

To: All Members of Llanrhidian Higher Community Council

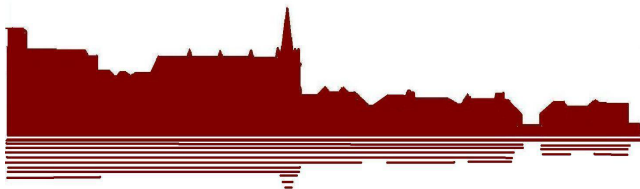
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 20th June 2024 at Penclawdd Community Centre.

Public questions are included at Item No.5 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.	Apologies for absence.	
2.	To receive Disclosures of Personal and Prejudicial Interests.	3-4
3.	To Approve and Sign as a Correct Record the Minutes of the meeting of Council held on 16 th May 2024.	5-13
4.	Chair's Announcements.	
5.	Public Question Time. (10 Minutes) <i>Questions must relate to items listed on the agenda.</i>	
6.	Community Reports.	
a)	Police Report on Local Matters. (Verbal)	
	Business to be Transacted: -	
7.	a) To Approve the Report of the Internal Auditor – Internal Audit for the Year Ended 31 st March 2024 and to sign the Annual Governance Statement.	14-21
	b) To Appoint an Internal Auditor for the Financial Year Ending 31 st March 2025.	22
	c) To Approve Councillor Expenses 2023/2024.	23-24
8.	Reports of the Clerk.	25
	a) Accounts for Payment / Quotations.	26
	b) Budget Monitoring 2024/25.	27-29
	c) Correspondence.	30
	d) Work Plan 2024/2025.	31-32



	e) Community Council Action Tracker.	33-40
9.	Committee / Working Group Reports.	
	a) Personnel Committee – Meeting held on 11 th June 2024.	
	b) Finance Committee	
	i) Meeting held on 11 th June 2024.	
	ii) Annual Fees / Pitch Hire Costs 2024-2025.	41-43
	c) Events & Projects Committee – Meeting held on 11 th June 2024.	
10.	Council Property / Community Projects / Burial Grounds.	44-45
11.	City and County of Swansea Issues.	46
	a) Report of the Pen-clawdd Ward Member.	
	b) Planning Applications for Consideration.	
	i) Presentation – Down to Earth Project at Crofty Industrial Estate.	
	c) Footpaths, Cycle Paths and Bridleways.	
12.	Reports of Delegate's on Outside Bodies. (Verbal)	
	Next Meeting: - Council Meeting at 7 p.m. on Thursday, 18 th July 2024 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council
12th June 2024

Llanrhidian Higher Community Council

Councillor Huw Davies	Councillor Melissa Roberts
Councillor John Davies	Councillor Mike Sheehan (Vice-Chair)
Councillor Leanne Davies	Councillor Paul Tucker (Chair)
Councillor Sarah Hughes	Councillor Andrew Williams
Councillor James Matthews	Councillor Adam Woolliscroft

Quorum – 4

Item No. 2

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 Annual Meeting of Council

Held at Penclawdd Community Centre

On Thursday, 16th May 2024 at 7.00pm.

Present:

Councillors: Huw Davies, Sarah Hughes, Melissa Roberts, Mike Sheehan, Paul Tucker, Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

1. Condolences – Tony Small, BEM

The Clerk referred sadly to the recent passing of Tony Small, BEM who had been Musical Director of Penclawdd Brass Band for many years.

All those present stood in silence as a mark of sympathy and respect.

Councillors paid tribute to Tony Small, who had been a wonderful ambassador for the area.

2. To Elect a Chair for the 2024/2025 Municipal Year

Resolved that Councillor Paul Tucker be elected as Chair of Council for the 2024-2025 Municipal Year.

Councillor Paul Tucker signed the Declaration of Acceptance of Office of Chair form, which was witnessed by the Clerk.

(Councillor Paul Tucker (Chair) Presided)

3. To Elect a Vice-Chair for the 2024/2025 Municipal Year

Resolved that Councillor Mike Sheehan be elected as Vice-Chair of the Community Council for the 2024-2025 Municipal Year.

4. Apologies for Absence

Apologies for absence were received from Councillors John Davies, Leanne Davies and James Matthews. Also from PC Simon Chadwick, South Wales Police.

5. Disclosures of Personal and Prejudicial Interests

In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, no interests were declared.



6. Minutes

Resolved that the Minutes of the Council meeting held on 18th April 2024 be approved and signed as a correct record, subject to the following amendment: -

Minute No.140 – Minutes – amend ‘the Minutes’ to ‘the Minutes’.

7. Chairs Announcements

The Chair thanked the Community Council for re-electing him and made the following announcements: -

- Councillors – He thanked all Councillors for the support they provided the Council and Clerk.
- Portrait of King Charles III – The portrait had been delivered and would be displayed in the main hall of Penclawdd Community Centre.
- Footpaths in the Ward – The map of the footpaths would be displayed within the Community Centre. The Clerk was requested to place a copy on the Community Council website.

8. Public Question Time

None.

9. Community Reports

a) Police Report

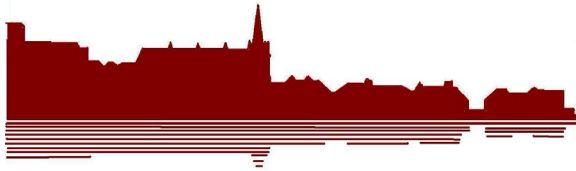
Councillor Adam Woolliscroft referred to the recent fire at Graig Y Coed Woodland, which was suspected arson. It was also highlighted that some tractor drivers in the area were driving whilst on the phone.

10. To Review and Adopt the Llanrhidian Higher Community Council Model Standing Orders and Model Financial Procedure Rules

Councillor Mike Sheehan highlighted that references to the European Commission in the Standing Orders should be removed. The Clerk stated that he would contact One Voice Wales to establish if a newer version of the Model Standing Orders was available.

Resolved that: -

- 1) The Model Standing Orders be adopted.
- 2) The Model Financial Procedure Rules be adopted.



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

The Clerk reported that the Council had to consider the issues outlined within the IRPW Annual Report 2023-2024 report. The report outlined details in relation to Community and Town Council groupings; contribution towards costs of care and personal assistance (CPA); payments to members of community & town councils; reimbursement for consumables; travel costs / reimbursement of subsistence expenses for approved duties; payment for financial loss; attendance allowance payments; and senior salary payments.

Resolved that: -

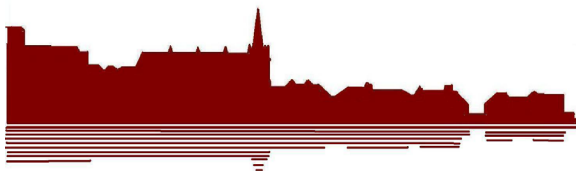
- 1) The Independent Remuneration Panel for Wales Annual Report recommendations be noted together with the determinations in relation to Community and Town Councils.
- 2) The recommendations in respect of extra costs payment be noted.
- 3) Councillors utilise the office facilities available via the Clerk to undertake the requirements of the job.
- 4) The Council does not make any optional payments listed in respect of Senior Roles / Chair / Vice Chair / Attendance Allowance.
- 5) The Council makes payments in respect of any financial loss incurred for travel / subsistence whilst on Councillors are undertaking any duties approved by the Community Council.

12. Constitutional Matters 2024-2025

The Clerk presented a report which sought to appoints the Committees of the Council, the allocation of Councillors to Outside Bodies / Council sites / roles, to agree the schedule of Council meetings and to grant delegated powers to the Clerk in respect of planning applications / planning matters.

Resolved that: -

- 1) The Council appoints Finance, Personnel and Events & Projects Committees.
- 2) The Finance Committee shall comprise 5 Councillors: Councillors John Davies, Sarah Hughes, Melissa Roberts, Paul Tucker and Adam Woolliscroft.
- 3) The Finance Committee Terms of Reference be agreed as outlined in the report.
- 4) The Personnel Committee shall comprise 5 Councillors: Councillors Sarah Hughes, James Matthews, Mike Sheehan, Paul Tucker and Andrew Williams.
- 5) The Personnel Committee Terms of Reference be agreed as outlined in the report.
- 6) Councillor Sarah Hughes be appointed as the Councillor to manage the Clerk on a daily basis.
- 7) The Events & Projects Committee shall comprise 5 Councillors: Councillors Huw Davies, Leanne Davies, Mike Sheehan, Andrew Williams and Adam Woolliscroft.



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

- 8) The Events & Projects Committee Terms of Reference be agreed as outlined in the report.
- 9) The schedule of meetings for 2024-2025, be approved and meeting requests be forwarded by the Clerk.
- 10) Councillors be allocated to serve on Outside Bodies as outlined below: -

Outside Bodies	Membership:
Community / Town Council Forum	Councillor Mike Sheehan & Clerk
Penclawdd Primary School – School Governor Representative.	Councillor Andrew Williams
One Voice Wales Meetings including Swansea Area Committee	Clerk & Councillor Huw Davies
Representative to apply to serve on the Gower AONB Partnership Steering Group	Councillor Paul Tucker

- 11) Councillors to have responsibility for Council Sites / Roles as outlined below: -

Council Role / Site	Councillor(s) with Responsibility
Councillor with Responsibility for Footpaths, Cycle Paths and Bridleways	Councillor Huw Davies
Penclawdd Recreation Ground.	Councillor Andrew Williams
Llanmorlais Recreation Ground.	Councillors Melissa Roberts
Mount Hermon Chapel, Cemetery and Car Park.	Councillors James Matthews & Mike Sheehan
Parc Hendy Cemetery.	Councillor Paul Tucker
Dan-Y- Graig Football Field.	Councillors Mike Sheehan & Paul Tucker
Memorial Gardens, Penclawdd.	Councillor Sarah Hughes
Playgrounds at Penclawdd and Crofty.	Councillor Melissa Roberts & Adam Woolliscroft
Foreshore Car Park, Penclawdd.	Councillor John Davies
Old Station Sign / Footpath Lecterns	Councillor Paul Tucker
Graig-Y-Coed Playing Fields	Councillor Huw Davies & Leanne Davies
Graig-Y-Coed Woodland Project	Councillor Adam Woolliscroft

- 12) 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.
- 13) The Clerk be Authorized to make emergency / necessary payments in between meetings, providing permission has been given from two of the four Councillors: Chair of Council, Vice Chair of Council, Chair of Finance Committee and Chair of Personnel Committee.



14) Bank Account Reconciliation reports be provided to all monthly Council meetings.

13. To Note the Assets of the Council

The list of assets of the Community Council was presented.

Councillors queried whether assets depreciated. The Clerk confirmed that they did not but that the Council should periodically have its assets valued by an independent person / firm.

It was noted that Penclawdd Playground valuations would be amended once the equipment had been installed. Further discussions would take place at Finance Committee.

Resolved that the Community Council list of assets be noted.

14. 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.

The following were also highlighted: -

Additional Invoices

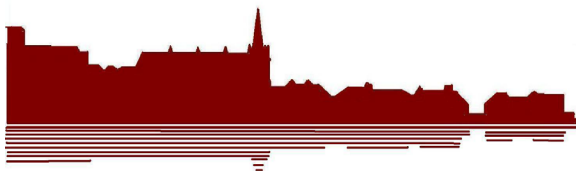
- a) £26.10 – Post Office – postage.
- b) £68.40 – Celtic Mowers – Pitch marker.
- c) £220.00 – Celtic Wildflowers – Maintenance of seawall.

Additional Income

- a) £75 – Penclawdd RFC – Programme printing.
- b) £24.15 – Lloyds Bank Reserve Account Interest – May 2024.
- c) £152.24 – Lloyds Bank Projects Account Interest – May 2024.

Quotations

- a) Penclawdd Tennis Courts – New lines.
- b) Finishing shower area at disabled toilet at Parc Dany Y Graig – not received.
- c) Installation of gate or boulder at Foreshore Car Park.
- d) CCTV Extension at Penclawdd Recreation Ground – not received.
- e) Repairs to blown out drainage runs on Graig Y Coed Football field.
- f) Maintenance of seawall at Foreshore Car Park.



Resolved that: -

- 1) The payments / additional payments / amendments be approved.
- 2) The accounts paid since 18th April 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 and e listed above, provided by Jonathan Davis, be approved.
- 7) The boulder option be progressed at Quotation c provided by Jonathan Davis with on-site boulders being utilised if possible.
- 8) Quotation f provided by Celtic Wildflowers be approved.
- 9) The Clerk investigates the broken tennis net at Llanmorlais Recreation Ground.
- 10) Sam Fletcher attends a future meeting to discuss an income opportunity for the Community Council.

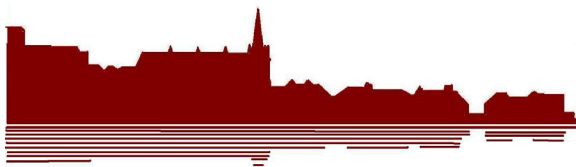
b) Budget Monitoring 2024/25

The Clerk presented 'for information' the up-to-date budget spend for 2024-25 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
1.	Swansea Council – Update regarding Local Area Co-ordinator.	Clerk to invite Zara Simisker, the new Local Area Co-ordinator for Gower, Penclawdd and Three Crosses to the Council meetings in June or July.
2.	Swansea Council - Communities and Nature Project Officer – Meeting request and Feedback.	The Clerk is awaiting feedback from Kathryn Thomas, Swansea Council regarding potential developments at the site.
	Additional Correspondence	
7.	Swansea Lions Rugby League – request to use Graig Y Coed Rugby Pitch	Noted – the decision that the Community Council could not accommodate them, which was made last month, remained.
8.	Llanmorlais Hall – Request to use the car park for food and music	Clerk to ask for more information regarding parking



	event on 3 rd August 2024, including a bouncy castle and marquee if the weather is poor	and insurance arrangements, especially in respect of the bouncy castle.
9.	National Grid – Applications for a new electricity supply can be accessed via their website.	Noted.
10.	Local Democracy and Boundary Commission for Wales – Swansea Community Review.	The Clerk outlined the proposed changes.

Resolved that:

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

d) Work Plan 2024/25

The Clerk reported the up-to-date Work Programme 2024-25 'for information'.

e) Community Council Action Tracker

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

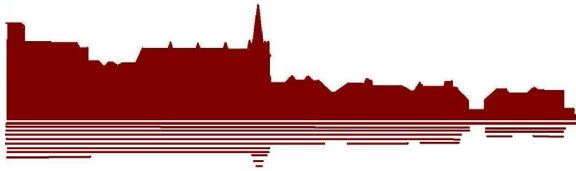
15. Committee Reports

There were no reports.

16. Council Property / Community Projects / Burial Grounds

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

- Sewage spills near Penclawdd and Crofty Playgrounds – Councillor Andrew Williams stated that this issue had been raised by Tonia Antoniazzi M.P. but unfortunately, the release of the material by Dwr Cymru Welsh Water was legal.
- Defibrillator – Councillor Leanne Davies had highlighted to the Clerk the sad recent death of a visitor on the Rhallt, Llanmorlais and the potential need to install a new defibrillator at a suitable location. This would have to be considered at a future meeting.
- Penclawdd Playground – Councillor Adam Woolliscroft informed the meeting that the project was slightly behind time but was progressing well. The decision to lay the turf first was the correct decision. The wetpour would be shortly installed, followed by a safety inspection and a snagging list of work to be completed. 14th June 2024 at 2 p.m. was earmarked as for the opening ceremony and invitations would have to be organised.



- Bins at entrance to the Playground – The ongoing litter and health hazard issues created by the bins at the entrance to the playground was highlighted, along with the daily removal of rubbish from the bin and litter pick as a result of the overflowing bins being attacked by birds / rubbish being left at the base of the bins. It was added that the good reputation gained by the playground development could be lost as a result of the bins / litter.

The Clerk stated that he had discussed the potential impact of the new Welsh Government waste regulations with Swansea Council, who had asked Welsh Government for their opinion regarding the position of Town and Community Councils. The end result could see the two larger bins also being removed.

Councillor Andrew Williams stated that a local business was interested in possibly entering an agreement with the Community Council to employ a litter attendant for the car park.

Resolved that: -

- 1) The smaller bins at the entrance to the playground be removed with immediate effect for the reasons outlined above.
- 2) The Clerk provides an update to a future meeting regarding the Welsh Government position on Town and Community Councils litter bins.
- 3) The Clerk informs local businesses regarding the removal of the small litter bins.
- 4) Further discussions take place regarding the suggestion of employing a litter attendant for the Foreshore Car Park.
- 5) Options for signage be discussed further, including signs stating, 'no fly-tipping'.
- 6) If the larger bins remain, locks be installed and Swansea Council be asked to provide a second bin with a slot at the top.

17. 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 month. The following were also discussed:

- Appointments – Councillor Andrew Williams had been re-appointed as Vice-Chair of the Planning Committee and appointed to the Mid and West Wales Fire Authority.
- Hendy Road – Once Dwr Cymru Welsh Water had completed their repairs, the work to resurface Hendy Road would be rescheduled.



b) Planning

- Hendy Cottage – It was being proposed that the house be used as a respite holiday home for families.

c) Footpaths

- It had been reported that the footpath running from Swn Y Mor to Pen Y Lan was badly overgrown. However, the footpath was not on the Swansea Council map and was therefore not adopted.

Resolved that the Clerk contacts Swansea Council to establish if they maintained the footpath.

- Footpath LH3A (New Road Llanmorlais to Chapel Road, Crofty) – A resident had highlighted that the footpath had not been cut. Councillor Andrew Williams had spoken with NRW, who are responsible for the hedge and they confirmed that they would cut it after 1st August 2024, following nesting season.

18. Outside Bodies

None.

The meeting ended at 9.42 pm

Chair

Item No. 7a)

Report of the Internal Auditor

Llanrhidian Higher Community Council – 20th June 2024

Internal Audit for the Year Ended 31st March 2024

To the Chairperson of Llanrhidian Higher Community Council,

- Purpose of the Audit

The purpose of the audit was to review the financial propriety and governance arrangements of the Council in accordance with proper practices as set out in the One Voice Wales / Society of Local Council Clerks publication 'Governance and Accountability for Local Councils in Wales: A Practitioners' Guide (2019 edition)

- Main Findings

The control objectives tested proved to be satisfactory and as a result there are no matters I need to bring to the attention of your Council on this occasion. My conclusions are reflected in the internal auditor's report in the 2023/24 Annual Return and based inter alia on tests conducted by me – see schedule attached.

- Audit Opinion

Assurance can be expressed in the governance arrangements and the financial statement of Llanrhidian Higher Community Council for the financial year. 2023/24.

- Acknowledgements

I would like to take this opportunity to thank your Clerk, Mr Jeremy Parkhouse, for his help and co-operation with the completion of the audit.

Appendix A – Internal Auditor's Report

Appendix B – Annual Return for Year ended 31st March 2024

Mr V L Llewellyn

Internal Auditor

31st May 2024

For Approval

Name of Council: LLANRHIDIAN HIGHER Community Council

Financial Year: 2023/24

Work undertaken by Internal Audit:

1. Proper bookkeeping

Cashbook maintained and up to date.
Cashbook arithmetic correct.
Cashbook balanced monthly.
Trial Balance as at 31st March 2024.

2. Standing Orders and financial regulations adopted and applied

Council formally adopted standing orders and financial regulations.
The Clerk to the Council has been appointed Responsible Financial Officer.
Items or services above the de minimis amount have been competitively purchased.

3. Payments Controls

Payments in the cashbook are supported by invoices, authorised and minuted.
VAT on payments have been identified, recorded and reclaimed.
S137 expenditure separately recorded and within statutory limits.

4. Risk Management Arrangements

Review of the minutes does not identify any unusual financial activity.
Minutes record the Council carrying out an annual risk assessment.
Insurance cover appropriate and adequate.

5. Budgetary Controls

Council has prepared an annual budget in support of its precept.
Actual expenditure against the budget regularly reported to the council.
There are no significant unexplained variances from budget.
Reserves were appropriate.

6. Income Controls

Income is properly recorded and promptly banked.
The precept recorded agrees to the Council Tax authority's notification and bankings.
Security controls over cash and near-cash adequate and effective.

7. Petty Cash Procedures

Not applicable.

8. Payroll Controls

The Clerk has a contract of employment with clear terms and conditions.
Salary paid agrees with those approved by the council.
Other payments to the Clerk are reasonable and approved by the council.
PAYE/NIC has been properly operated by the council as an employer.

9. Assets Controls

The council maintains a register of all material assets owned or in its care.
The asset register is up to date.

10. Bank Reconciliation

Bank reconciliation prepared for each account.

Bank reconciliation carried out monthly and reported to Council.

There are no unexplained balancing entries in any reconciliation.

Value of any investments held summarised on the reconciliation.

11. Year-end procedures

Year- end accounts prepared on the correct accounting basis - Income and Expenditure.

Accounts agree with cashbook.

There is an audit trail from underlying financial records to the accounts.

Signed



V L Llewellyn
Internal Auditor
Date 12/06/2024

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2024

Appendix B

Accounting statements 2023-24 for:

Name of body: Llanrhidian Higher Community Council

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	71,043	89,164	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	153,999	164,427	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	17,775	332,852	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	28,012	32,700	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	2,576	4,210	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	123,065	345,863	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	89,164	203,670	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	4,389	13,717	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	93,798	222,327	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	9,022	32,373	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	89,164	203,670	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1,709,569	1,792,054	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	19,458	42,140	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

	Agreed?		'YES' means that the Council:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
	✓			

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

<p>The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement</p>	
<p>1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000</p> <p>Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.</p> <p>In 2023-24, the Council made payments totalling £__0__ under section 137. These payments are included within 'Other payments' in the Accounting Statement.</p>	
<p>2.</p>	
<p>3.</p>	

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council/Committee approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.</p>	
<p>Approval by the Council</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:</p>	
<p>Minute ref:</p>	
<p>Chair signature:</p>	
<p>RFO signature:</p>	
<p>Name:</p>	
<p>Date:</p>	

Annual internal audit report to:

Name of body: **Llanrhidian Higher Community Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			✓		

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.			✓		
13.			✓		
14.			✓		

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 12/06/2024.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	VIVIAN LYN MENNELLYN
Signature of person who carried out the internal audit:	<i>V.L. Menellyn</i>
Date:	12/06/2024

Item No. 7b)

Report of the Clerk

Council – 20th June 2024

To Appoint an Internal Auditor for the Year Ended 31st March 2025

Regulation 6 of the Practitioners Guide requires local councils to ‘maintain an adequate and effective system of internal audit.’ Internal audit must look at the accounting records and the system of internal control. It must also comply with proper internal audit practices.

The purpose of internal audit is to review whether the systems of financial and other control are effective. It is essential that the internal audit function is sufficiently independent of the financial controls and procedures of the council that are the subject of review. The person or persons carrying out the internal audit must also be competent to carry out the role in a way that will meet the business needs of each local council.

Internal audit is an ongoing function but must report at least annually. Internal audit does not involve the detailed inspection of all records and transactions of the council in order to detect error or fraud. It is the periodic independent review of the council’s internal controls. The internal audit report should help to improve the council’s operating procedures. Managing the council’s internal controls should be a day-to-day function of the staff and management.

The Community Council must appoint an Internal Auditor for the year ended 31st March 2025. Mr Lyn Llewellyn has been previously appointed over many years to undertake this role by the Community Council and he has indicated that he wishes to be considered for the role for the year ended 31st March 2025. His fee for 2023/24 is £470 and the fee for 2024/25 will be £485.

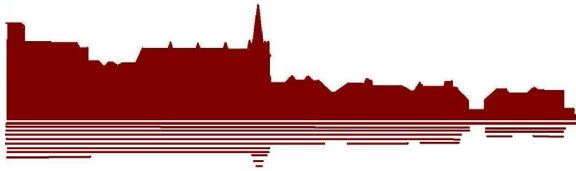
Recommendation

It is recommended that Mr Lyn Llewellyn be appointed Internal Auditor for the year ending 31st March 2025.

Jeremy Parkhouse

Clerk to the Community Council

8th June 2024



Item No. 7 c)

Report of the Clerk

Council – 20th June 2024

Councillor Expenses 2023/2024

Purpose:	This report details for approval the Councillor expenses return for the 2023/24 Municipal year.
Report Author:	Jeremy Parkhouse
For Decision	

Attached for approval at **Appendix A** are the Councillor Expenses return for the 2022/23 Municipal Year.

The Expenses must be reported to the Independent Remuneration Panel for Wales before 30th September 2024.

Recommendation

It is recommended that the Councillor Expenses 2023/24 at Appendix A are approved, published on the Community Council website and forwarded to the Independent Remuneration Panel for Wales.

Jeremy Parkhouse

Clerk to the Community Council

8th June 2024

Statement of Payments made to Members of Llanrhidian Higher Community Council for 2023-2024 Financial Year

Appendix A

Councillor Name	Payments for costs incurred in respect of telephone, broadband etc.	Responsibility Payment	Chair/Mayor's & Deputy Chair / Mayors Allowance	Financial Loss Allowance	Travel & Subsistence expenses	Care Allowance	Other	Total
H Davies	£0	£0	£0	£0	£0	£0	£0	£0
J Davies	£0	£0	£0	£0	£0	£0	£0	£0
L Davies	£0	£0	£0	£0	£0	£0	£0	£0
C Guy	£0	£0	£0	£0	£0	£0	£0	£0
S Hughes	£0	£0	£0	£0	£0	£0	£0	£0
J Matthews	£0	£0	£0	£0	£0	£0	£0	£0
M Roberts	£0	£0	£0	£0	£0	£0	£0	£0
M Sheehan	£0	£0	£0	£0	£0	£0	£0	£0
P Tucker	£0	£0	£0	£0	£0	£0	£0	£0
A Williams	£0	£0	£0	£0	£0	£0	£0	£0
A Woolliscroft	£0	£0	£0	£0	£0	£0	£0	£0
Total	£0	£0	£0	£0	£0	£0	£0	£0

In accordance with Section 151 of the Local Government Measure 2011, Community and Town Councils must publish within their authority area the remuneration received by their members by 30th September following the end of the previous financial year. This information should also be sent to the Independent Remuneration Panel for Wales by the same date. Nil returns are also required. Please refer to **Annex 4** of the Panel's annual report for details.



Item No. 8

Council – 20th June 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.
 - Finishing shower area at disabled toilet at Parc Dan Y Graig.
 - Quotations for materials to complete café area in Parc Dan Y Graig Changing Rooms.
 - CCTV Extension at Penclawdd Recreation Ground.
 - Sound Provision and flooring for Remembrance Sunday Service.

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 June 2024

Appendix A

ACCOUNTS FOR PAYMENT – 20th June 2024

Salaries	£2,660.13
Clerks Expenses	£122.19
Pinnacle - Printing costs - Invoice 105558 (£42.49 Net) (£8.50 VAT)	£50.99
Jonathan Davis & Son - Invoice 24/28 - Monthly Costing May 2024 and Additional Works - Removal of Litter Bins from Penclawdd Playground Entrance 19/5/24, Additional Cleaning to Bowls Pavilion after Refurbishment Works 19/5/24, Movement of Stone Boulder from GYC Woodland Entrance to Penclawdd Dock Foreshore 24/5/24 - (£6,303.58 Net) (£1,260.71 VAT)	£7,564.29
Jonathan Davis & Son - Invoice 24/29 - Tarmacadam Pedestrian Path Installation in Penclawdd Playground as per Quotation 48/24, Works Carried Out on 29/5/24 & 1/6/24. - (£2,449.65 Net) (£489.93 VAT)	£2,939.58
Information Commissioners Office - Data Protection Fee	£35.00
Lyn Llewellyn - Internal Auditor Fee 2023-24	£470.00
Dragon Play & Sports Ltd - Design and re-development of Penclawdd Foreshore Playground: Quotation ref Q-1633 Rev 1 option 3 and additional stone and wet pour for swing base extension. (£120,975.00 Net) (£24,195.00 VAT)	£145,170.00
Clear Council Insurance - Cyber Insurance Package (£368.26 Net) (£36.99 IPT)	£405.25
Clear Council Insurance - Community Council and Sports Association	£7,507.01
Swansea Council Pension Fund	£1,155.06
HMRC - PAYE	£1,365.94
Total Payments	£169,445.44
Invoices Paid since 16th May 2024	
Scottish Power - Electricity at Bowls Pavilion (£172.58) (£9.08 VAT @ 5%)	£181.66
Adobe Systems Software - Acrobat Pro	£19.97
SSE Energy - Electricity at Memorial Gardens (£136.01 Net) (£6.80 5% VAT)	£142.81
Adobe Systems Software - Annual Subscription	£67.78
Bank Service Charges	£7.00
Total	£419.22
Total Outgoings	£169,864.66
Income Since 16th May 2024	
CCLA - Interest - June 2024	£110.66
Swansea Junior Football League - Hire of Llanmorlais - January to May 2024	£270.15
Lloyds Bank - Reserve Account Interest	£27.14
Lloyds Bank - Projects Account Interest	£162.56
Total Income	£570.51
TRANSFERS:	
None.	
RECONCILIATION:	
Current Account Balance – 12th June 2024	£190,773.33
Less Approved Payments (June 2024)	£169,445.44
Total	£21,327.89
BANK ACCOUNTS	
Current Account Balance – 12th June 2024	£190,773.33
Reserve Account Balance - 12th June 2024	£24,029.56
CCLA Investment - 12th June 2024	£25,000.00
Memorial Gardens Charity Account - 12th June 2024	£1.00
Projects Account Balance - 12th June 2024	£1,000.00
TOTAL	£240,803.89

Financial Budget Comparison

Comparison between 01/04/24 and 12/06/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Actual Net	Actual Net (year to date)	Balance
INCOME					
Administration					
100	Precept	£180,447.15	£60,149.05	£60,149.05	-£120,298.10
105	Refund of bank charges	£0.00	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00	£0.00
121	Bank Interest	£1,100.00	£272.25	£272.25	-£827.75
122	Bank Interest	£120.00	£318.46	£318.46	£198.46
150	Grants received	£0.00	£0.00	£0.00	£0.00
155	PWLB Loan	£0.00	£0.00	£0.00	£0.00
250	Miscellaneous Income	£6,000.00	£0.00	£0.00	-£6,000.00
251	Miscellaneous Income - Current Account	£4,800.00	£0.00	£0.00	-£4,800.00
Total Administration		£192,467.15	£60,739.76	£60,739.76	-£131,727.39
Outside Services					
300	Cemetery Income	£12,000.00	£1,512.50	£1,512.50	-£10,487.50
320	Wayleaves	£129.00	£0.00	£0.00	-£129.00
330	Recreation Grounds	£6,450.00	£345.15	£345.15	-£6,104.85
Total Outside Services		£18,579.00	£1,857.65	£1,857.65	-£16,721.35
Total Income		£211,046.15	£62,597.41	£62,597.41	-£148,448.74

Financial Budget Comparison

Comparison between 01/04/24 and 12/06/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Actual Net	Actual Net (year to date)	Balance
EXPENDITURE					
Administration					
1001	Salaries	£40,500.00	£5,704.23	£5,704.23	£34,795.77
1002	Clerks Expenses	£650.00	£120.16	£120.16	£529.84
1010	Subscriptions	£1,410.00	£33.28	£33.28	£1,376.72
1015	Office Costs	£3,960.00	£214.86	£214.86	£3,745.14
1020	Web Site	£400.00	£0.00	£0.00	£400.00
1025	Advertising	£150.00	£0.00	£0.00	£150.00
1030	Insurance	£5,500.00	£0.00	£0.00	£5,500.00
1040	Bank Charges	£100.00	£22.70	£22.70	£77.30
1045	Audit Fees	£775.00	£0.00	£0.00	£775.00
1046	Accountancy Services	£250.00	£0.00	£0.00	£250.00
1050	Legal Costs	£1,000.00	£150.00	£150.00	£850.00
1060	Loan Repayments	£6,000.00	£0.00	£0.00	£6,000.00
1065	Training	£0.00	£0.00	£0.00	£0.00
1070	ICO Fee	£35.00	£0.00	£0.00	£35.00
1075	Consultancy Costs	£300.00	£0.00	£0.00	£300.00
1076	Signage	£500.00	£0.00	£0.00	£500.00
Total Administration		£61,530.00	£6,245.23	£6,245.23	£55,284.77
Outside Services					
3000	Cemeteries	£12,400.00	£370.00	£370.00	£12,030.00
3001	Grounds Maintenance	£90,000.00	£8,913.69	£8,913.69	£81,086.31
3010	Playgrounds	£5,100.00	£0.00	£0.00	£5,100.00
3030	Recreation Grounds	£13,450.00	£2,584.91	£2,584.91	£10,865.09
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00	£0.00
3050	Other Outside services	£11,500.00	£183.33	£183.33	£11,316.67

Financial Budget Comparison

Comparison between 01/04/24 and 12/06/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Actual Net	Actual Net (year to date)	Balance
3051	Remembrance Sunday Service	£1,500.00	£0.00	£0.00	£1,500.00
3052	War Memorial Charity	£0.00	£0.00	£0.00	£0.00
3055	Defibrillators	£1,600.00	£50.00	£50.00	£1,550.00
Total Outside Services		£135,550.00	£12,101.93	£12,101.93	£123,448.07
Civic					
2000	Councillor Expenses	£3,850.00	£0.00	£0.00	£3,850.00
2005	Councillor Training	£800.00	£0.00	£0.00	£800.00
2010	Meeting Costs	£600.00	£0.00	£0.00	£600.00
2030	Election Costs	£3,000.00	£0.00	£0.00	£3,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00	£0.00
Total Civic		£8,250.00	£0.00	£0.00	£8,250.00
Grants					
4046	Donations	£500.00	£0.00	£0.00	£500.00
4047	Section 137 Payments	£0.00	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£0.00	£0.00	£5,000.00
Total Grants		£5,500.00	£0.00	£0.00	£5,500.00
Total Expenditure		£210,830.00	£18,347.16	£18,347.16	£192,482.84
Total Income		£211,046.15	£62,597.41	£62,597.41	-£148,448.74
Total Expenditure		£210,830.00	£18,347.16	£18,347.16	£192,482.84
Total Net Balance		£216.15	£44,250.25	£44,250.25	

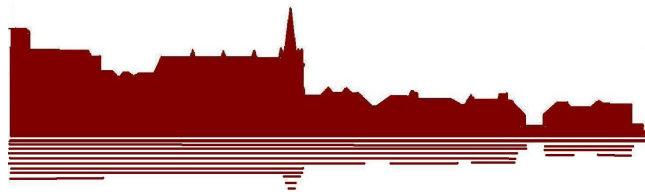


Correspondence – 20th June 2024

1.	One Voice Wales – Amended Standing Orders.
2.	Tonner, Johns & Ratti – Legal Advice.
3.	One Voice Wales – Pre-Election Period Timetable.
4.	One Voice Wales – Recruitment, Induction and Retention of Clerks.
5.	Swansea Council – of a Community / Town Councillor to the Standards Committee.
6.	Swansea Council - RA080 - Llanrhidian Higher Community Council - Rural Anchor next claim period.
7.	IRPW - Community and Town Councils - Councillor Allowances - Homeworking Arrangements and Consumables Guidance.
8.	One Voice Wales - Response to environmental principles governance and biodiversity targets consultation.
9.	One Voice Wales Training Programme.
10.	Swansea Council - Community Budget Fund (Capital Projects).

Jeremy Parkhouse

8th June 2024



Report of the Clerk

Council – 20th June 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.

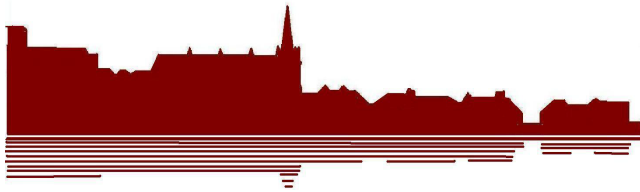
1.2 The dates included for the meetings in 2024/25 are subject to approval at the Annual Council meeting.

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	Police Report Local Area Co-ordinator	Police Report Local Area Co-ordinator	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.	Personnel / Events & Projects	Events & Projects Finance - To Approve Grant Payments	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

Council – 20th June 2024

Community Council Action Tracker

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

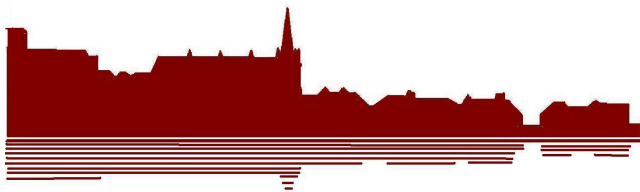
Report Author: Jeremy Parkhouse

For Information

1. Introduction

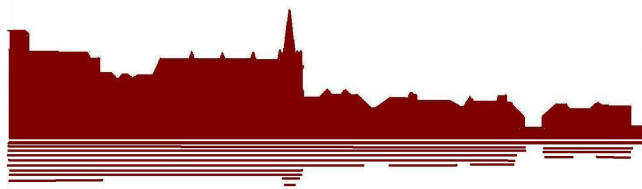
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken 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

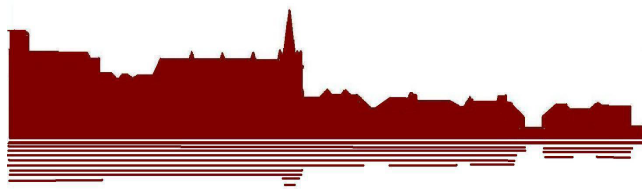


Appendix 1

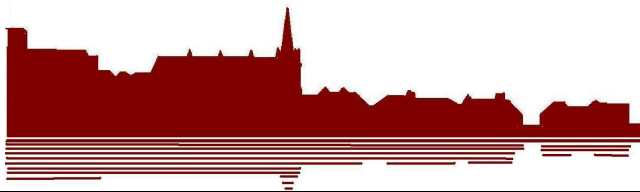
Action Tracker		
	Details	Outcome / Action
1)	31/01/2022 – Finance Committee - Minute No. 45 - Council's Property Maintenance Schedule & 5-Year Capital Work Programme	
	Painting Quotations – Llanmorlais Changing Rooms - Clerk to invite quotations in respect of painting the newer section of the Changing 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>



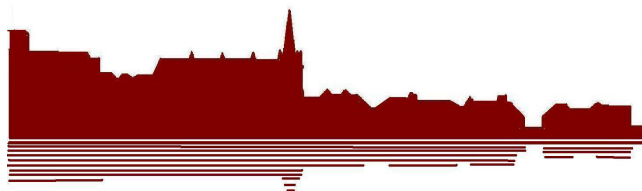
7)	18/05/2023 – Annual Council – Minute No. 15 – Community Council Property / Community Projects / Burial Grounds	
	Penclawdd Playground - The Clerk discusses different options regarding the prevention of lazy parking at the entrance to the Playground with Jonathan Davis.	1) ON HOLD – Await completion 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. 	CLOSED – Duplicate with No.15.
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.	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.
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 Memorial Gardens to the Foreshore Car Parks.	ONGOING
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. 	CLOSED – Ivy removed by CWOTS Team



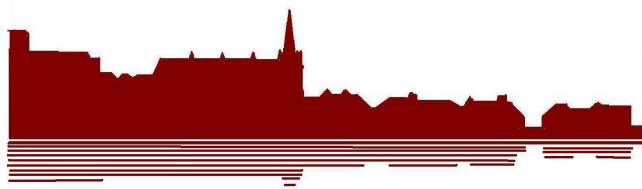
15)	12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Drainage at Graig Y Coed	ONGOING 2) Manhole covers to be replaced and a suitable boulder be placed in the corner of the car park to prevent vehicles exiting down the bank. 4) The drainage in the car park be closely monitored.
	Graig Y Coed	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	ONGOING – Quotation awaited. 3) The Clerk follows up on the request to extend the CCTV coverage.
	Penclawdd Playground	CLOSED – Tree is alive and advised to leave it / not plant any shrubs 2) JD / AW / Clerk look at the options available for the bank area.
	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	CLOSED – The Clerk has met with Terry Snell on a couple of occasions. 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	CLOSED – Duplicate with 25 Repairs to drainage on Graig



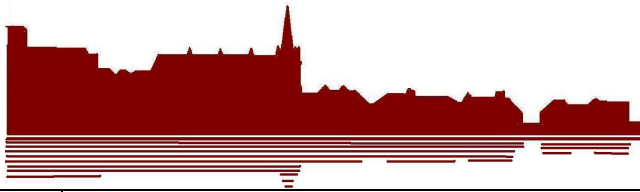
		Y Coed Football pitch – Awaiting results of exploratory work.
19)	21/03/24 – Council – Minute No. – 134 – Council Property / Community Projects / Burial Grounds	
	Penclawdd Playground	ONGOING Councillor Adam Woolliscroft and the Clerk negotiate the best prices for the Community Council.
	Crofty Playground 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	CLOSED – The Clerk has met with Tom Francis 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 of old French Drain and installation of new at Penclawdd Recreation Ground - £8,979.79. b) Removal of wooden fence and installation of new fence / hedge at Greenacres entrance to Penclawdd Recreation Ground - £2,930.40.	ONGOING ONGOING
	Correspondence • Tonner, Johns and Ratti Solicitors – Professional advice - Clerk obtains the costs discussed and arranges for the boulders to be moved to prevent access.	CLOSED – Quotations approved.
22)	16/05/24 – Annual Council – Minute No.6 – Minutes	
	Minute No.140 – Minutes – amend ‘he Minutes’ to ‘the Minutes’.	CLOSED Minutes updated.
23)	16/05/24 – Annual Council – Minute No.10 – To Review and Adopt the Llanrhidian Higher Community Council Model Standing Orders and Model Financial Procedure Rules	
	Councillor Mike Sheehan highlighted that references to the European Commission in the Standing Orders should be removed. The Clerk stated that he would contact One Voice Wales to establish if a newer version of the Model Standing Orders was available.	ONGOING



24)	16/05/24 – Annual Council – Minute No.13 – To Note the Assets of the Council	
	It was noted that Penclawdd Playground valuations would be amended once the equipment had been installed. Further discussions would take place at Finance Committee.	ONGOING
25)	16/05/24 – Annual Council – Minute No.14 – Reports of the Clerk	
	<p>Accounts for Payment - Quotations</p> <p>a) Penclawdd Tennis Courts – New lines.</p> <p>c) Installation of gate or boulder at Foreshore Car Park.</p> <p>e) Repairs to blown out drainage runs on Graig Y Coed Football field.</p> <p>f) Maintenance of seawall at Foreshore Car Park.</p> <p>The Clerk investigates the broken tennis net at Llanmorlais Recreation Ground.</p> <p>Sam Fletcher attends a future meeting to discuss an income opportunity for the Community Council.</p>	<ul style="list-style-type: none"> Quotation approved. CLOSED – Boulder installed. The boulder option be progressed at Quotation c provided by Jonathan Davis with on-site boulders being utilised, if possible. Quotation approved. CLOSED Quotation approved. CLOSED CLOSED - Repaired ONGOING
	Correspondence	
	Swansea Council – Update regarding Local Area Co-ordinator.	<p>ONGOING – Invitation sent – LAC can only attend online in June / July. The invitation has been extended to September October</p> <p>Clerk to invite Zara Simisker, the new Local Area Co-ordinator for Gower, Penclawdd and Three Crosses to the Council meetings in June or July.</p>
	Swansea Council - Communities and Nature Project Officer – Meeting request and Feedback.	<p>ONGOING – Feedback provided and meeting with volunteers is being organised.</p> <p>The Clerk is awaiting feedback from Kathryn Thomas, Swansea Council regarding potential developments at the site.</p>
	Llanmorlais Hall – Request to use the car park for food and music event on 3rd August 2024, including a bouncy castle	<p>ONGOING – Further information requested.</p> <p>Clerk to ask for more</p>



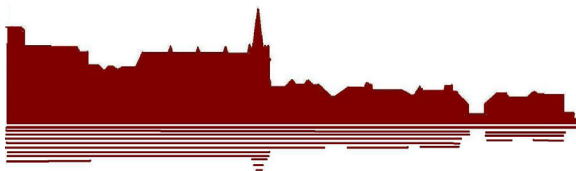
	and marquee if the weather is poor.	information regarding parking and insurance arrangements, especially in respect of the bouncy castle.
	National Grid – Applications for a new electricity supply can be accessed via their website.	Noted. Clerk to proceed with the application, if required.
26)	16/05/24 – Annual Council – Minute No.16 – Council Property / Community Projects / Burial Grounds	
	Defibrillator – Councillor Leanne Davies had highlighted to the Clerk the sad recent death of a visitor on the Rhallt, Llanmorlais and the potential need to install a new defibrillator at a suitable location. This would have to be considered at a future meeting.	ONGOING – To be discussed at a future meeting.
	Penclawdd Playground – Councillor Adam Woolliscroft informed the meeting that the project was slightly behind time but was progressing well. The decision to lay the turf first was the correct decision. The wetpour would be shortly installed, followed by a safety inspection and a snagging list of work to be completed. 14th June 2024 at 2 p.m. was earmarked as for the opening ceremony and invitations would have to be organised.	CLOSED – Opening ceremony confirmed by Events and Projects Committee.
	Bins at entrance to the Playground / Larger bins.	<ul style="list-style-type: none"> • CLOSED - The smaller bins at the entrance to the playground be removed with immediate effect for the reasons outlined. Bins removed. • The Clerk provides an update to a future meeting regarding the Welsh Government position on Town and Community Councils litter bins. • The Clerk informs local businesses regarding the removal of the small litter bins. CLOSED • Further discussions take place regarding the suggestion of employing a litter attendant for the Foreshore Car Park. • Options for signage be discussed further, including signs stating, 'no fly-tipping'. • If the larger bins remain, locks be installed and Swansea Council be asked to provide a



Llanrhidian Higher Community Council

Cyngor Cymuned Llanrhidian Uchaf

		second bin with a slot at the top.
27)	16/05/24 – Annual Council – Minute No.17 – Swansea Council Matters	
	Footpaths	
	It had been reported that the footpath running from Swn Y Mor to Pen Y Lan was badly overgrown. However, the footpath was not on the Swansea Council map and was therefore not adopted. The Clerk contacts Swansea Council to establish if they maintained the footpath.	CLOSED – The footpath is maintained by Swansea Council Highways who had arranged to cut the footpath.



Report of the Finance Committee

Council – 20th June 2024

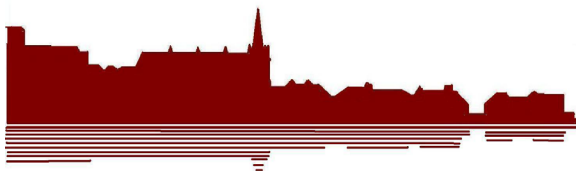
Annual Fees / Pitch Hire Costs 2024-2025

1) Annual Fees for 2024-25

Below at Table 1 are the Annual Fees and pitch hire costs recommended for approval by the Finance Committee for the 2024-25 season, which would commence in order to fall in line with playing seasons.

Table 1 – Proposed Annual Fees 2024-25

Clubs	Annual Fee 2023-2024	Utilities Arrangements
Penclawdd Bowls Clubs	£600.00 (£300 per club) (From 01/01/2025)	Pay for electricity & water (Usage only for water)
Penclawdd RFC Weights Club	£200.00 (From 01/01/2025)	Pay for electricity & water (Usage only for water)
Penclawdd RFC Seniors & Juniors – Penclawdd Recreation Ground	£800.00 (£500 – Seniors) £300 – Juniors (From 01/09/2024)	Pay for water & electricity in full at Rugby Pavilion
Penclawdd AFC Seniors & Juniors – Graig Y Coed	£800.00 (£500 – Seniors) £300 – Juniors *Note - £400 credit due to the football pitch being unavailable for much of the 2023- 24 season. (From 01/09/2024)	
Penclawdd RFC Seniors & Juniors – Graig Y Coed	£800.00 (£500 – Seniors) £300 – Juniors (From 01/09/2024)	

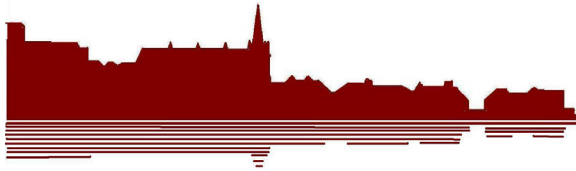


Penclawdd AFC Seniors & Juniors – Parc Dan Y Graig	£800 (£500 – Seniors) £300 – Juniors (From 01/09/2024)	Pay for water & electricity in full at Football Pavilion (This is paid directly to suppliers)
Penclawdd AFC Juniors – Llanmorlais Recreation Ground	£300 – Juniors (From 01/09/2024)	
Llwchwr Schools Under 11's Rugby – Monday Evening Training at Graig Y Coed	£150 (From 01/01/2025)	
Pitch Hire	From 01/09/2024	Price
Football / Rugby		
Self-Managed		
Senior		£40
Youth		£35
Junior (Rugby Full Pitch) (Under 11 to Under 16)		£35
Junior (Football 11 a side) (Under 12 to Under 16)		£35
Junior (Rugby Full Pitch) (Under 10 to Under 11)		£30
Minis (Football 4 x Teams - £14 a pair) (Under 10 to Under 11)		£30
Mini minis (Football 4 x Teams - £11 a pair) (Under 8 to Under 9)		£25
Junior Mini Rugby Under 7 to Under 9)		£25

2) Previous Request – Penclawdd AFC

A request was received last year from Penclawdd AFC Seniors and Juniors to extend the annual fee to cover Dan Y Graig, Graig Y Coed and Llanmorlais. The deal worked well last year and the club has indicated that it would like the arrangement to continue. As part of this deal, invoices would still be issued to away teams in respect of all games from under 11 down at Llanmorlais. The commencement of annual fees would also have to start in August / September and fall in line with the football and rugby seasons.

Note – the situation at Graig Y Coed is still fluid and the arrangements with Penclawdd AFC could be subject to change and is dependent upon the ongoing works.

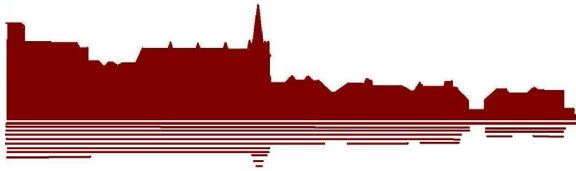


3) Recommendation

It is recommended that the proposed Annual Fees and Charges for 2024/2025 provided at Table 1, be approved.

For Decision

Jeremy Parkhouse
Clerk to the Council
12th June 2024



Council – 20th June 2024

Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

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 from Penclawdd AFC.

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 new playground is scheduled to be completed around 14th June 2024. The playground will be opened and a formal opening events arranged following the General Election on 4th July 2024 and will 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. A reminder letter will be sent and action taken if the equipment is not removed.

4. Memorial Gardens

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

5. Recreation Ground / Bowls Green

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.

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 has commenced exploratory work to the pitch drainage. This is likely to include costs of having the drains running from the football pitch cleaned as they appear to have been blocked for a number of years.

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. Options for 2024/25 will be discussed by Finance Committee.

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 following feedback from Swansea Council.

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 June 2024

Item No. 11

Council – 20th June 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, Annual Council, Lord Mayor's Inauguration Council and Planning Committee.
2)	The CWOTS Team have cleared the path running from Station Square to Pen Y Lan, Penclawdd.
3)	CWOTS Team have cleared the ivy from the seawall at West End.
4)	I met PCSO Andy Brown on his return to work.
5)	I have organised a meeting with the new Local Area Co-ordinator.
6)	I completed litter picking around the Foreshore Car Park.
7)	Playground equipment has been installed at Crofty Playground.
8)	A community fun day has been scheduled for 13 th July 2024.
9)	Picnic benches have been delivered to Penclawdd Primary School.

2) Planning Applications.

Pen-clawdd Ward planning applications were circulated in the weekly list. Councillors can verbally raise any applications they wish to discuss. Paul Walker Jones will provide a presentation in respect of the proposed Down to Earth project.

3) Footpaths, Cycle Paths and Bridleways.

- Footpath from Swn Y Mor to Pen Y Lan, Penclawdd – The footpath was cut by the CWOTS Team in May 2024. impassible.

7th June 2024