for Wales dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the

duties of the Proper Officer in relation to the complaint until it has been determined.

- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - iii. indemnify the councillor or non-councillor with voting rights in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the Council.

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee:**
 - **serve on councillors by delivery or post at their residences a signed summons confirming the time, place and the agenda; and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and publish electronically notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.**
 - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (1) days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local**

authorities;

- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;

See also standing order 23;

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to all Councillors (via email) for comment. The procedure to be followed is outlined within the Council minutes;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

See also standing order 23.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils in Wales – A Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;

- ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. subject to standing orders 18(e) and (f) whether contracts with an estimated value below [£25,000] or due to special circumstances are exempt from a tendering process or procurement exercise .
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised on the Council website and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other**

requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- f A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Personnel Committee, if he is not available, the vice-chairman (if there is one) of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to Personnel Committee or Council at its next meeting.
- c The chairman of the Personnel Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Personnel Committee or in his absence, the vice-chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Personnel Committee this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee or Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a **The Council may appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCIL COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the [County Borough] OR [County Council] representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the [County Borough] OR [County Council] shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (5) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible. They will be on the Council website.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



Appendix B

Llanrhidian Higher Community Council

MODEL FINANCIAL REGULATIONS 2019 FOR WALES

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These Financial Regulations were adopted by the Council at its Meeting held on 19th May 2022.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. [The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.]

¹ Model standing orders for Councils 2019 Edition are available from NALC (© NALC 2019)

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the

approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit (Wales) Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council [Finance Committee].
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or

- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
 - 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
 - 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. [Each committee (if any) shall review its one-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of [October] each year including any proposals for revising the forecast].
- 3.2. The RFO must each year, by no later than [November], prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] Council.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over [£5,000];
 - a duly delegated committee of the Council for items over [£100]; or
 - the Clerk, in conjunction with Chairman / Vice Chairman of Council or Chairman / Vice Chairman of the appropriate committee, for any items below [£2,000].

Such authority is to be evidenced by a minute or by an authorisation slip / email duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£3000]. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to

the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, “material” shall be in excess of [£100] or [15%] of the budget.

- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. [The Council shall seek credit references in respect of members or employees who act as signatories].
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council [or finance committee]. The Council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council [or finance committee]. The approved schedule shall be approved by the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council [or Finance Committee] meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee];

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee]; or
 - c) fund transfers within the Councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee].
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council [or Finance Committee].
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council [or duly delegated committee].

- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two member[s] of Council, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council [or Finance Committee] at the next convenient meeting.
- 6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO] [a member]. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by Council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council [Finance Committee]. Transactions and purchases made will be reported to the [Council] [relevant committee] and authority for topping-up shall be at the discretion of the [Council] [relevant committee].
- 6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Public Audit (Wales) Act 2004, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff, the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

- 8.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below)].

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;

- ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. The full requirements of The Public Contracts Regulations 2015 (“the Regulations”), as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
 - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
 - f. Any invitation to tender issued under this regulation shall be subject to Standing Orders 65 a, b and c and shall be subject to the terms of the Bribery Act 2010.
 - g. When it is to enter into a contract of less than [£25,000]³ in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£5,000] and above [£500] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

³ This suggested figure is based on the sum above which special rules are applicable (under the Regulations) to Councils in England and is therefore considered an appropriate threshold.

h. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

- i. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

11.2. The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.

- a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
- b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.]

13. [STORES AND EQUIPMENT)

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit (Wales) Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers [in consultation with the Clerk].
- 15.2. [The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the Council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the Council / Finance Committee, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

* * *

Notes to the Model.

Stated dates or months may be changed to suit local circumstances.

[square brackets] This part may be deleted if not relevant. An alternative may have been provided.

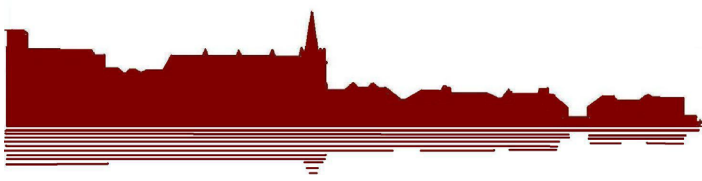
Where the word “regularly” is used in the text it is for the individual Council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(k)) may be varied by the Council and should be reviewed regularly and confirmed annually by the Council.

The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by Council but, normally shall be based on the list maintained by the District Council for such works, if such list is maintained. In the absence of an appropriate list, the words in square brackets should be omitted.

Every effort has been made to ensure that the contents of this document are correct at time of publication. One Voice Wales (OVW) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

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Item No. 10 a)

Annual Council – 16th May 2024

**Independent Remuneration Panel for Wales (IRPW)
Annual Report 2024-2025**

1. Introduction

- 1.1 The Council operates within a legal framework established by the Local Government Act 1972, the Local Government and Housing Act 1989, the Local Government Act 2000, the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007, the Local Government (Wales) Measure 2011, Local Government & Elections (Wales) Act 2021 and other relevant legislation (“the legislation”). Additionally, the Independent Remuneration Panel for Wales (IRPW) determines the remuneration available to Councillors and Co-opted Members.
- 1.2 This report seeks to address the requirements of the relevant legislation.

2. Independent Remuneration Panel for Wales (IRPW)

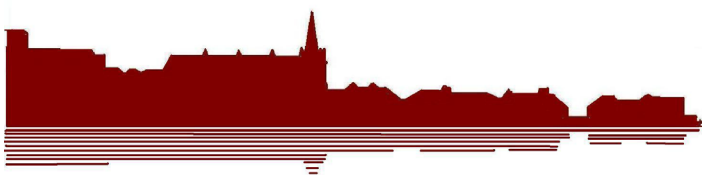
- 2.1 The IRPW Annual Report www.gov.wales/independent-remuneration-panel-wales sets out “Contribution towards Costs of Care and Personal Assistance (CPA)” and “Payments to Members of Community & Town Councils”.

Under the Local Government (Wales) Measure 2011, Community and Town Councils are relevant Authorities for the purpose of remuneration. Consequently, individuals who have accepted office as a Member of a Community or Town Council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the Proper Officer of a Council to arrange for correct payments to be made to all individuals entitled to receive them.

3. Independent Remuneration for Wales Annual Report

- 3.1 **Community and Town Councils** - The Panel continues to mandate payments for the extra costs of working from home and payments for office consumables. There is no change to the Determination made last year.
- **Mandatory Payments:** Determination 6 - Payment for extra costs of working from home. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power, and broadband) of working from home.

Set payment for consumables: Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or



alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It is a matter for each Council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly, or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

- **Compensation for Financial Loss:** Determination 7 - Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year. Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE. To maintain this link, the figures for 2024 are now set at £119.62 for a full day and £59.81 for a half day.
- **Reporting Requirements:** Determination 8 - Community and Town Councils are required to submit an annual statement of payments to the Panel by the 30 September each year, and also publish this on their website. The Panel have provided a template return for clerks to use.

The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

- **Payments to Community and Town Councils**

Under IRPW rules, Llanrhidian Higher Community Council is a Group 4 Council as its Electorate is 1,000 to 4,999. The payments are outlined at Table 1.

Table 1

Type of Payment	Group	Requirement
Extra Costs Payment	4 (Electorate over 1,000 to 4,999)	Mandatory for all members (£156)
Consumables	4 (Electorate over 1,000 to 4,999)	Optional - either pay Members £52 a year for the cost of office consumables required to carry out their role, or alternatively Councils must enable Members to claim full reimbursement for the cost of their office consumables.
Costs of Care or Personal Assistance	4 (Electorate over 1,000 to 4,999)	Mandatory
Senior Role	4 (Electorate over 1,000 to 4,999)	Optional up to 3 members
Mayor or Chair	4 (Electorate over 1,000 to 4,999)	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	4 (Electorate over 1,000 to 4,999)	Optional - Up to a maximum of £500
Attendance Allowance	4 (Electorate over 1,000 to 4,999)	Optional
Financial Loss	4 (Electorate over 1,000 to 4,999)	Optional
Travel and Subsistence	4 (Electorate over 1,000 to 4,999)	Optional

Recommendations

- 1) The Independent Remuneration Panel for Wales Annual Report recommendations be noted together with the determinations in relation to Community and Town Councils.
- 2) The recommendations in respect of extra costs payment be noted.
- 3) Councillors utilise the office facilities consumables available via the Clerk to undertake the requirements of the job.
- 4) The Council considers whether to make payments in respect of the optional payments listed in respect of Senior Role / Mayor or Chair / Deputy Mayor or Deputy Chair / Attendance Allowance / Financial Loss / Travel and Subsistence.

Background Papers: None.

Appendices: None.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council



Item No. 10 b)

Annual Meeting of Council – 16th May 2024

Constitutional Matters 2024-2025

1. Appointment of Committees, Size of Committee, Membership & Terms of Reference

To appoint the following for 2024-2025:

- Finance Committee.
- Personnel Committee.
- Events & Projects Committee.

- 3.1 The Council is also asked to approve the size, membership and the Terms of Reference of those Committees which are outlined at **Appendix A**.

2. Allocation of Councillors to Outside Bodies / Responsibility for Council Sites / Roles

- 2.1 The Outside Bodies that Council Allocated Councillors to and membership of those Outside Bodies during 2024-2025 are outlined in **Appendix B**.

- 2.2 Council is asked to consider the list and to determine whether to re-allocate to these Outside Bodies and to determine who to allocate (if applicable).

- 2.3 The Responsibility for Council Roles / Sites and the number of Councillors required is outlined at **Appendix C**. The list of Councillors with responsibility during 2023/24 are provided to assist.

- 2.4 Council is asked to consider the list and to determine whether to re-allocate to the roles / sites and to determine who to allocate (if applicable).

3. Council & Committee Meetings

- 3.1 Llanrhidian Higher Community Council Meetings are held at **7.00pm on the third Thursday of each month**; except for August and December when the Council is in recess. These meetings are subject to change, but details shall be available on the Council's website. The schedule of meetings for 2024-2025 is as follows: -

16 th May 2024	17 th October 2024	20 th March 2025
20 th June 2024	21 st November 2024	17 th April 2025
18 th July 2024	17 th January 2025	15 th May 2025 (Annual Meeting)
19 th September 2024	20 th February 2025	



4. Grant of Delegated Powers to the Clerk - Swansea Council - Planning Applications & Planning Matters

4.1 The system for responding to Swansea Council Planning Applications and Planning Matters shall be:

- i) The Clerk forwards via e-mail / informs all Councillors regarding all Planning Applications / Approvals relevant to the Community Council.
- ii) Councillors be given a period of 10 clear working days to respond to the Clerk / respond at the next available Community Council meeting.
- iii) The Clerk collates the responses of the Councillors / responses agreed at the Council meeting and forwards them to Swansea Council's Planning Team as the formal observations of the Council.

5. Grant of Delegated Powers to the Clerk - Spending & Bank Reconciliation

5.1 The Clerk be authorised to make emergency / necessary payments in between meetings providing permission has been given from two of the following four Councillors: Chair of Council, Vice Chair of Council, Chair of Finance Committee & Vice Chair of Finance Committee.

5.2 Bank Account Reconciliation Reports shall be provided to all monthly Council meetings.

6. Recommendations

It is recommended that:

- 1) Council appoints the Committees as listed in **Appendix A.** (Finance Committee, Personnel Committee, Events & Projects Committee)
- 2) If Council resolve to appoint the Committees, it will need to determine:
 - a) The Number of Allocated Seats on each Committee.
 - b) The Membership of each Committee.
 - c) The Terms of Reference of each Committee.
 - d) The Councillor to manage the Clerk on a day-to-day basis.
- 3) The schedule of Council Meetings as outlined in the report be agreed.
- 4) Councillors be allocated to serve on Outside Bodies as outlined at **Appendix B.**
- 5) Councillors be allocated to roles / to have responsibility for sites as outlined at **Appendix C.**



- 6) The Clerk of the Council be delegated authority to respond directly to Swansea Council in relation to Planning Application & Planning Matters subject to the process outlined in the report being followed.
- 7) The Clerk be authorized to make emergency / necessary payments in between meetings providing permission has been given from two of the following four Councillors: Chair of Council, Vice Chair of Council, Chair of Finance Committee & Chair of Personnel Committee.
- 8) Bank Account Reconciliation Reports shall be provided to all monthly Council meetings.

Background Papers: None.

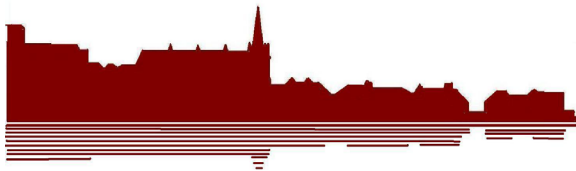
Appendices:

- | | |
|-------------------|---|
| Appendix A | Council, Committees, Number of Allocated Seats & Membership & Terms of Reference. |
| Appendix B | Appointment of Councillors to Outside Bodies. |
| Appendix C | Responsibility for Council Sites / Roles. |

Jeremy Parkhouse

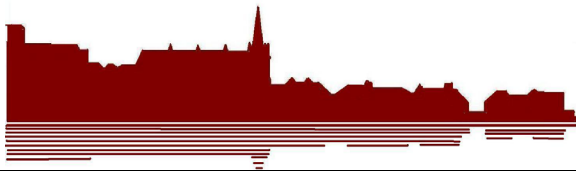
Clerk to Llanrhidian Higher Community Council

6th May 2024

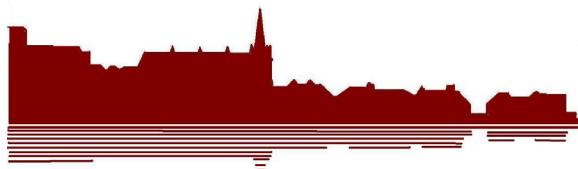


**Council, Committees, Number of Allocated Seats
& Membership 2024-2025 & Terms of Reference**

Body	Seats	Membership / Comments
<i>Council</i>	<i>10</i>	<i>All 10 Councillors.</i>
<i>Finance Committee</i> <i>Terms of Reference:</i> <ul style="list-style-type: none"> <i>• To monitor the grounds maintenance contract and meet quarterly with the ground maintenance contractor.</i> <i>• To monitor the Council budget spend.</i> <i>• To agree, monitor and recommend to Council all grants / any other grant payments / donations.</i> <i>• To agree, monitor and recommend to Council the annual fees / hire prices for use of Council facilities.</i> <i>• To agree and monitor the Council's property maintenance schedule.</i> <i>• To agree, monitor and recommend to Council contracts in line with the Council's Model Financial Regulations.</i> <i>• To monitor and recommend to Council the annual Burial and Cremation Fees for Council Cemeteries</i> <i>• To monitor Council assets.</i> <i>• To monitor the risk management schedule</i> <i>• To periodically review the Council's Model Financial Regulations.</i> <i>• To monitor the Biodiversity and Environment Development Action Plan under the Environment (Wales) Act 2016 (Part 1) Section 6 - Biodiversity and Resilience of Ecosystems.</i> <i>• To undertake the budgetary control / authority to spend as outlined in the</i> 	<i>5</i>	<i>Councillors to be elected at the Annual Meeting.</i> <i>Chair / Vice-Chair to be elected at the first meeting of the Committee.</i>



<p><i>Model Financial Regulations and to deal with any urgent financial matters as considered necessary.</i></p> <ul style="list-style-type: none"> <i>To meet at least 4 times during the Municipal Year.</i> 		
Body	Seats	Membership / Comments
<p>Personnel Committee</p> <p><i>Terms of Reference:</i></p> <ul style="list-style-type: none"> <i>To oversee the performance / annual appraisal / set the targets & priorities of the Clerk (to link in with the Annual Plan).</i> <i>To oversee and monitor the hours, holiday entitlement, sickness or absence of the Clerk and organising appropriate cover.</i> <i>To appoint the Councillor to manage the Clerk on a day-to-day basis.</i> <i>To manage any disciplinary or grievance issues (for or against) relating to the Clerk.</i> <i>To manage and agree the annual pay of the Clerk.</i> <i>To manage the training and continuous professional development of the Clerk.</i> <i>To deal with any other issues referred by the Council (that do not come under the jurisdiction of the Finance Committee).</i> <i>To manage the training programme / development of Councillors.</i> <i>To review Council policies, except those monitored by the Finance Committee.</i> <i>To meet at least twice during the Municipal Year.</i> 	5	<p><i>Councillors to be elected at the Annual Meeting.</i></p> <p><i>Chair / Vice-Chair to be elected at the first meeting of the Committee.</i></p> <p>Note: <i>A Councillor should be appointed to manage the Clerk on a day-to-day basis.</i></p>
<p>Events & Projects Committee</p> <p><i>Terms of Reference:</i></p> <ul style="list-style-type: none"> <i>To oversee all events and projects organised by the Community Council.</i> 	5	<p><i>Chair / Vice-Chair to be elected at the first meeting of the Committee.</i></p> <p>Note: <i>Membership of the Committee can include</i></p>



<ul style="list-style-type: none"> To meet at least twice in a Municipal year. To oversee playground development and to progress any associated funding applications. To arrange and organize the annual Remembrance Sunday Service at the Memorial Gardens. 		non-Councillors.
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Appendix B

Appointment to Outside Bodies

Outside Bodies	Membership / Comments:
	Note: Current Membership is:
Community / Town Council Forum	Councillor Sarah Hughes & Clerk
Penclawdd Primary School – School Governor Representative.	Councillor Andrew Williams
One Voice Wales Swansea Area Committee	Councillor Sarah Hughes & Clerk
Representative on the Gower AONB Advisory Group	Councillor Paul Tucker

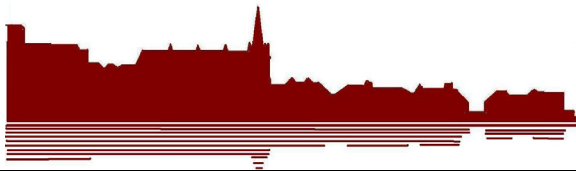
Appendix C

Responsibility for Council Sites / Roles

Council Role / Site	Requirements
Councillor with Responsibility for Footpaths, Cycle Paths and Bridleways	1 Councillor
Penclawdd Recreation Ground.	1 Councillor
Llanmorlais Recreation Ground.	1 Councillor
Mount Hermon Chapel, Cemetery and Car Park.	1 Councillor
Parc Hendy Cemetery.	1 Councillor
Dan-Y- Graig Football Field.	1 Councillor
Memorial Gardens, Penclawdd.	1 Councillor
Playgrounds at Penclawdd and Crofty.	2 Councillors
Foreshore Car Park, Penclawdd.	1 Councillor
Old Station Sign / Footpath Lecterns	1 Councillor
Graig-Y-Coed Playing Fields	1 Councillor
Graig-Y-Coed Woodland Project	1 Councillor

***Note – Sites / Councillors with responsibility during 2023/24 were as follows: -**

Council Role / Site	Councillor(s) with Responsibility
Councillor with Responsibility for Footpaths, Cycle Paths and Bridleways	Councillor Colin Guy (Crofty & Llanmorlais)



Councillor with Responsibility for Footpaths, Cycle Paths and Bridleways	Vacant – Penclawdd Ward
Penclawdd Recreation Ground.	Councillor Andrew Williams
Llanmorlais Recreation Ground.	Councillor Melissa Roberts
Mount Hermon Chapel, Cemetery and Car Park.	Councillor Colin Guy
Parc Hendy Cemetery.	Councillor Paul Tucker
Dan-Y- Graig Football Field.	Councillor Andrew Williams
Memorial Gardens, Penclawdd.	Councillor Sarah Hughes
Playgrounds at Penclawdd and Crofty.	Councillor Leanne Davies / Councillor Melissa Roberts
Foreshore Car Park, Penclawdd.	Councillor Andrew Williams
Old Station Sign / Footpath Lecterns	Councillor Paul Tucker
Graig-Y-Coed Playing Fields	Councillor Andrew Williams
Graig-Y-Coed Woodland Project	Councillor Leanne Davies

Fixed assets list

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
Cemeteries										
15	15	Mount Hermon Chapel & Burial Ground	Hermon Lane, Penclawdd		£1.00	£1.00	£1.00	£1.00		
17	17	Parc Hendy Burial Ground	Off Parc Hendy Crescent, Penclawdd		£1.00	£1.00	£1.00	£1.00		
35	35	Wooden bench	Garden of Remembrance, Mount Hermon Cemetery		£400.00	£400.00	£400.00	£400.00		
36	36	Wooden bench	Mount Hermon Cemetery, near Hermon Lane		£400.00	£400.00	£400.00	£400.00		
Total Values					£802.00	£802.00	£802.00	£802.00		
Community Assets										
14	14	Memorial Gardens, Penclawdd	Seaview Terrace, Penclawdd		£1.00	£1.00	£1.00	£1.00		
Total Values					£1.00	£1.00	£1.00	£1.00		
Dan-Y-Graig Playing Fields										
9	9	Football Pavilion and Playing Field	Off Hendy Road, Penclawdd		£50,000.00	£130,000.00	£130,000.00	£130,000.00	12/06/18	
47	47	Metal bench	Dan Y Graig Playing Fields		£400.00	£400.00	£400.00	£400.00		
60		Container Style Changing and Officials Rooms	Parc Dan Y Graig	16/10/2023	£82,485.00	£82,485.00	£82,485.00	£82,485.00		

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
Total Values					£132,885.00	£212,885.00	£212,885.00	£212,885.00	
Graig Y Coed Playing Fields									
0	0	Graig Y Coed Pavilion & Playing Fields			£0.00	£0.00	£0.00	£340,000.00	
Total Values					£0.00	£0.00	£0.00	£340,000.00	
Land & Buildings									
3	3	Land at Station Road, Llanmorlais	Top of Station Road, Llanmorlais		£1.00	£1.00	£1.00	£1.00	
4	4	Graig Y Coed Community Woodland Project	Behind / Above Graig Y Coed Playing Fields	01/07/2020	£1.00	£1.00	£1.00	£1.00	£1.00
13	13	Land at Dunraven, Penclawdd	Land next to Dunraven Close, Penclawdd		£1.00	£1.00	£1.00	£1.00	
16	16	Hermon Car Park	Hermon Lane, Penclawdd	01/04/2015	£4,000.00	£4,000.00	£4,000.00	£4,000.00	
23	23	Leaseholders of Scout Hut, Penclawdd	Hendy Road, Penclawdd		£1.00	£1.00	£1.00	£0.00	
50	50	Foreshore Car Park, Penclawdd	Foreshore Car Park, Penclawdd	15/03/2019	£350.00	£10,000.00	£10,000.00	£10,000.00	
Total Values					£4,354.00	£14,004.00	£14,004.00	£14,003.00	£1.00
Llanmorlais Recreation Ground									
11	11	Pavilion, Car Park, Tennis Courts, MUGA & Recreation Ground	Llanmorlais Recreation Ground		£250,000.00	£415,000.00	£415,000.00	£415,000.00	12/06/18
12	12	Skateboard ramp, Llanmorlais	Llanmorlais Recreation Ground		£2,000.00	£2,000.00	£2,000.00	£2,000.00	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
				Total Values	£252,000.00	£417,000.00	£417,000.00	£417,000.00	
Penclawdd Recreataion Ground									
7	7	Rugby Pavilion & Pitch, Tennis Court, Bowls Pavilion & Green	Recreation Ground, Penclawdd		£475,000.00	£1,025,000.00	£1,025,000.00	£1,025,000.00	12/06/18
18	18	Tennis Courts, Recreation Ground, Penclawdd	Recreation Ground, Penclawdd		£35,000.00	£35,000.00	£35,000.00	£35,000.00	
44	44	Metal bench	Recreation Ground, Penclawdd		£400.00	£400.00	£400.00	£400.00	
44	44	Metal bench in Bowls Green	Bowls Green, Recreation Ground Penclawdd		£400.00	£400.00	£400.00	£400.00	
46	46	Metal bench	Overlooking Tennis Courts, Penclawdd Recreation Ground		£400.00	£400.00	£400.00	£400.00	
				Total Values	£511,200.00	£1,061,200.00	£1,061,200.00	£1,061,200.00	
Playgrounds									
1	1	Penclawdd Playground	Foreshore, Penclawdd		£35,000.00	£35,000.00	£35,000.00	£35,000.00	
2	2	Crofty Playground, Crofty	Off Pencaerfenni Lane, Crofty		£35,000.00	£35,000.00	£35,000.00	£35,000.00	
32	32	Metal bench	Inside Crofty Playground, Crofty		£400.00	£400.00	£400.00	£400.00	
33	33	Wooden bench	Inside Crofty Playground, Crofty		£400.00	£400.00	£400.00	£400.00	

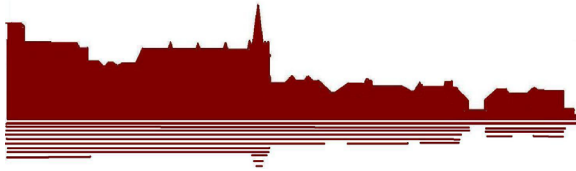
Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
41	41	Wooden Picnic Bench	Penclawdd Playgrond		£600.00	£600.00	£600.00	£600.00	
42	42	Metal Picnic Bench	Penclawdd Playground		£600.00	£600.00	£600.00	£600.00	
43	43	Wooden bench	Penclawdd Playground		£400.00	£400.00	£400.00	£400.00	
Total Values					£72,400.00	£72,400.00	£72,400.00	£72,400.00	

Street Furniture

25	25	Metal bench	Opposite St David's Church, Wernfrwd		£400.00	£400.00	£400.00	£400.00	
26	26	Wooden bench	Opposite St David's Church, Wernfrwd		£400.00	£400.00	£400.00	£400.00	
27	27	Metal bench	Marsh Road near footpath to Kenwood Kennels		£400.00	£400.00	£400.00	£400.00	
29	29	Metal bench	Near Former Penuel Chapel, Penuel, Llanmorlais		£400.00	£400.00	£400.00	£400.00	
30	30	Wooden bench	Opposite Crofty Playground, Crofty		£400.00	£400.00	£400.00	£400.00	
31	31	Wooden bench	Opposite Crofty Playground, Crofty		£400.00	£400.00	£400.00	£400.00	
34	34	Wooden bench	On roundabout at top of Station Road, Llanmorlais		£400.00	£400.00	£400.00	£400.00	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
37	37	Metal bench at Foreshore Car Park	Foreshore Car Park		£400.00	£400.00	£400.00	£400.00	
39	39	Metal Bench at Foreshore Car Park	Foreshore Car Park		£400.00	£400.00	£400.00	£400.00	
40	40	Metal bench at Foreshore Car Park	Foreshore Car Park		£400.00	£400.00	£400.00	£400.00	
48	48	World War One Memorial Bench	Memorial Gardens	10/07/2018	£695.00	£695.00	£695.00	£695.00	
49	49	World War One Memorial Bench	Memorial Gardens	10/07/2018	£695.00	£695.00	£695.00	£695.00	
52	52	Noticeboard (New)	Memorial Gardens (Free Standing)	05/03/2018	£1,513.00	£1,513.00	£1,513.00	£1,513.00	
53	53	Noticeboard	Bus Shelter - Llanmorlais Cross	24/06/2013	£180.00	£180.00	£180.00	£180.00	
54	54	Noticeboard	Bus Shelter - Wernfrwd Cross	24/06/2013	£180.00	£180.00	£180.00	£180.00	
55	55	Interpretation Panel (1)	Old Station Platform, Penclawdd	02/03/2018	£1,272.00	£1,272.00	£1,272.00	£1,272.00	
56	56	Interpretation Panel (2)	Footpath Neat Gower Timber	02/03/2018	£1,272.00	£1,272.00	£1,272.00	£1,272.00	
57	57	Interpretation Panel (3)	Footpath - Near Old Canal	02/03/2018	£1,272.00	£1,272.00	£1,272.00	£1,272.00	
58	58	'Penclawdd' Sign	Old Station Platform, Penclawdd	15/02/2018	£874.10	£874.10	£874.10	£874.10	
58	58	Interpretation Panel (4)	Footpath - Near old brickworks opposite Rake & Riddle	02/03/2018	£1,272.00	£1,272.00	£1,272.00	£1,272.00	
Total Values					£13,225.10	£13,225.10	£13,225.10	£13,225.10	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
Vehicles & Equipment									
5	5	Lenovo Laptop		01/12/2017	£495.00	£495.00	£495.00	£495.00	
59	59	Office 1ST Heavy Duty Stapler	Office Equipment	28/09/2020	£41.99	£41.99	£41.99		
61	61	Wildlife Camera	Penclaedd Recreation Ground	06/05/2024	£79.98	£79.98			
Total Values					£616.97	£616.97	£536.99	£495.00	
Grand Total					£987,484.07	£1,792,134.07	£1,792,054.09	£2,132,011.10	£1.00
+ assets disposed during year							£0.00		
							<u>£1,792,054.09</u>		



Item No. 12

Annual Council – 16th May 2024

Reports of the Clerk

Attached at the appendices are the following: -

a) Accounts for Payment / Financial Report

- Appendix A – Accounts for Payment / Financial Report – May 2024.
- Quotations / requests reported.
 - New lines on Penclawdd Tennis Courts.
 - Finishing shower area at disabled toilet at Parc Dan Y Graig.
 - Installation of gate / boulder at Foreshore Car Park.
 - CCTV Extension at Penclawdd Recreation Ground.
 - Repairs To Blown Out Drainage Runs on GYC Football Field.

b) Budget Monitoring 2024/25

Attached at Appendix B.

c) Correspondence

Attached at Appendix C.

d) Work Programme 2024-2025

Attached at Appendix D.

e) Community Council Action Tracker

Attached at Appendix E.

Jeremy Parkhouse
Clerk to the Community Council
9th May 2024

Appendix A

ACCOUNTS FOR PAYMENT – 16th May 2024

Salaries	£1,182.07
Clerks Expenses	£69.19
Pinnacle - Printing costs - Invoice 105558 (£42.49 Net) (£8.50 VAT)	£50.99
Jonathan Davis & Son - Invoice 24/19 - Monthly Costing April 2024 and Additional Works - Supply & Installation of Seat Timber to Rocking Rocket in Crofty Playground on 29/4/24 - (£6,284.58 Net) (£1,256.91 VAT)	£7,541.49
Jonathan Davis & Son - Invoice 24/20 - Supply & Installation of Additional Pedestrian Gate. Movement of Existing Fencing and Gates to Form New Maintenance Access. All above as per Quotation 136/23 - (£2,572.11 Net) (£514.42 VAT)	£3,086.53
Edge IT - Invoice 37812 - Microsoft 365 - Setup Councillor Email Account - (£33.00) (£6.60)	£39.60
Dwr Cymru - Water charges at Graig Y Coed Pavilion	£418.61
Dwr Cymru - Water charges at Llanmorlais Changing Rooms	£67.94
Swansea Council Pension Fund	£492.32
HMRC - PAYE	£473.94
Total Payments	£13,422.68
Invoices Paid since 18th April 2024	
Scottish Power - Electricity at Bowls Pavilion (£172.58) (£9.08 VAT @ 5%)	£181.66
Gwyr Skips and Aggregate - 16 Yard Skip, 1 @ £370.00 (£370 Net) (£74 VAT)	£444.00
Heartbeat Trust - Moving of defibrillator at Penclawdd Community Centre	£50.00
Tonner Johns and Ratti Solicitors - Professional Fees - (£151.00 Net) (£20.00 VAT)	£171.00
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£7.00
Total	£873.63
Total Outgoings	£14,296.31
Income Since 18th April 2024	
CCLA - Interest - April 2024	£107.19
Swansea Council - Precept	£60,149.05
Mount Hermon Cemetery - Burial New Grave (Non-Resident)	£1,332.50
Total Income	£61,588.74
TRANSFERS:	
None.	
RECONCILIATION:	
Current Account Balance – 7th May 2024	£63,151.08
Less Approved Payments (May 2024)	£13,422.68
Total	£49,728.40
BANK ACCOUNTS	
Current Account Balance – 7th May 2024	£63,151.08
Reserve Account Balance - 7th May 2024	£23,522.46
CCLA Investment - 7th May 2024	£25,000.00
Memorial Gardens Charity Account - 7th May 2024	£1.00
Projects Account Balance - 7th May 2024	£142,476.60
TOTAL	£254,151.14

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		Previous Year's Net	2023/24	Actual Net	Balance	2024/25
INCOME						
Administration						
100	Precept	£153,999.34	£163,725.98	£164,427.73	£701.75	£180,447.15
105	Refund of bank charges	£0.00	£0.00	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£12.00	£0.00	-£12.00	£0.00
121	Bank Interest	£546.41	£12.00	£1,630.70	£1,618.70	£1,100.00
122	Bank Interest	£0.00	£0.00	£274.17	£274.17	£120.00
150	Grants received	£0.00	£0.00	£303,215.08	£303,215.08	£0.00
155	PWLB Loan	£0.00	£0.00	£0.00	£0.00	£0.00
250	Miscellaneous Income	£925.24	£2,500.00	£2,778.14	£278.14	£6,000.00
251	Miscellaneous Income - Current Account	£2,828.69	£3,500.00	£130,086.26	£126,586.26	£4,800.00
Total Administration		£158,299.68	£169,749.98	£602,412.08	£432,662.10	£192,467.15
Outside Services						
300	Cemetery Income	£7,717.00	£10,000.00	£9,883.00	-£117.00	£12,000.00
320	Wayleaves	£128.55	£129.00	£128.55	-£0.45	£129.00
330	Recreation Grounds	£5,629.34	£9,700.00	£4,960.75	-£4,739.25	£6,450.00
Total Outside Services		£13,474.89	£19,829.00	£14,972.30	-£4,856.70	£18,579.00
Total Income		£171,774.57	£189,578.98	£617,384.38	£427,805.40	£211,046.15

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

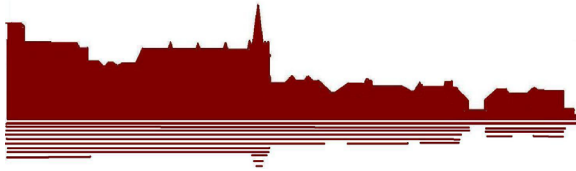
		Previous Year's Net	2023/24	Actual Net	Balance	2024/25
EXPENDITURE						
Administration						
1001	Salaries	£28,012.08	£36,500.00	£32,700.35	£3,799.65	£40,500.00
1002	Clerks Expenses	£426.15	£430.00	£843.66	-£413.66	£650.00
1010	Subscriptions	£1,073.13	£1,230.00	£460.04	£769.96	£1,410.00
1015	Office Costs	£2,937.91	£3,300.00	£3,093.79	£206.21	£3,960.00
1020	Web Site	£356.00	£850.00	£286.00	£564.00	£400.00
1025	Advertising	£85.00	£150.00	£170.00	-£20.00	£150.00
1030	Insurance	£5,267.13	£5,000.00	£5,126.28	-£126.28	£5,500.00
1040	Bank Charges	£77.55	£80.00	£77.00	£3.00	£100.00
1045	Audit Fees	£681.00	£715.00	£450.00	£265.00	£775.00
1046	Accountancy Services	£0.00	£260.00	£525.00	-£265.00	£250.00
1050	Legal Costs	£0.00	£2,500.00	£0.00	£2,500.00	£1,000.00
1060	Loan Repayments	£2,576.36	£6,000.00	£4,210.49	£1,789.51	£6,000.00
1065	Training	£0.00	£800.00	£0.00	£800.00	£0.00
1070	ICO Fee	£35.00	£35.00	£35.00	£0.00	£35.00
1075	Consultancy Costs	£0.00	£300.00	£0.00	£300.00	£300.00
1076	Signage	£331.00	£500.00	£0.00	£500.00	£500.00
Total Administration		£41,858.31	£58,650.00	£47,977.61	£10,672.39	£61,530.00
Outside Services						
3000	Cemeteries	£1,492.56	£12,700.00	£4,352.26	£8,347.74	£12,400.00
3001	Grounds Maintenance	£88,608.38	£75,000.00	£70,997.76	£4,002.24	£90,000.00
3010	Playgrounds	£0.00	£7,100.00	£384.00	£6,716.00	£5,100.00
3030	Recreation Grounds	£10,920.48	£13,300.00	£204,724.09	-£191,424.09	£13,450.00
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£1,500.00	£0.00	£1,500.00	£0.00
3050	Other Outside services	£2,601.40	£11,850.00	£16,843.33	-£4,993.33	£11,500.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		Previous Year's Net	2023/24	Actual Net	Balance	2024/25
3051	Remembrance Sunday Service	£921.82	£1,400.00	£1,159.65	£240.35	£1,500.00
3052	War Memorial Charity	£0.00	£0.00	£1.00	-£1.00	£0.00
3055	Defibrillators	£1,625.00	£1,500.00	£2,945.00	-£1,445.00	£1,600.00
Total Outside Services		£106,169.64	£124,350.00	£301,407.09	-£177,057.09	£135,550.00
Civic						
2000	Councillor Expenses	£0.00	£3,850.00	£0.00	£3,850.00	£3,850.00
2005	Councillor Training	£630.00	£800.00	£292.00	£508.00	£800.00
2010	Meeting Costs	£360.00	£300.00	£520.00	-£220.00	£600.00
2030	Election Costs	£210.00	£3,000.00	£0.00	£3,000.00	£3,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00	£0.00	£0.00
Total Civic		£1,200.00	£7,950.00	£812.00	£7,138.00	£8,250.00
Grants						
4046	Donations	£450.00	£500.00	£0.00	£500.00	£500.00
4047	Section 137 Payments	£0.00	£0.00	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£4,100.00	£5,000.00	£3,500.00	£1,500.00	£5,000.00
Total Grants		£4,550.00	£5,500.00	£3,500.00	£2,000.00	£5,500.00
Total Expenditure		£153,777.95	£196,450.00	£353,696.70	-£157,246.70	£210,830.00
Total Income		£171,774.57	£189,578.98	£617,384.38	£427,805.40	£211,046.15
Total Expenditure		£153,777.95	£196,450.00	£353,696.70	-£157,246.70	£210,830.00
Total Net Balance		£17,996.62	-£6,871.02	£263,687.68		£216.15

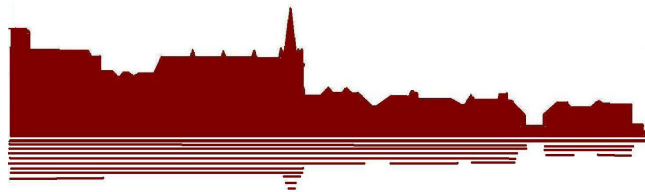


Correspondence – 16th May 2024

1.	Swansea Council – Update regarding Local Area Co-ordinator.
2.	Swansea Council - Communities and Nature Project Officer – Meeting request and Feedback.
3.	Swansea Council – Rural Anchor RA080 Llanrhidian Higher Council - meeting with officers.
4.	Swansea Council - Additional £1m Community Capital Budget.
5.	Swansea Council - Footpath LH78 - Pencaerfenni Park, Crofty.
6.	One Voice Wales – Training Programme.

Jeremy Parkhouse

8th May 2024



Report of the Clerk

Annual Council – 16th May 2024

Llanrhidian Higher Community Council Work Plan 2024/2025

Purpose: This report details the Community Council Work Plan to May 2025.

Report Author: Jeremy Parkhouse

For Information

1. Introduction

1.1 The Community Council Workplan to May 2025 is attached at Appendix 1 for information.

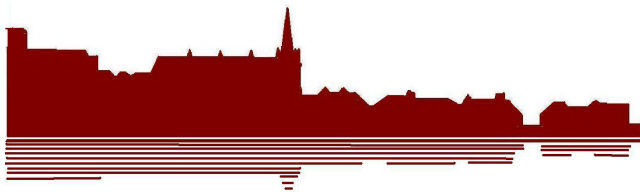
1.2 The dates included for the meetings in 2024/25 are subject to approval at the Annual Council meeting.

Appendix 1 – Community Council Workplan 2024/25.

Llanrhidian Higher Community Council Workplan 2024/25

Appendix 1

	May 2024	June 2024	July 2024	September 2024	October 2024	November 2024	January 2025	February 2025	March 2025	April 2025
Presentations	Police Report	Police Report	Police Report Local Area Co-ordinator	Police Report	Police Report	Police Report Local Area Co-ordinator	Police Report	Police Report	Police Report Local Area Co-ordinator	Police Report
Governance	Election of Chair Election of Vice-Chair Standing Orders Financial Procedure Rules Constitutional Matters Appoint Chair / Vice Chair of Charity Assets of the Council	To Agree the Internal Audit Report and Annual Governance Statement. To Appoint an Internal Auditor for the Financial Year Ending 31st March 2025 To Approve Councillors Allowances for the 2023-2024 Financial Year.			Annual Governance Statement - To approve the report of the External Auditor		To note the budget 2025/26 To Set the Precept for 2025/26			To Approve the Annual Report To Approve the Annual Plan
Clerk's Reports	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan
Committee Reports		Finance Events & Projects	Finance - To Agree the Annual Charges for Use of Community Council Facilities by Sports Clubs. Finance - To Approve Grant Payments Personnel / Events & Projects	Events & Projects	Events & Projects	Finance – To approve the draft budget. Finance - To Agree the Annual Burial Charges Events & Projects	Finance – To recommend the appointment of the Grounds Maintenance Contractor	Events & Projects	Personnel	Events & Projects
Council Assets	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds
Swansea Council	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way
Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies



Report of the Clerk

Annual Council – 16th May 2024

Community Council Action Tracker

Purpose: This report details the actions recorded by the Community Council, Finance & Personnel Committees and response to the actions.

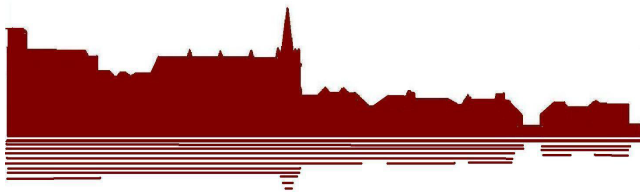
Report Author: Jeremy Parkhouse

For Information

1. Introduction

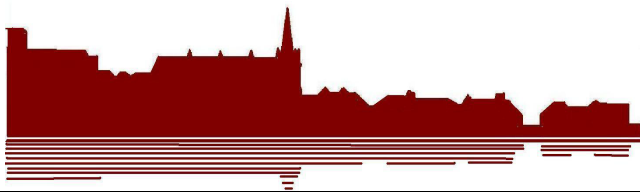
- 1.1 During the course of Community Council, Finance Committee, Personnel Committee and Playground & Memorial Gardens Working Group meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken and provides an outcome for each action.
- 1.4 The Action Tracker providing outstanding actions is attached at Appendix 1.
- 1.5 The Action Tracker will be regularly updated and any completed actions will be marked 'closed'.
- 1.6 The Action Tracker will be reported to each relevant meeting for information.

Appendix 1 – Action Tracker

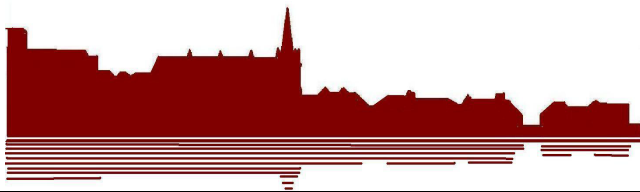


Appendix 1

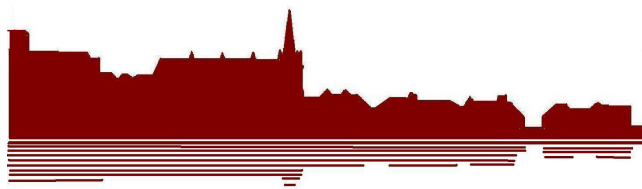
Action Tracker		
	Details	Outcome / Action
1)	31/01/2022 – Finance Committee - Minute No. 45 - Council's Property Maintenance Schedule & 5-Year Capital Work Programme	
	Painting Quotations – Llanmorlais Changing Rooms - Clerk to invite quotations in respect of painting the newer section of the Changing Rooms.	ONGOING – Awaiting chairs from Llanmorlais Hall to be removed before inviting quotations. ON HOLD
2)	17/02/2022 – Council - Minute No.84 - Reports of the Clerk	
	Correspondence – 17 th February 2022 Penclawdd Community Centre Committee – Responses regarding storage and WIFI - Approval given regarding storage. The Clerk is to liaise / organise with the Chair of the Community Centre.	ONGOING - The Clerk is to wait upon further developments prior to seeking wifi quotations. ON HOLD
3)	24/01/2023 – Finance Committee – Minute 57 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Flooding to Council buildings.	<ul style="list-style-type: none"> The Clerk investigates / drafts an emergency plan. ONGOING
4)	24/01/2023 – Finance Committee – Minute 61 - The Finance and Governance Toolkit for Community and Town Councils – To Review Part 1 – The Health Check – Themes A and B	
	Finance & Governance Toolkit	<ul style="list-style-type: none"> Email addresses provided by the Council should be used by all Councillors. ONGOING Clerk to review policies, review policies available on the ACAS website / One Voice Wales. ONGOING The updated Themes A and B sections be reported to a future meeting. ONGOING
5)	16/03/2023 – Council – Minute No.105a – Accounts for Payment	
	Quotations a) Drainage at Parc Hendy Cemetery – Jonathan Davis. c) CCTV at Mount Hermon Car Park – PES Security Ltd / Tower Hire.	<p>1) Quotation a) be reconsidered next year and additional quotations be sought at the time. ON HOLD</p> <p>2) The quotations at c) be noted and Mount Hermon Car Park be monitored closely for the next 6 months. ON HOLD</p>
6)	20/04/2023 – Council – Minute No.120 – Reports of the Clerk = Accounts for Payment	
	Quotations	<p>a) Screen for skip at Penclawdd Recreation Ground. ON HOLD - contractor be asked if the skip can be painted green.</p> <p>b)</p>



7)	18/05/2023 – Annual Council – Minute No. 15 – Community Council Property / Community Projects / Burial Grounds	
	Penclawdd Playground - The Clerk discusses different options regarding the prevention of lazy parking at the entrance to the Playground with Jonathan Davis.	1) ON HOLD – Await completion of the new playground.
8)	15/06/2023 – Council – Minute No. 27 – Council Property / Community Projects / Burial Grounds	
	Foreshore Car Park Bins - The Clerk / Councillor James Matthews further investigate the deterrent options discussed / signage.	1) ONGOING
9)	03/10/2023 – Finance Committee – Minute No. 19 – Items referred by Council	
	Penclawdd RFC – Request for financial support for floodlights at Graig Y Coed	ONGOING The matter be placed on hold to allow the financial position of the Community Council to be made clear following the completion of the Parc Dan Y Graig and Bowls Pavilion refurbishment projects. ON HOLD
10)	03/10/2023 – Personnel Committee – Minute No. 15 – Personnel Matters	
	<ul style="list-style-type: none"> The Clerk obtains a quotation from PES to extend the current CCTV coverage at Penclawdd Recreation Ground. 	ONGOING – Clerk met with PES on 02/04/2024 and a quote is awaited.
11)	18/01/24 – Council – Minute No. 109 – Reports of the Clerk - Quotations	
	a) Re-establishment of steps to path from Graig Y Coed perimeter path to the Graig footpath. b) Installation of ACO drainage channels to Llanmorlais Hall Car Park. c) Repairs to drainage on Graig Y Coed Football Field.	a) Quotation b) provided by Jonathan Davis be noted and the work placed on hold. ON HOLD b) ONGOING - Quotation d) provided by Jonathan Davis for £979.50 be approved. c) CLOSED – Duplicate with 18. Quotation e) provided by Jonathan Davis be placed on hold, subject to additional information being received from Swansea Council regarding the drainage system.
12)	08/02/24 – Council – Minute No. 118 – Chair's Announcements	
	Parc Dan Y Graig – Penclawdd AFC were decorating the old changing rooms and it was noted that the shower area had not been completed. The Clerk added that the contractor had advised that respotex was the best option to finish the shower area rather than tiles.	ONGOING – Clerk to obtain prices to complete the shower area.
13)	08/02/24 – Council – Minute No. 121 – Reports of the Clerk - Accounts for Payment	
	a) Noticeboard at Foreshore Car Park – Councillor Adam Woolliscroft requested that the Clerk obtains prices for a new noticeboard / move the current noticeboard from the	ONGOING

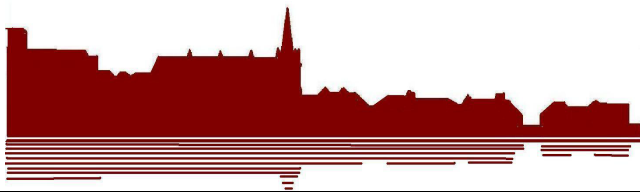


	Memorial Gardens to the Foreshore Car Parks.	
14)	08/02/24 – Council – Minute No. 124 – Swansea Council Matters - a) Report of the Penclawdd Ward Member	
	<ul style="list-style-type: none"> Ivy growing over seawall at Ship Bank – Councillor Andrew Williams would investigate. 	ONGOING
15)	12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Drainage at Graig Y Coed	ONGOING 2) Manhole covers to be replaced and a suitable boulder be placed in the corner of the car park to prevent vehicles exiting down the bank. 3) JD undertakes repair work to the drainage on the football pitch. CLOSED – Duplicate with 18. 4) The drainage in the car park be closely monitored.
	Graig Y Coed	1) JD would look to scrape the surface and add stone / cockle shells to improve the surface area. CLOSED 2) The Clerk proceeds with obtaining 3 quotations for shutters. ONGOING
	Graig Y Coed Woodland Project - Training	ONGOING The Clerk / JD to work in partnership with volunteers
	Penclawdd Recreation Ground	CLOSED 1) JD to provide a quote to renew the French drain – Quotation provided. CLOSED 2) JD quotes for a new stock fence / hedge – Quotation provided. ONGOING – Quotation awaited. 3) The Clerk follows up on the request to extend the CCTV coverage.
	Penclawdd Playground	CLOSED – Quotation provided. 1) JD to provide a quotation to remove and replace the current path inside the Playground. ONGOING 2) JD / AW / Clerk look at the options available for the bank area.

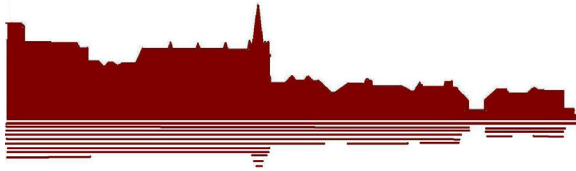


Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

	Parc Hendy Cemetery	ONGOING 1) JD to obtain suitable plants / shrubs.
16)	12/03/24 – Finance Committee – Minute No. 50 - The Council's Property Maintenance Schedule	
	Top Wall at Parc Hendy Cemetery	ONGOING – Awaiting quotation. Clerk was requested to contact a stone mason for a professional opinion on the wall.
17)	21/03/24 – Council – Minute No. – 130 – Public Question Time	
	Graig Y Coed Woodland Project	ONGOING 2) The Clerk meets with Terry Snell to organise a meeting with the volunteer group. 3) The option of placing a bin at the bottom entrance to the woodland to prevent littering, be investigated. CLOSED – The situation will be closely monitored. Adding a bin would create more litter.
18)	21/03/24 – Council – Minute No. – 132 – Reports of the Clerk	
	a) Accounts for Payment - Quotations	ONGOING b) Repairs to drainage on Graig Y Coed Football pitch – Awaiting results of exploratory work.
	b) Correspondence	
	One Voice Wales - Coedwig Genedlaethol i Gymru/The National Forest for Wales.	CLOSED – The Clerk met with a Swansea Council Conservation Officer who confirmed that this funding was not appropriate for the project. The Clerk seeks grant funding in respect of Graig Y Coed Woodland Project.
	Sandra Davis - Ascension Day and hanging basket post at St David's Church.	CLOSED Work Completed The Clerk requests that Jonathan Davis looks to repair the post and the Ascension Day request be approved.
19)	21/03/24 – Council – Minute No. – 134 – Council Property / Community Projects / Burial Grounds	
	Penclawdd Playground	ONGOING Councillor Adam Woolliscroft and the Clerk negotiate the best prices for the Community Council.
	Crofty Playground Lease	ONGOING The lease needed to be registered with the Land Registry and it was requested



		that this be passed to Tonner, Johns and Ratti Solicitors to complete.
20)	18/04/24 – Council – Minute No.141 – Chair’s Announcements	
	Bins at Foreshore Car Park	ONGOING Chair, Councillor Andrew Williams and the Clerk meet with Tom Francis, Roma Fish Bar as soon as possible to discuss possible bin solutions.
21)	18/04/24 – Council – Minute No.144 – Reports of the Clerk	
	Accounts for Payment - Quotations	
	a) Removal / Replacement of path within Penclawdd Playground – £2,939.58.	CLOSED – Quotation approved.
	b) Removal of old French Drain and installation of new at Penclawdd Recreation Ground - £8,979.79.	ONGOING
	c) Removal of wooden fence and installation of new fence / hedge at Greenacres entrance to Penclawdd Recreation Ground - £2,930.40.	ONGOING
	Correspondence	
	<ul style="list-style-type: none"> • Tonner, Johns and Ratti Solicitors – Professional advice - Clerk obtains the costs discussed and arranges for the boulders to be moved to prevent access. • R & M Williams – Response regarding restoration of ground at Graig Y Coed - Noted – Jonathan Davis to spread the soil and seed it. 	ONGOING – Awaiting quotations. CLOSED – Work completed.
	Annual Report 2023-2024	CLOSED
	The Annual Report 2023-2024 be approved and published on the Council's website, subject to the contact details for Councillor Mike Sheehan being added.	
	Annual Plan 2024-2025	CLOSED
	The Annual Plan 2023-2024 be approved and published on the Council's website, subject to the contact details for Councillor Mike Sheehan being added.	



Annual Council – 16th May 2024

Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

The showers have been repaired and are fully operational.

The Clerk is awaiting a quote to finish off the disabled toilet / shower area and costs to upgrade the opposite side of the changing rooms.

2. Parc Hendy Cemetery

The surveyor's updated design was approved in September 2023. The Clerk is awaiting a quotation in respect of repairing the boundary wall and top entrance to the Cemetery.

3. The Dock / Penclawdd Playground

The work to the playground commenced in February as planned and is on course to be completed on time. An opening event will have to be scheduled, to include Swansea Councillors and Penclawdd School.

The Council's Solicitor issued a warning letter in respect of boating equipment currently being stored within the car park. The Clerk also met with a Swansea Council officer regarding the potential removal costs.

Councillor Leanne Davies has been approached by a member of the public regarding the release of sewage near Penclawdd & Crofty playgrounds.

For Discussion

4. Memorial Gardens

The Christmas Tree has been planted inside the Memorial Gardens for use in future years.

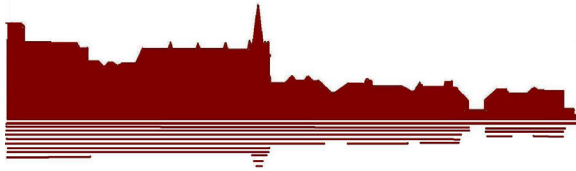
5. Recreation Ground / Bowls Green

The refurbishment project has been completed and the Bowls Clubs / Weights have full access to the facilities.

The gate access from Penclawdd RFC car park have been bolted shut following damage to the padlocks and chains. Quotations have been approved in respect of replacing the French drain at the side of the pitch / new fencing at the Greenacres access to the ground.

6. Crofty Playground

The 25-year lease has been signed and forwarded to Tonner, Johns and Ratti Solicitors for completion with the Land Registry.



Councillor Leanne Davies has been approached by a member of the public regarding the release of sewage near Penclawdd & Crofty playgrounds.

For Discussion

7. Llanmorlais Changing Rooms / MUGA / Recreation Ground

A replacement door is required for the storage shed next to the changing rooms. The quotation in respect of additional drainage work in the car park was approved in January and the work had been added to the work schedule of the Grounds Maintenance Contractor.

8. Mount Hermon Cemetery & Car Park

The Council agreed to monitor the position at the Car Park, prior to making any decisions regarding the purchase of CCTV.

9. Graig Y Coed

Swansea Council have exposed all the water outlets from the playing fields and the Grounds Maintenance Contractor will be undertaking exploratory work to the pitch drainage.

10. Defibrillators

The support arrangements have been finalised with David Nicholas / Heartbeat Trust. A new unit has been installed at the roundabout at the top of Station Road, Llanmorlais.

Unfortunately, there was a fatality last month on the Rhallt. Councillor Leanne Davies has highlighted the need to have a defibrillator placed on the hill.

For Discussion

11. Risk Inspections

The Council Contractor undertakes risk inspections prior to work on all sites and has completed weekly forms in respect of the Council's playgrounds.

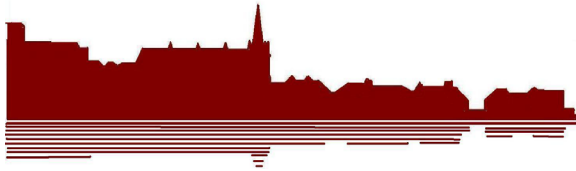
Councillors are to check sites under their responsibility on a regular basis.

12. Graig Y Coed Woodland Project

The work to open the footpaths was completed in February. The organisation of the volunteers has fallen to the Clerk. All interested individuals have been contacted and the Clerk is in the process of arranging a meeting with the volunteers.

13. Asset Transfer Request – Layby opposite Graig Y Coed

The Community Council agreed to proceed with the 'licence' to take over the layby and further progress from Swansea Council is awaited.



14. Dunraven / Quarry at Victoria Road

Tonner, Johns and Ratti Solicitors are acting for the Community Council following contact from Swansea Council and will report their findings shortly.

Jeremy Parkhouse,
Clerk to Llanrhidian Higher Community Council,
7th May 2024

Item No. 15

Annual Council – 16th May 2024

Swansea Council Issues

1) Report of the Penclawdd Ward Member – Swansea Council.

Report of Councillor Andrew Williams, Pen-clawdd Ward Member on Swansea Council on issues dealt with since the previous Community Council meeting: -

1)	I have attended all routine meetings including, full Council, Planning Committee and South Wales Police.
2)	Jonathan Davis will install equipment in Crofty by the end of May 2024.
3)	Road repairs between Llanmorlais and Llanrhidian commenced on 7 th May 2024.
4)	Resurfacing to the B4295 has been confirmed for this summer, from the lights in Gowerton to outside Paul Tucker's shop, to meet up with the previous work carried out to the bends in Penclawdd.
5)	I carried out litter picking in the Ward.
6)	Problems with Pencaerfenni Lane have been reported to Highways.
7)	Pedestrian crossing lights failure outside Roma Fish Bar have been reported as a safety issue.
8)	The feasibility study in respect of linking the cycle track in Penclawdd to the Swansea cycle network has concluded and is a very positive report.

2) Planning Applications.

Pen-clawdd Ward planning applications were circulated in the weekly list. Councillors can verbally raise any applications they wish to discuss.

3) Footpaths, Cycle Paths and Bridleways.

- Station Road to Llanmorlais Hall - Councillors James Matthews and Melissa Roberts are concerned that the right of way from Station Road, Llanmorlais to Llanmorlais Hall could be affected following the proposed sale of the former Tirzah Chapel.
- Footpath LH78 - Pencaerfenni Park, Crofty – Councillor Sarah Hughes reported a broken fence / gate at the end of the footpath. Swansea Council stated that the repair was the responsibility of the landowner. The gate / fence have been temporarily repaired.

7th May 2024