

To: All Members of Llanrhidian Higher Community Council

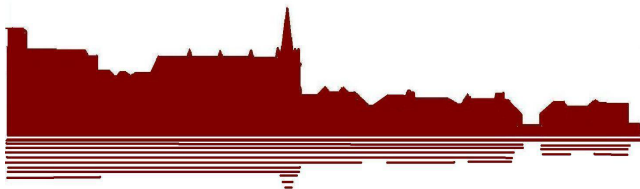
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 20th March 2025 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

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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 13 th March 2025.	5-9
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: -	
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	a) Report of the Pen-clawdd Ward Member.	
	b) Planning Applications for Consideration.	
	c) Footpaths, Cycle Paths and Bridleways.	
11.	Reports of Delegate's on Outside Bodies. (Verbal)	
	Next Meeting: - Council Meeting at 7 p.m. on Thursday, 10 th April 2025 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council
13th March 2025

Llanrhidian Higher Community Council

Councillor Huw Davies	Councillor Melissa Roberts
Councillor Leanne Davies	Councillor Mike Sheehan (Vice-Chair)
Councillor Russell Garrington	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 Meeting of Council

Held at Penclawdd Community Centre

On Thursday, 13th February 2025 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Russell Garrington, Sarah Hughes, James Matthews, Melissa Roberts, Mike Sheehan and Andrew Williams

Officers: Jeremy Parkhouse - Clerk to the Community Council

Also Present: PCSO Andrew Brown – South Wales Police

93. Apologies for Absence

Apologies for absence were received from Councillors Huw Davies, Leanne Davies and Adam Woolliscroft.

94. 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 Paul Tucker, Andrew Williams and the Clerk declared personal interests in Minute No. 99c – Reports of the Clerk – Correspondence.

The Clerk declared a personal and prejudicial interest in Minute No.99a – Reports of the Clerk – Accounts for Payment and left the meeting during discussion of the item concerned.

95. Minutes

Resolved that the Minutes of the Council meeting held on 18th January 2025 be approved and signed as a correct record.

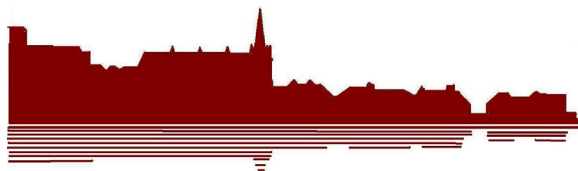
96. Chairs Announcements

The Chair made the following announcements:

- Rake and Riddle – The Chair expressed his disappointment at the recent closure of the Rake and Riddle, which had been a great asset to the community.

97. Public Question Time

None.



98. Community Reports

a) Police Report

PCSO Andrew Brown, South Wales Police provided the Community Council with a verbal report on the recent incidents that had occurred within the Penclawdd Ward. He stressed the continuous need to report suspicious incidents and crimes in order for the Police to be fully informed.

The Chair thanked the Officer for his report.

99. 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.

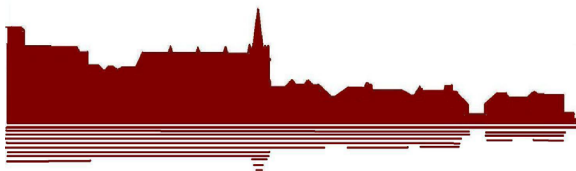
The following were also highlighted:

Quotations

- a) Finishing shower area at disabled toilet at Parc Dany Y Graig.
- b) Flooring at skateboard ramp.
- c) CCTV – Graig Y Coed Pavilion.
- d) Shutters at Graig Y Coed Pavilion.
- e) New Laptop for the Clerk.
- f) Clear Insurance – additional requirements at Graig Y Coed.
- g) Defibrillators at Memorial Gardens and Llanmorlais Hall.

Resolved that:

- 1) The payments / additional payments / amendments be approved.
- 2) The payments paid since 16th January 2025 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) Quotation a - a site visit be arranged to view the shower area.
- 7) Quotation b – be a future project of the Council.
- 8) Quotation c – Quotation to be approved by Finance Committee on 18th February 2025.
- 9) Quotation d – an additional quotation be obtained.
- 10) Quotation e – A price range of between £500 and £600 be finalised by the Finance Committee on 18th February 2025.
- 11) Quotation f – the Clerk finalises matters once the containers are in place / CCTV installed.



12) Quotation g – The quote for defibrillators at the Memorial Gardens and Llanmorlais Hall, including new boxes and bleed kits was accepted.

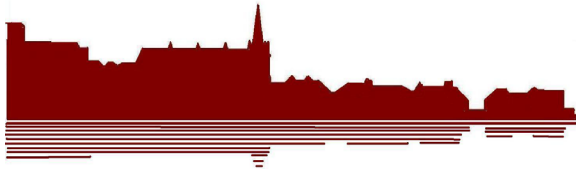
b) To Monitor the Council Budget 2024-2025 and to Note the Council Budget 2025-2026

The Clerk presented the up-to-date budget spend for 2024-25. The Council noted the budget overspend for 2024-2025 and the deficit that had been created due to the Penclawdd Playground grant funding and payment being in different financial years.

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
2.	Blue Anchor Ladies Bowls – Access request at Bowls Pavilion Car Park.	A site visit takes place / photographs be taken.
7.	One Voice Wales – Annual General Meeting – 11 th March 2025.	Councillor Huw Davies be asked to attend if he is available.
8.	Penclawdd RFC – Family / Community Fun Day.	Pitch availability be clarified by Jonathan Davis and more information be sought from Penclawdd RFC.
9.	J & B Furlong – School Transport Appeal Support Request.	Request noted – Councillor Dai Jenkins, Gowerton Ward Member was dealing with the issue.
Additional Correspondence		
12.	Tonner, Johns & Ratti – Update regarding various issues.	Clerk to negotiate with Swansea Council regarding the Old Quarry and to await further information from the Council's insurers regarding the Foreshore Car Park.
13.	Swansea Council – Local Development Plan (LDP)	The Clerk to circulate details to the Community Council.
14.	One Voice Wales – Survey on Local Area Committee's.	Clerk to complete.
15.	Cara Evans – Request to use Graig Y Coed.	Clerk to respond and turn down the request.
16.	Llanmorlais Hall – Action Challenge Event On 19 th and 20 th July 2025.	Request to use the car park approved. Clerk to respond.



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.

100. Committee Reports

Finance Committee - Membership

Resolved that Councillor Russell Garrington be appointed onto the Finance Committee.

101. 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 Primary School – Councillor Melissa Roberts highlighted the recent mental health event which had taken place at the school.
- Flagpole at Memorial Gardens – Clerk to obtain costs and Councillor Andrew Williams to establish if planning permission is required.
- Litter – Councillor Andrew Williams stated that all his litter picking equipment had been handed out to individuals within the community. He added that he would look for sponsorship to obtain additional equipment. The Finance Committee would discuss a donation at its next meeting. It was also proposed that Crofty Supermarket & Post Office store equipment for community use.
- BT Boxes – Councillor Melissa Roberts referred to painted boxes in Mumbles. The Clerk would look into the option and report to the next meeting.

102. 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:

- Penclawdd Primary School – A question and answer session was held with the children. The main complaint was dog mess on pavements. Pupils were informed



about the new waste bins, which included censors. The school would run a competition to design a no litter poster which would be displayed at Penclawdd and Crofty Playgrounds.

- New Bench – had been ordered for the plinth next to the bridge opposite Crofty Playground.
- Footway – Llanmorlais to Wernffrwd – this would be cleared to allow structural improvements to take place.
- Cycle track – funding had been approved to improve the cycle track between Gower Timber and the Rake and Riddle.
- Graig Y Coed Project – 70/30 funding had been approved and details of tools required were awaited from Terry Snell.
- Drain Cover near to Rake and Riddle – It had been established that the drain was not in use and a temporary cover had been added, prior to a permanent cover in due course. This would get rid of the dip in the road.
- Cockle Women Sculpture – The possibility of having sculptures at either the Station Platform or Memorial Gardens was discussed. A sculpture was being undertaken in Gowerton, Councillor Andrew Williams would seek further details.
- End of Cockle Licensing in the Burry Inlet – The Chair expressed concern that the existing licensing would end, allowing a ‘free for all’.

b) Planning.

None.

c) Footpaths.

None.

103. Outside Bodies

None.

The meeting ended at 8.24 p.m.

Chair



Item No. 7

Council – 20th March 2025

Reports of the Clerk

Attached at the appendices are the following: -

a) Accounts for Payment / Financial Report

- Appendix A – Accounts for Payment / Financial Report.
- Quotations / requests reported.
 - Finishing shower area at disabled toilet at Parc Dan Y Graig – Site visit to be arranged.
 - Flooring at skateboard ramp.
 - CCTV – Graig Y Coed Pavilion – approved by Finance Committee.
 - Shutters at Graig Y Coed Pavilion.
 - Clear Insurance – additional requirements at Graig Y Coed.
 - Options for Seawall at Foreshore Car Park.

b) Budget Monitoring 2024/25 and to Note the 2025/26 Budget.
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
8th March 2025

Appendix A

ACCOUNTS FOR PAYMENT – 20th March 2025

Salaries	£2,047.99
Clerks Expenses	£50.97
Pinnacle - Printing costs - Invoice 146577 (£32.72 Net) (£6.54 VAT)	£39.26
Jonathan Davis & Son - Invoice 25/13 - Monthly Costing February 2025. (£5,918.58 Net) (£1,183.71 VAT)	£7,102.29
E Parkhouse - Inputting Finance into Edge IT – 6 Hours	£68.64
Pear Technology - PT Mapper Pro Technical Support & Updates until 28/02/2026 and Maplink Technical Support & Updates until 28/02/2026. (£245.00 Net) (£49.00 VAT)	£294.00
EDF - Electricity at Bowls Pavilion - 1st February to 28th February 2025 (£55.08 Net) (£2.75 VAT)	£57.83
One Voice Wales - Membership for 2025-26.	£726.00
Active HSE - Quarterly Health and Safety Checks - Quarters 2, 3 & 4, key cutting and legionella sample awareness.	£579.00
PES Systems Ltd - CCTV Contract Period: 1st March 2025 to 28th February 2026, CCTV & Annual Service (£124.74 Net) (£24.95 VAT)	£149.69
One Voice Wales - Councillor Russell Garrington - The Council (Module 1) Training. Invoice 9017	£40.00
One Voice Wales - Councillor Russell Garrington - The Council (Module 2) Training. Invoice 9080	£40.00
PWLB Loan Repayment - Mount Hermon Cemetery	£1,288.18
PWLB Loan Repayment - Penclawdd Playground	£1,634.13
Swansea Council Pension Fund	£880.62
HMRC - PAYE	£996.64
Total Payments	£15,995.24
Invoices paid since 13th February 2025	
SSE Southern - Electricity at Graig Y Coed Changing Rooms (£117.91 Net) (£6.20 @ 5% VAT)	£124.11
Currys - Lenovo LNV IP5 I5 Laptop (£549), CASE (£17.99) & Sandisk EXNVME 1TB (£105) - (£559.99 Net) (£112 VAT)	£671.99
Currys - Care Package for Lenovo Laptop - 14/02/25 to 13/02/28 (3 years) (£138.75 Net) (£27.75 VAT)	£166.50
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£9.50
Total	£992.07
Total Outgoings	£16,987.31
Income since 13th February 2025	
CCLA - Interest - February 2025	£87.58
Bank Interest - Reserve Account	£30.98
Total Income	£118.56
TRANSFERS:	
None.	£0.00
RECONCILIATION:	
Current Account Balance – 10th March 2025	£56,991.89
Less Approved Payments (March 2025)	£15,995.24
Total	£40,996.65
BANK ACCOUNTS	
Current Account Balance – 10th March 2025	£56,991.89
Reserve Account Balance - 10th March 2025	£35,676.11
CCLA Investment - 10th March 2025	£25,000.00
Memorial Gardens Charity Account - 10th March 2025	£1.00
Projects Account Balance - 10th March 2025	£1,012.91
TOTAL	£118,681.91

Financial Budget Comparison

Comparison between 01/04/24 and 12/03/25 inclusive. Includes due and unpaid transactions.

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

		2024/25	Actual Net	Balance	2025/26
INCOME					
Administration					
100	Precept	£180,447.15	£180,447.15	£0.00	£183,263.76
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	£1,547.24	£447.24	£1,500.00
122	Bank Interest	£120.00	£1,075.93	£955.93	£120.00
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	£1,000.00	-£5,000.00	£6,000.00
251	Miscellaneous Income - Current Account	£4,800.00	£14,123.46	£9,323.46	£8,000.00
252	Miscellaneous Income - Projects Account	£0.00	£362.50	£362.50	£0.00
Total Administration		£192,467.15	£198,556.28	£6,089.13	£198,883.76
Outside Services					
300	Cemetery Income	£12,000.00	£5,396.50	-£6,603.50	£13,000.00
320	Wayleaves	£129.00	£129.61	£0.61	£129.00
330	Recreation Grounds	£6,450.00	£4,931.40	-£1,518.60	£6,150.00
Total Outside Services		£18,579.00	£10,457.51	-£8,121.49	£19,279.00
Total Income		£211,046.15	£209,013.79	-£2,032.36	£218,162.76

Financial Budget Comparison

Comparison between 01/04/24 and 12/03/25 inclusive. Includes due and unpaid transactions.

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

		2024/25	Actual Net	Balance	2025/26
EXPENDITURE					
Administration					
1001	Salaries	£40,500.00	£30,747.60	£9,752.40	£42,500.00
1002	Clerks Expenses	£650.00	£798.41	-£148.41	£490.00
1010	Subscriptions	£1,410.00	£853.50	£556.50	£1,690.00
1015	Office Costs	£3,960.00	£3,604.00	£356.00	£3,850.00
1020	Web Site	£400.00	£290.00	£110.00	£400.00
1025	Advertising	£150.00	£0.00	£150.00	£150.00
1030	Insurance	£5,500.00	£8,116.59	-£2,616.59	£7,600.00
1040	Bank Charges	£100.00	£85.61	£14.39	£100.00
1045	Audit Fees	£775.00	£470.00	£305.00	£850.00
1046	Accountancy Services	£250.00	£0.00	£250.00	£250.00
1050	Legal Costs	£1,000.00	£2,775.00	-£1,775.00	£2,000.00
1060	Loan Repayments	£6,000.00	£2,922.31	£3,077.69	£5,844.62
1065	Training	£0.00	£80.00	-£80.00	£0.00
1070	ICO Fee	£35.00	£35.00	£0.00	£35.00
1075	Consultancy Costs	£300.00	£0.00	£300.00	£100.00
1076	Signage	£500.00	£0.00	£500.00	£300.00
Total Administration		£61,530.00	£50,778.02	£10,751.98	£66,159.62
Outside Services					
3000	Cemeteries	£12,400.00	£1,505.32	£10,894.68	£9,200.00
3001	Grounds Maintenance	£90,000.00	£70,815.82	£19,184.18	£90,000.00
3010	Playgrounds	£5,100.00	£126,514.68	-£121,414.68	£3,900.00

Financial Budget Comparison

Comparison between 01/04/24 and 12/03/25 inclusive. Includes due and unpaid transactions.

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

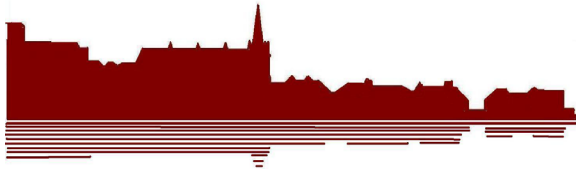
		2024/25	Actual Net	Balance	2025/26
3030	Recreation Grounds	£13,450.00	£31,148.95	-£17,698.95	£14,275.00
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00	£0.00
3050	Other Outside services	£11,500.00	£7,320.86	£4,179.14	£12,050.00
3051	Remembrance Sunday Service	£1,500.00	£1,374.58	£125.42	£1,200.00
3052	War Memorial Charity	£0.00	£0.00	£0.00	£1.00
3055	Defibrillators	£1,600.00	£50.00	£1,550.00	£1,650.00
Total Outside Services		£135,550.00	£238,730.21	-£103,180.21	£132,276.00
Civic					
2000	Councillor Expenses	£3,850.00	£0.00	£3,850.00	£3,850.00
2005	Councillor Training	£800.00	£80.00	£720.00	£800.00
2010	Meeting Costs	£600.00	£430.00	£170.00	£600.00
2030	Election Costs	£3,000.00	£0.00	£3,000.00	£5,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00	£0.00
Total Civic		£8,250.00	£510.00	£7,740.00	£10,250.00
Grants					
4046	Donations	£500.00	£414.85	£85.15	£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	£5,000.00	£5,000.00
Total Grants		£5,500.00	£414.85	£5,085.15	£5,500.00
Total Expenditure		<u>£210,830.00</u>	<u>£290,433.08</u>	<u>-£79,603.08</u>	<u>£214,185.62</u>

Financial Budget Comparison

Comparison between 01/04/24 and 12/03/25 inclusive. Includes due and unpaid transactions.

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

	2024/25	Actual Net	Balance	2025/26
Total Income	£211,046.15	£209,013.79	-£2,032.36	£218,162.76
Total Expenditure	£210,830.00	£290,433.08	-£79,603.08	£214,185.62
Total Net Balance	£216.15	-£81,419.29	£77,570.72	£3,977.14



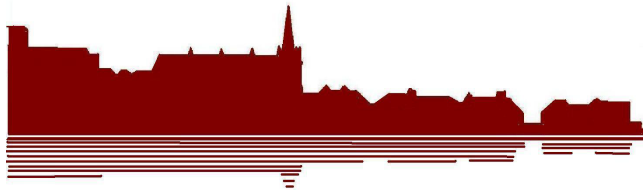
Correspondence – 20th March 2025

1.	Swansea Council – Community Council Precept.
2.	Llanmorlais Hall – Request to hold Llanmorlais Carnival on 28 th June 2025 / Advert request.
3.	ARAG Law – Claim Pack.
4.	Independent Remuneration Panel for Wales – Annual Report 2025/26.
5.	One Voice Wales – Digital Guidance.
6.	Llanmorlais Hall – Response regarding WIFI donation.
7.	Swansea Council – LDP2 Consultation.
8.	Marie Curie – Great Daffodil Appeal 2025.
9.	One Voice Wales – Notice postponing Annual General Meeting.
10.	Friends of the Gower Commons – Donation Request.
11.	J Williams – Request for funding.
12.	Swansea Rams Rugby League – Request to use Community Council Facilities.

Jeremy Parkhouse

Clerk to the Community Council

13th March 2025



Report of the Clerk

Council – 20th March 2025

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.

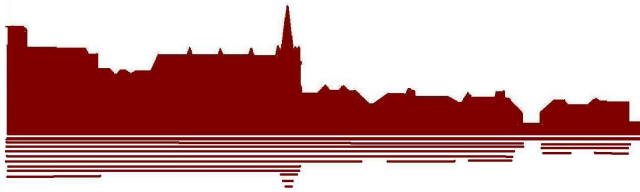
**Jeremy Parkhouse
Clerk to the Community Council
10th March 2025**

	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	Police Report	Police Report	Police Report	Police Report	Police Report	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 for the years 2021/22	To note the budget 2025/26 To Set the Precept for 2025/26		Annual Governance Statement - To approve the report of the External Auditor for the years 2021/22, 2022/23 & 2023/24	To Approve the Annual Report To Approve the Annual Plan To Approve the Model Financial Procedural Rules
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 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

Llanrhidian Higher Community Council Workplan 2024/25

Appendix 1

Committee Reports		Finance / Personnel / Events & Projects Finance - To Agree the Annual Charges for Use of Community Council Facilities by Sports Clubs.		Events & Projects		Finance – To approve the draft budget. Finance - To Agree the Annual Burial Charges Finance - To Approve Grant Payments			Finance Committee: Emergency Plan Grants & Donations Policy	
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 March 2025

Community Council Action Tracker

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

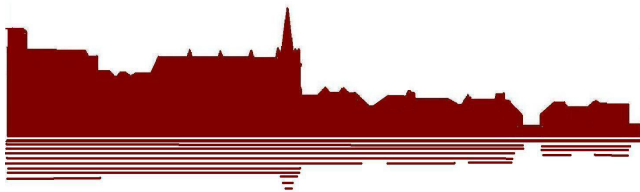
Report Author: Jeremy Parkhouse

For Information

1. Introduction

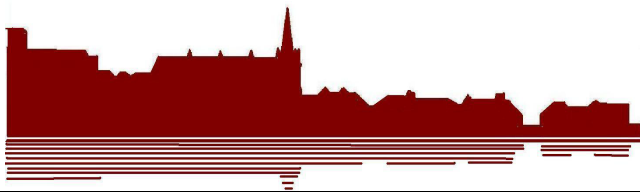
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken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

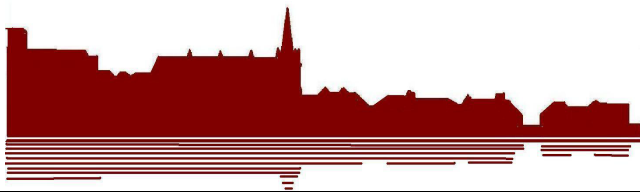


Appendix 1

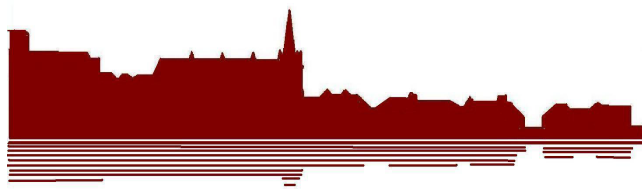
Action Tracker		
	Details	Outcome / Action
1)	31/01/2022 – Finance Committee - Minute No. 45 - Council's Property Maintenance Schedule & 5-Year Capital Work Programme	
	Painting Quotations – Llanmorlais Changing Rooms - Clerk to invite quotations in respect of painting the newer section of the Changing 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 Wi-Fi 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 – Emergency Plan is being reported to Finance Committee on 18/02/25.
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.	1) Quotation a) be reconsidered next year and additional quotations be sought at the time. ON HOLD



6)	18/01/24 – Council – Minute No. 109 – Reports of the Clerk - Quotations	
	<p>a) Re-establishment of steps to path from Graig Y Coed perimeter path to the Graig footpath.</p> <p>b) Installation of ACO drainage channels to Llanmorlais Hall Car Park.</p>	<p>a) Quotation b) provided by Jonathan Davis be noted and the work placed on hold. ON HOLD</p> <p>b) ONGOING - Quotation d) provided by Jonathan Davis for £979.50 be approved.</p>
7)	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.
8)	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.
9)	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.
10)	18/04/24 – Council – Minute No.144 – Reports of the Clerk - Quotations	
	<p>a) Removal of old French Drain and installation of new at Penclawdd Recreation Ground - £8,979.79.</p> <p>b) Removal of wooden fence and installation of new fence / hedge at Greenacres entrance to Penclawdd Recreation Ground - £2,930.40.</p>	<p>ON HOLD – To be completed in the next financial year.</p> <p>ONGOING</p>
11)	16/05/24 – Annual Council – Minute No.14 – Reports of the Clerk - Quotations	
	a) Penclawdd Tennis Courts – New lines.	<ul style="list-style-type: none"> ONGOING - Quotation approved and paint has been ordered.



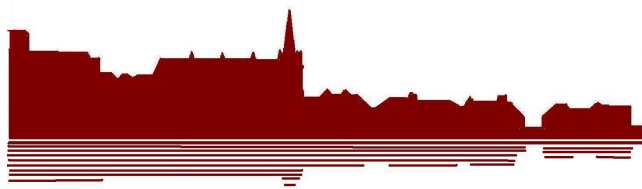
12)	16/05/24 – Annual Council – Minute No.16 – Council Property / Community Projects / Burial Grounds	
	Defibrillator – Councillor Leanne Davies had highlighted to the Clerk the sad recent death of a visitor on the Rhallt, Llanmorlais and the potential need to install a new defibrillator at a suitable location. This would have to be considered at a future meeting.	ONGOING – To be discussed at a future meeting.
13)	18/07/24 – Council – Minute No. 40 – Reports of the Clerk – Accounts for Payment	
	Quotation provided by Jonathan Davis for £971.76, in respect of Crofty Playground, be approved.	ONGOING
	<ul style="list-style-type: none"> Tonner, Johns & Ratti Solicitors – Update - Proceed with investigating removal of equipment. Clerk to discuss public liability / risk with the Council’s insurers. 	ONGOING – Clerk has contacted insurers Legal team and is progressing.
14)	19/09/24 – Council – Minute No. 53 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Penclawdd Playground – Clerk to confirm delivery date of the new notice board. 	ONGOING – Company contacted.
	<ul style="list-style-type: none"> Foreshore Car Park – Councillor Andrew Williams would forward the bench brochure to Mr P Bevan for his preferred design. A final price would be agreed at the next meeting, if a response is received. 	ONGOING – Quotation to be forwarded to Mr P Bevan and a site visit to be arranged with him.
15)	08/10/24 – Personnel Committee – Minute No. 15 – New Contract of Employment	
	<ul style="list-style-type: none"> The Clerk drafts the new contract of employment based on ‘Green Book’ conditions. 	ONGOING
	<ul style="list-style-type: none"> The new contract be signed by the Chair of the Personnel Committee and the Clerk. 	ONGOING
	<ul style="list-style-type: none"> The contract of employment based on what are known as ‘Green Book’ conditions be adopted. 	ONGOING
16)	08/10/24 – Events & Projects Committee – Minute No. 12 – Events & Projects Report	
	<ul style="list-style-type: none"> Clerk to request a quotation for a marquee in future years. 	ONGOING
17)	17/10/24 – Council – Minute No. 61 – Public Question Time.	
	The Clerk would keep the volunteers updated and would obtain an insurance quote in respect of the man shed(s).	ONGOING
18)	17/10/24 – Council – Minute No. 66 – Swansea Council Matters	
	<ul style="list-style-type: none"> CWOTS Team – AW to request they clear the footpath running at the side of Pencaerfenni Park. 	ONGOING - CWOTS team have been assigned other work in the last couple of months, the path should have been cut back by countryside access contractors.
	<ul style="list-style-type: none"> Station Road, Llanmorlais sign had been damaged and would be reported. Riverside sign – the wording has disappeared and required replacing. 	ONGOING - Both signs had been requested from Highways, however there is a backlog so it could take some time.



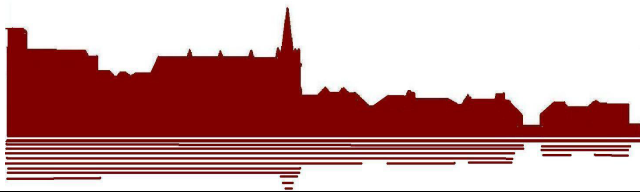
Llanrhidian Higher Community Council

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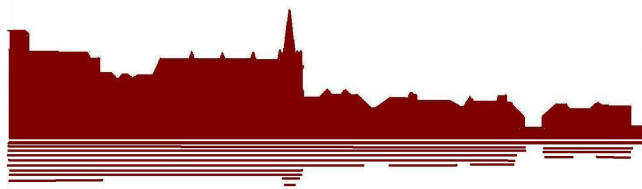
19)	12/11/24 – Finance Committee – Minute No. 20 - To Monitor the Council Budget 2024-2025 and to Agree the Draft Budget 2025-2026	
	<ul style="list-style-type: none"> The Clerk seeks an insurance quote in respect of the 2 additional containers at Graig Y Coed, to be paid should the grant application be successful. 	ONGOING - Insurance firm have asked for photographs of the units.
20)	21/11/24 – Council – Minute No. 74 – Reports of the Clerk - Quotations	
	<ul style="list-style-type: none"> Finishing shower area at disabled toilet at Parc Dany Y Graig. 	<ul style="list-style-type: none"> CLOSED – Duplicate with No.25.
	<ul style="list-style-type: none"> Flooring at skateboard ramp. 	<ul style="list-style-type: none"> CLOSED – Duplicate with No.25
	<ul style="list-style-type: none"> One Voice Wales - Model Financial Regulations 2024. Wales Air Ambulance - Community Council Appeal 2024. Resident Request – Cut back trees in Memorial Gardens. 	<ul style="list-style-type: none"> ONGOING - Item to be reported to Finance Committee. CLOSED - Item discussed by Finance Committee on 18/02/25. ONGOING - Jonathan Davis be requested to organise an inspection.
21)	21/11/24 – Council – Minute No. 76 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Chairs at Llanmorlais Changing Rooms – The chair proposed that the chairs, which belonged to Llanmorlais Hall, be scrapped. The Community Council should consider purchasing bleed kits, which could be stored within some of the defibrillator boxes. 	<p>ONGOING</p> <p>CLOSED – Bleed kits ordered for Memorial Gardens / Llanmorlais</p>
22)	16/01/25 – Council – Minute No. 87 – b) Correspondence	
	<ul style="list-style-type: none"> One Voice Wales. Information on RAAC in buildings. 	CLOSED – Duplicate with No.32
	<ul style="list-style-type: none"> Tonner, Johns and Ratti Solicitors. Land at Victoria Road / Dunraven Close and Foreshore Car Park - Councillors expressed concern at the ongoing issue. They referred to oil leakage from the boats. 	CLOSED – Awaiting quotation for additional work / correspondence.
	<ul style="list-style-type: none"> The Clerk to draft a letter of complaint and concern to Natural Resources Wales (NRW). 	ONGOING
	<ul style="list-style-type: none"> The Clerk to explore the option of placing formal signage up stating that vehicles / vessels etc. would be towed away at a cost to the owner. 	ONGOING
23)	16/01/25 – Council – Minute No. 89 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Llanmorlais Hall. Councillor Melissa Roberts stated that the Llanmorlais Hall were in the process of repairing the hall floor at a cost of approximately £5,500. She asked if 	ONGOING



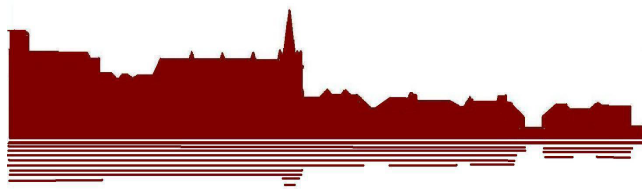
	future consideration could be given for a grant to be allocated to assist the Hall Management with the works.	
	<ul style="list-style-type: none"> Memorial Gardens. Councillor Leanne Davies asked that future consideration be given to erecting a Bandstand at the Memorial Gardens. It was agreed that the item be discussed at a future Council meeting. 	ONGOING
	<ul style="list-style-type: none"> Foreshore Playground. Councillors asked for the reinstatement of the Hopscotch area within the playground. 	ONGOING
24)	16/01/25 – Council – Minute No. 90 – Swansea Council Matters	
	<ul style="list-style-type: none"> Workshop. The Workshop Project at Graig y Coed had been successful in obtaining a grant of £25,000, 70% from Swansea Council and 30% from Councillor Andrew Williams Community Budget. Further discussion would be required regarding naming, mixed use and safeguarding. 	ONGOING
	<ul style="list-style-type: none"> Road Drain near to Berthlwyd. AW to raise issue with Swansea Council. 	CLOSED – The issue is being dealt with by Swansea Council
	<ul style="list-style-type: none"> Buses not turning up or breaking down. AW to raise issue with Swansea Council. 	CLOSED – AW has highlighted to Swansea Council
25)	13/02/25 – Council – Minute No. 99 – a) Accounts for Payment	
	<ul style="list-style-type: none"> Finishing shower area at disabled toilet at Parc Dany Y Graig. Flooring at skateboard ramp. CCTV – Graig Y Coed Pavilion. Shutters at Graig Y Coed Pavilion. New Laptop for the Clerk. Clear Insurance – additional requirements at Graig Y Coed. Defibrillators at Memorial Gardens and Llanmorlais Hall. 	<ul style="list-style-type: none"> ONGOING – Site visit to be arranged when evenings are lighter. ONGOING – To be a future project of the Council. CLOSED – Quotation approved by Finance Committee on 18th February 2025. ONGOING – An additional quotation be sought. CLOSED - Price of under £600 plus add on's agreed by Finance Committee on 18th February 2025. ONGOING - The Clerk finalises matters once the containers are in place / CCTV installed. ONGOING - The quote for defibrillators



		at the Memorial Gardens and Llanmorlais Hall, including new boxes and bleed kits was accepted.
26)	13/02/25 – Council – Minute No. 99 – c) Correspondence	
	<ul style="list-style-type: none"> Blue Anchor Ladies Bowls – Access request at Bowls Pavilion Car Park. 	<ul style="list-style-type: none"> CLOSED – Duplicate with No.30
	<ul style="list-style-type: none"> One Voice Wales – Annual General Meeting – 11th March 2025. 	<ul style="list-style-type: none"> CLOSED – AGM cancelled.
	<ul style="list-style-type: none"> Penclawdd RFC – Family / Community Fun Day. 	<ul style="list-style-type: none"> CLOSED – JD had confirmed that the date is fine.
	<ul style="list-style-type: none"> J & B Furlong – School Transport Appeal Support Request. 	<ul style="list-style-type: none"> CLOSED - Request noted – Councillor Dai Jenkins, Gowerton Ward Member was dealing with the issue.
	<ul style="list-style-type: none"> Tonner, Johns & Ratti – Update regarding various issues. 	<ul style="list-style-type: none"> ONGOING - Clerk has spoken with Swansea Council regarding the Old Quarry and the land will be registered to the Community Council. Council's insurers are progressing regarding the Foreshore Car Park.
	<ul style="list-style-type: none"> Swansea Council – Local Development Plan (LDP) 	<ul style="list-style-type: none"> CLOSED - The Clerk has circulated details to the Community Council.
	<ul style="list-style-type: none"> One Voice Wales – Survey on Local Area Committee's. 	<ul style="list-style-type: none"> ONGOING - Clerk to complete.
	<ul style="list-style-type: none"> Cara Evans – Request to use Graig Y Coed. 	<ul style="list-style-type: none"> CLOSED – Request turned down and response sent.
	<ul style="list-style-type: none"> Llanmorlais Hall – Action Challenge Event On 19th and 20th July 2025. 	<ul style="list-style-type: none"> CLOSED - Request to use the car park approved. Clerk has responded.
27)	13/02/25 – Council – Minute No. 101 - Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Flagpole at Memorial Gardens – Clerk to obtain costs and Councillor Andrew Williams to establish if planning permission is required. Litter – Councillor Andrew Williams stated that all his litter 	<ul style="list-style-type: none"> ONGOING ONGOING



	<p>picking equipment had been handed out to individuals within the community. He added that he would look for sponsorship to obtain additional equipment. The Finance Committee would discuss a donation at its next meeting. It was also proposed that Crofty Supermarket & Post Office store equipment for community use.</p> <ul style="list-style-type: none"> BT Boxes – Councillor Melissa Roberts referred to painted boxes in Mumbles. The Clerk would look into the option and report to the next meeting. 	<ul style="list-style-type: none"> ONGOING
28)	13/02/25 – Council – Minute No. 102 – Swansea Council Issues	
	<ul style="list-style-type: none"> New Bench – had been ordered for the plinth next to the bridge opposite Crofty Playground. 	<ul style="list-style-type: none"> CLOSED – Bench is in place.
	<ul style="list-style-type: none"> Cockle Women Sculpture – The possibility of having sculptures at either the Station Platform or Memorial Gardens was discussed. A sculpture was being undertaken in Gowerton, Councillor Andrew Williams would seek further details. 	<ul style="list-style-type: none"> ONGOING
29)	18/02/25 – Personnel Committee – Minute No. 21 – Personnel Matters	
	<ul style="list-style-type: none"> The Chair of the Personnel Committee and Clerk sign the new NALC Model Contract of Employment for Councils with 'Green Book' conditions, as previously agreed by the Council. 	<ul style="list-style-type: none"> ONGOING
	<ul style="list-style-type: none"> The Clerk be paid for 57.5 hours overtime worked. 	<ul style="list-style-type: none"> CLOSED
	<ul style="list-style-type: none"> The Clerk and Chair sign the completed appraisal form. 	<ul style="list-style-type: none"> ONGOING
30)	18/02/25 – Finance Committee – Minute No. 31 – Quarterly Discussion with the Grounds Maintenance Contractor	
	<ul style="list-style-type: none"> Drainage work / clearing of drainage pipes at Graig Y Coed. Action(s): 1) JD to quote for work to repair the ground underneath the dropped fence posts. 	<ul style="list-style-type: none"> ONGOING
	<ul style="list-style-type: none"> Penclawdd Recreation Ground – There was some confusion surrounding the query regarding the disabled access from the car park next to the Bowls Pavilion. Action(s): 1) Clarification be sought to find out the exact disabled access issue being raised. 2) JD check the details of the original quotation for the fencing. 	<ul style="list-style-type: none"> ONGOING
	<ul style="list-style-type: none"> Foreshore Car Park – Seawall – The different options were discussed. Action(s): 1) JD to quote for part removal of the soil, lining the full length, covering with cockle shells and spraying herbicide when required. 	<ul style="list-style-type: none"> ONGOING
31)	18/02/25 – Finance Committee – Minute No. 32 – To Monitor the Biodiversity and Environment Development Action Plan.	
	<ul style="list-style-type: none"> Action(s): The Clerk is to remove the Gower Plants from the Plan. 	<ul style="list-style-type: none"> ONGOING
32)	18/02/25 – Finance Committee – Minute No. 33 – Items Referred to the Finance Committee by Council.	
	<ul style="list-style-type: none"> One Voice Wales – Reinforced Autoclaved Aerated Concrete (RAAC) – Active HSE be requested for additional advice, particularly on Llanmorlais Changing Rooms. 	<ul style="list-style-type: none"> ONGOING



33)	18/02/25 – Finance Committee – Minute No. 34 – Grants & Donations	
	<ul style="list-style-type: none"> The Grants & Donations Policy be agreed and forwarded to Council for approval. The following be agreed for 2024/25 and forwarded to Council for approval: - <ul style="list-style-type: none"> Penclawdd Brass Band - £1,000 (For building / instrument maintenance) Llanmorlais Hall - £750 (To install / maintain WIFI) Penclawdd Community Centre - £750 (To install / maintain WIFI) North Gower Food Bank - £300 7th Cwm Newydd (Penclawdd) Scouts - £500 (For building maintenance) Wales Air Ambulance - £200 Community Fun Day - £200 Total - £3,700. 	<ul style="list-style-type: none"> CLOSED – Included on agenda for 20th March 2025
34)	18/02/25 – Finance Committee – Minute No. 35 – To Monitor the Council Budget 2024-2025 and to Note the Budget 2025-2026.	
	<ul style="list-style-type: none"> Quotation 3, provided by PES Fire & Security Systems Ltd, be awarded the contract to install CCTV at Graig Y Coed Pavilion. The new laptop and additional associated products purchased be approved and the item be added to the Community Council list of assets. The old laptop of the Clerk be removed from the list of Community Council assets. 	<ul style="list-style-type: none"> ONGOING CLOSED ONGOING
35)	18/02/25 – Finance Committee – Minute No. 36 – The Council's Property Maintenance Schedule.	
	<ul style="list-style-type: none"> Llanmorlais Skateboard Hub – Resurfacing / new template be added to the 5-year Capital Programme. New laptop for the Clerk – item to be deleted. The costs of roll-up ramps be investigated – the Community Shed volunteers be requested to consider this as a potential future project. Graig Y Coed Football Pitch - Repair the ground underneath the dropped fence posts. 	<ul style="list-style-type: none"> ONGOING ONGOING ONGOING ONGOING
36)	18/02/25 – Finance Committee – Minute No. 37 – Emergency Plan.	
	<ul style="list-style-type: none"> The Emergency Plan be agreed and forwarded to Council for approval. 	<ul style="list-style-type: none"> CLOSED – Included on the agenda for 20th March 2025.

Item No. 8a)
Report of the Finance Committee
Llanrhidian Higher Community Council – 20th March 2025
Emergency Plan

Introduction / Purpose

The Community Council requested that an Emergency Plan be drafted to ensure the correct policies are followed during an emergency. Attached at Appendix A is the Draft Plan. The Draft Plan was approved by the Finance Committee on 18th February 2025.

Recommendation(s)

It is recommended that: -

- 1) The Draft Emergency Plan be approved and adopted.

For Decision

Jeremy Parkhouse PSLCC

Clerk to the Community Council

10th March 2025

Llanrhidian Higher Community Council Emergency Plan for Buildings and Property

Prepared by: Llanrhidian Higher Community Council **Date:** 25th January 2025

Introduction

This Emergency Plan is designed to protect council buildings and properties during emergencies such as natural disasters, fires, flood and other unforeseen events. It outlines the procedures and responsibilities for ensuring the safety and security of these assets.

Objectives

- Safeguard council buildings and properties.
- Ensure the safety of personnel and visitors.
- Coordinate with emergency services and local authorities.
- Minimize damage to council assets.
- Facilitate quick recovery and restoration of operations.

Emergency Contact Information

Community Council:

- Chair: Councillor Paul Tucker
- Clerk: Jeremy Parkhouse, clerk@llanrhidianhighercommunitycouncil.co.uk

Local Authorities:

- Police: Telephone 999 or 101
- Fire Department: 999 or 0370 6060699

Emergency Response Team

The Emergency Response Team (ERT) responsible for this plan includes:

- Chair
- Clerk
- Councillors
- Ground Maintenance Contractor
- Health and Safety Contractor

Emergency Procedures

1. Activation of Emergency Plan

- The Chair or Clerk will determine the need to activate the plan.
- Notify all members of the ERT and relevant authorities.

2. Communication

- Establish communication channels with Councillors, staff, contractors and visitors.
- Provide regular updates and safety instructions.

3. Evacuation Procedures

- Identify safe evacuation routes and assembly points for each building.
- Conduct regular evacuation drills to ensure preparedness.
- Assist disabled individuals and those requiring additional help.

4. Fire Safety Measures

- Install and maintain fire alarms and extinguishers in all buildings.
- Train Councillors, staff, contractors and volunteers on fire safety procedures and the use of fire-fighting equipment.
- Coordinate with the fire department for regular inspections and training.

5. Security Measures

- Ensure buildings are secured during emergencies to prevent unauthorized access.
- Monitor security systems and cameras.
- Assign personnel to oversee security during an emergency.

6. Resource Allocation

- Maintain an inventory of essential supplies (e.g., first aid kits, emergency lights).
- Ensure backup generators are available and functional.
- Allocate resources for quick repairs and damage control.

7. Recovery Efforts

- Assess the damage to buildings and property after the emergency.
- Coordinate repair and restoration efforts with contractors and local authorities.
- Document all damage and repairs for insurance and record-keeping purposes.

Training and Drills

- Regularly train ERT members and staff on emergency procedures.
- Conduct building-specific emergency drills to ensure everyone is familiar with evacuation routes and protocols.

Review and Update

- Review the Emergency Plan annually and after each emergency.
- Update contact information, procedures, and safety measures as needed.

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- Bowls Pavilion
 - a) Place emergency contact details within the building.
 - b) Place evacuation procedures within the building, including the location of the electricity box and water stop tap.
 - c) Ensure that the ERT have access to the Council's insurers.
 - d) Water system to be drained by Ground Maintenance Contractor during periods of very cold weather.
 - e) Plumbing improvements have been introduced to counter cold weather issues.

- Rugby Pavilion
 - a) Place emergency contact details within the building.
 - b) Place evacuation procedures within the building, including the location of the electricity box and water stop tap.
 - c) Ensure that the ERT have access to the Council's insurers.
 - d) Water system to be drained by Ground Maintenance Contractor during periods of very cold weather.
 - e) Water system to be drained by Ground Maintenance Contractor during periods of very cold weather.
 - f) Electricity improvements have been introduced to counter cold weather issues (electrical cables around pipes which are linked to a thermostat).

- Dan Y Graig
 - a) Place emergency contact details within the building.
 - b) Place evacuation procedures within the building, including the location of the electricity box and water stop tap.
 - c) Ensure that the ERT have access to the Council's insurers.
 - d) Water system to be drained by Penclawdd AFC Groundsman during periods of very cold weather.

- Graig Y Coed
 - a) Place emergency contact details within the building.
 - b) Place evacuation procedures within the building, including the location of the electricity box and water stop tap.
 - c) Ensure that the ERT have access to the Council's insurers.
 - d) Electricity improvements have been introduced to counter cold weather issues (electrical cables around pipes which are linked to a thermostat).

- Llanmorlais
 - a) Place emergency contact details within the building.
 - b) Place evacuation procedures within the building, including the location of the electricity box and water stop tap.
 - c) Ensure that the ERT have access to the Council's insurers.
 - d) Water system has been drained by Health and Safety Contractor and boiler has been disconnected.

Item No. 8b)
Report of the Finance Committee
Llanrhidian Higher Community Council – 20th March 2025
Grants & Donations Policy

1. Introduction / Purpose

The Power of Well-being gives all Community Councils in Wales the power to do anything they consider is likely to achieve any one or more of the following objectives:

- i) The promotion or improvement of the economic well-being of their area.
- ii) The promotion or improvement of the social well-being of their area.
- iii) The promotion or improvement of the environmental well-being of their area.

The power may be used in relation to or for the benefit of:

- i) The whole or any part of the Community Council's area; or
- ii) All or any persons resident or present in its area.

Section 2(5) of the Local Government Act 2000 enables a Community Council to use the Power of Well-being to do anything in relation to, or for the benefit of, any person or area situated outside its area if it considers that it is likely to achieve any one or more of the above.

It is the view of the Welsh Government that expenditure under the Power of Well-being is subject to the same limit as for Section 137 of the Local Government Act 1972.

The Finance Committee previously requested the Clerk to undertake research and to draft a new policy for the Community Council. Attached at Appendix A is the Draft Grants & Donations Policy and the proposed application form is attached at Appendix B. The Draft Policy was agreed by the Finance Committee on 18th February 2025 and would commence at the start of the new Municipal year in May 2025.

2. Grants & Donations 2024-25

At its meeting on 18th February 2025, the Finance Committee also discussed grants & donations for the current 2024-25 financial year.

The Committee agreed the following grants & donations: -

- Penclawdd Brass Band - £1,000 (For building / instrument maintenance)
- Llanmorlais Hall - £750 (To install / maintain WIFI - if agreed by Llanmorlais Hall Committee)

- Penclawdd Community Centre - £750 (To install / maintain WIFI – if agreed by Penclawdd Community Centre Committee)
- North Gower Food Bank - £300
- 7th Cwm Newydd (Penclawdd) Scouts - £500 (For building maintenance)
- Wales Air Ambulance - £200
- Community Fun Day - £200

Total - £3.700.00

3. Recommendation(s)

It is recommended that: -

- 1) The Draft Grants and Donations Policy be approved and adopted.
- 2) The grants and donations for 2024-25 recommended by the Finance Committee, be approved.

For Decision

Jeremy Parkhouse PSLCC

Clerk to the Community Council

10th March 2025



Grants and Donations Policy

1. Introduction

- 1.1 Section 137 of the Local Government Act 1972 provides the Council with the power to give grants to Organisations for the direct benefit to the community.

2. Budget Setting for Grants & Donations

- 2.1 The maximum sum set aside each financial year for grants & donations, shall be agreed annually at the Council meeting in which the precept is set.
- 2.2 All applications must be made in writing (preferably via email) and submitted to the Clerk.
- 2.3 All donation applications must be decided by Council.
- 2.4 The Council must satisfy itself that the donation will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed activity.

3. Applications & Supporting Documentation

- 3.1 Each application must be accompanied by supporting documents:
- Summary of the applicant's accounts for the last financial year.
 - Details of the applicant's organisation, Committee, and meeting structure, appointed officers, etc. Councillors must feel confident that appropriate management mechanisms and financial controls are in place within the applicant's Organisation.
 - Other funding sources applied for in relation to the donation concerned.
- 3.2 If the donation requests received exceed the donation monies available in a financial year, then Councillors will target donations which benefit as many people as possible within the Community.
- 3.3 Council shall consider Requests for Grants or Donations shall be considered on a four-monthly basis.



4. Donations Conditions

- 4.1 Donations will not normally be awarded to individuals.
- 4.2 Donations will not be made retrospectively.
- 4.3 Donations will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the Principal Authority.
- 4.4 Donations will not be awarded to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g., running costs, staff costs, premises maintenance and general overheads.
- 4.5 Organisations applying for a donation should be properly constituted, with appointed officers.
- 4.6 Donations will be awarded on the assumption that other sources of income have been sought.
- 4.7 Any donation application received after setting of the precept for the year may not be considered.
- 4.8 Donations will only be considered accompanied by sufficient and appropriate documentation which may require inclusion of financial records. If there is insufficient documentary evidence the application will not be considered.
- 4.9 If the organisation / body is unable to use the donation for the stated purpose, monies must be returned to the Council.
- 4.10 The donation must be used for the purpose for which the application was made.

5. No Right of Appeal against the Council's Decision

- 5.1 All donations are awarded at the Community Council's discretion. The Council's decision is final and there is no right of appeal.

Jeremy Parkhouse
Clerk to the Llanrhidian Higher Community Council

Appendix B

Llanrhidian Higher Community Council Grants & Donations Policy - Application Form

The Council has legislative power to give grants to Organisations for the direct benefit to the Community. **Note:** Applications can't be given to individuals.

The Council sets aside an annual budget for Grants / Donations. The Grants & Donations Policy is available at [http://www.llanrhidianhighercommunitycouncil.co.uk/Strategic Documents 28850.aspx](http://www.llanrhidianhighercommunitycouncil.co.uk/Strategic_Documents_28850.aspx)

Complete all grey shaded areas.

Name & Address inc. Postcode of Organisation (Seeking Grant / Donation)

Provide details of your Organisation. i.e., Aims & Objectives, Committee, Meeting and / or Management Structure, what financial controls are in place within your Organisation?

What is the purpose of the request. What do you want a Grant / Donation for?

How much are you seeking to raise and how much are you asking for from Llanrhidian Higher Community Council?

How will the Community directly benefit from

Supporting Documentation & Financial Information	
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You must provide the following:	Attached Yes / No?
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Summary of the Applicant's (Organisation's) Accounts for the last financial year.	
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Other Funding sources applied for in relation to the donation concerned?	
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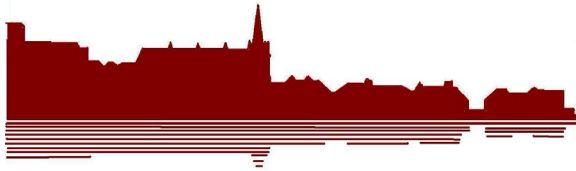
Applicants Name:	
-------------------------	--

Do you have Authority to make this application on behalf of the Organisation?	
--	--

Contact Details: Provide email address	
---	--

Telephone Number	
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Return to: clerk@llanrhidianhighercommunitycouncil.co.uk



Item No. 9

Council – 20th March 2025

Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

The Clerk is due to organise a site visit, after the clocks go forward in the spring, to view the disabled toilet / shower.

The football club have been successful with their grant application to create a café within the old changing room section of the old 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

Signage has been installed at the playground.

The design of the new noticeboard is progressing and a delivery date is awaited.

The Clerk is in discussions with the Council's insurers Legal Team and the Council's Solicitor regarding the issues in respect of boating equipment currently being illegally stored within the car park.

4. Memorial Gardens

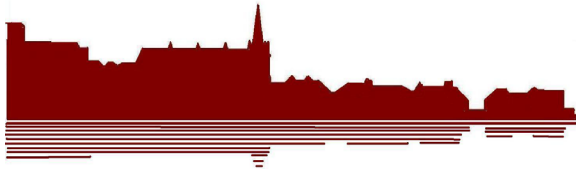
Mr Lovering has kindly donated 20 rose plants to be planted in a new bed within the Memorial Gardens. The Ground Maintenance Contractor will be preparing the rose bed shortly.

Councillor Leanne Davies has proposed that a bandstand be erected within the Gardens. This would be a future project.

Councillor Melissa Roberts had requested that discussions take place regarding erecting a flagpole at the Memorial Gardens. Research was ongoing regarding planning requirements.

5. Recreation Ground / Bowls Green

The approved quotation in respect of the French drain has been placed on hold for a year. The new fencing at the Greenacres access to the ground will be installed in due course.



The work to improve the edges of the bowls green has been completed and the Bowls Clubs have contributed towards the costs. The disabled access from the car park into the Bowls Green has been queried and is being investigated.

A request is also expected from a local rugby league junior team to use Community Council facilities during the summer months. **For Discussion**

6. Crofty Playground

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

Similarly to Penclawdd Playground, new signage has been installed.

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 last year and the work had been added to the work schedule of the Grounds Maintenance Contractor.

8. Mount Hermon Cemetery & Car Park

A request has been received to repair a bench in the graveyard in memory of a family member. This was approved and would be arranged by the family who requested to complete the work, in the next few months.

9. Graig Y Coed

Works to clear the blocked drains running down the main entrance has been completed and the report / photographs / video has been circulated. Following the latest work, the drains were flowing well.

10. Defibrillators

NHS have been checking defibrillator units and queried the units at the Memorial Gardens and Llanmorlais Recreation Ground. Quotations to replace both were approved at the meeting in February, along with providing critical bleed kits in both boxes.

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.

The Finance Committee monitors the Council's risks on a quarterly basis.

12. Graig Y Coed Woodland Project

The tools / equipment and benches have been purchased and Swansea Council have paid grant funding to cover the cost.



The 70/30 Project has been approved and it is hoped that the workshop will be up and running by the end of April 2025.

The quote to provide CCTV at the Pavilion was approved in February. The Clerk was requested to obtain an additional quotation for new shutters at the Pavilion.

13. Asset Transfer Request – Layby opposite Graig Y Coed

The Community Council agreed to proceed with the 'licence' to take over the layby and are awaiting correspondence from Swansea Council.

14. Dunraven / Quarry at Victoria Road

An update was provided by Tonner, Johns and Ratti Solicitors, who are acting for the Community Council. The Clerk has contacted Swansea Council and is awaiting a response.

**Jeremy Parkhouse,
Clerk to Llanrhidian Higher Community Council,
10th March 2025**

Item No. 10

Council – 20th March 2025

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 Council, Planning Committee, local Police Team and Mid & West Wales Fire Authority.
2)	I attended Penclawdd Primary School after a request from pupils. It consisted of a question and answer session regarding dog fouling and litter within the ward area. I will be judging a poster competition and the winning poster will be made into banners and erected on both Penclawdd and Crofty Playgrounds to highlight the issue.
3)	CWOTS Team had cleaned the B4295 footpath from Wernffrwd to Llanmorlais.
4)	I have spoken to the officer in charge of footpaths and have asked him to look at surface improvements to both the B4295 Wernffrwd to Llanmorlais pavement and the B4295 pavement heading east out of Penclawdd to the Rake and Riddle.
5)	I have requested that Highways carry out large patchworks to improve the surface on the upper part of Victoria Road, Penclawdd. I am hoping this will be done early in the new financial year.
6)	The community shed project is due to start during March, it is hoped it will be completed in April.
7)	Litter picking has been carried out, I am hoping to get volunteers involved when the clocks go forward at the end of March 2025.
8)	Work continues in the background to deliver the missing cycle link between Penclawdd and Gowerton. I have recently received an update on progress from officers.

2) Planning Applications.

Pen-clawdd Ward planning applications were circulated in the weekly list.

3) Footpaths, Cycle Paths and Bridleways.

No report.

8th March 2025