

To: All Members of Llanrhidian Higher Community Council

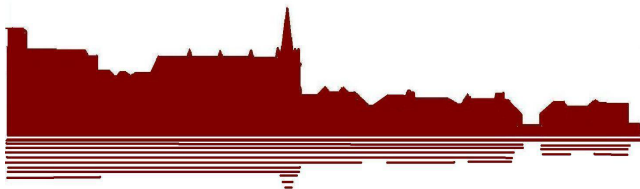
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 19<sup>th</sup> June 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](mailto: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 15 <sup>th</sup> May 2025.	5-15
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 <sup>st</sup> March 2025 and to sign the Annual Governance Statement.	16-23
	b) To Appoint an Internal Auditor for the Financial Year Ending 31 <sup>st</sup> March 2026.	24
	c) To Approve Councillor Expenses 2024/2025.	25-26
8.	Reports of the Clerk.	27-28
a)	Accounts for Payment / Quotations.	29-30
b)	Budget Monitoring 2025/26.	31-34
c)	Correspondence.	35
d)	Work Plan 2025/2026.	36-38



	e) Community Council Action Tracker.	39-45
9.	Committee / Working Group Reports.	
	a) Finance Committee – Model Financial Regulations.	46-65
	b) Events & Projects Committee – Meeting held 3 <sup>rd</sup> June 2025.	
10.	Council Property / Community Projects / Burial Grounds.	66-68
11.	City and County of Swansea Issues.	69
	a) Report of the Pen-clawdd Ward Member.	
	b) Planning Applications for Consideration.	
	c) Footpaths, Cycle Paths and Bridleways.	
12.	Reports of Delegate's on Outside Bodies. (Verbal)	
13.	Exclusion of the Public.	70
14.	Committee / Working Group Reports.	
	a) Personnel Committee – Personnel Matters.	71-76
	Next Meeting: - Council Meeting at 7 p.m. on Thursday, 17 <sup>th</sup> July 2025 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council  
12<sup>th</sup> June 2025

<b><u>Llanrhidian Higher Community Council</u></b>	
Councillor Huw Davies	Councillor Melissa Roberts
Councillor Leanne Davies	Councillor Mike Sheehan <b>(Vice-Chair)</b>
Councillor Russell Garrington	Councillor Paul Tucker <b>(Chair)</b>
Councillor Sarah Hughes	Councillor Andrew Williams
Councillor James Matthews	Councillor Adam Woolliscroft
<b>Quorum – 4</b>	

## 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, 15<sup>th</sup> May 2025 at 7.00pm.**

**Present:**

**Councillors:** Huw Davies, Russell Garrington, Sarah Hughes, James Matthews, Mike Sheehan, Paul Tucker, Andrew Williams and Adam Woolliscroft

**Officers:** Jeremy Parkhouse - Clerk to the Community Council

**Also Present:** Donna Kendall – Local Area Co-ordinator

**1. To Elect a Chair for the 2025/2026 Municipal Year**

**Resolved** that Councillor Paul Tucker be elected as Chair of Council for the 2025-2026 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)**

**2. To Elect a Vice-Chair for the 2025/2026 Municipal Year**

**Resolved** that Councillor Mike Sheehan be elected as Vice-Chair of the Community Council for the 2025-2026 Municipal Year.

Councillor Mike Sheehan signed the Declaration of Acceptance of Office of Vice-Chair form, which was witnessed by the Clerk.

**3. Apologies for Absence**

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

**4. Disclosures of Personal and Prejudicial Interests**

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

**5. Minutes**

**Resolved** that the Minutes of the Council meeting held on 10<sup>th</sup> April 2025 be approved and signed as a correct record.



## 6. Chairs Announcements

The following announcements were made: -

- Thank you – He thanked all Councillors and the Clerk for their support and work throughout the previous Municipal year.
- Cockle Industry – He expressed concern that the licensing arrangements for gathering cockles within the Burry Inlet would end in June 2025 and highlighted a potential 'free for all' situation that could ensue. He expressed particular concern regarding the possibility of boats launching from the Foreshore Car Park, additional vehicles using the car park, including large lorries being used to transport the cockles and the health and safety concerns as a result.

Councillor Andrew Williams added that he had met with Huw Irranca-Davies, Deputy First Minister, Tonia Antoniazzi, MP and Ben Wilson, Principal Fisheries Officer at Selwyn's Seafoods last week. The concerns of local cockle producers were outlined by Ashley Jones of Selwyn's and it was highlighted that cockle gatherers from all over the UK and beyond, could descend on Penclawdd causing huge problems for the area.

It was added that gatherers had to take a short course to be able to gather in the Burry Inlet. In addition, a large bed had closed in England which has resulted in the price of cockles increasing, making gathering more lucrative.

The Deputy First Minister had asked for the issue to be reassessed.

The Council discussed potential options available at the car park, including installing barriers / boulders to prevent boats being launched, the option for boats to launch further up the gutter, the difficulties surrounding enforcement, the possibility of using a car park enforcement company, communication with the local community regarding the issue and contacting Community Councils in Carmarthenshire regarding their experiences.

**Resolved** that the Clerk forwards the concerns of the Community Council to Huw Irranca-Davies, Deputy First Minister and Tonia Antoniazzi, MP.

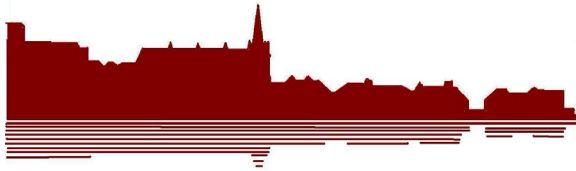
## 7. Public Question Time

None.

## 8. Community Reports

### a) Police Report

There were no representatives from the Police present.



b) **Local Area Co-ordinator Report**

Donna Kendall, Local Area Co-ordinator (LAC) introduced herself as the newly appointed LAC covering the Penclawdd Ward. She informed the Council about her background as a LAC and added that she was in the process of meeting key people within the Community.

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

The Clerk presented the Model Standing Orders, which had previously been approved in October 2024 and Model Financial Procedure Rules. He noted that a newer version of the Model Financial Procedure Rules was circulated by One Voice Wales during the week prior to the meeting, which would be discussed by the Finance Committee before being adopted by the Council.

**Resolved** that: -

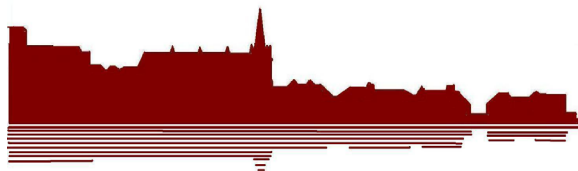
- 1) The Model Standing Orders be adopted.
- 2) The Model Financial Procedure Rules be adopted.

10. **Independent Remuneration Panel for Wales (IRPW) Annual Report 2025-2026**

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 be noted.
- 2) The reimbursement for consumables payment be paid annually as a single amount of £156.
- 3) The set payment for consumables payment be paid annually as a single amount of £52.
- 4) Should a Councillor leave or change their role during the financial year, the Clerk shall seek recovery of the relevant payment on a basis of 1/12 of the fee being equal to a month. Noted that the Council may waive this requirement by way of a formal decision.



- 5) The Council does not make any optional payments listed in respect of Senior Roles / Chair / Vice Chair / Attendance Allowance / Financial loss.
- 6) The Council makes payments in respect of any financial loss incurred for travel / subsistence whilst Councillors are undertaking any duties approved by the Community Council.

## 11. Constitutional Matters 2025-2026

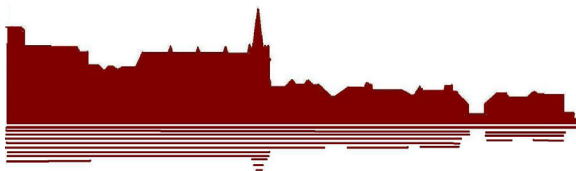
The Clerk presented a report which sought to appoints the Committees of the Council, the allocation of Councillors to Outside Bodies / Council sites / roles, to agree the schedule of Council meetings and to grant delegated powers to the Clerk in respect of planning applications / planning matters.

**Resolved that: -**

- 1) The Council appoints Finance, Personnel and Events & Projects Committees.
- 2) The Finance Committee shall comprise 5 Councillors: Councillors Russell Garrington, 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 6 Councillors: Councillors Huw Davies, Leanne Davies, Russell Garrington, Mike Sheehan, Andrew Williams and Adam Woolliscroft.
- 8) The Events & Projects Committee Terms of Reference be agreed as outlined in the report.
- 9) The schedule of meetings for 2025-2026, 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 Russell Garrington
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: -

<b>Council Role / Site</b>	<b>Councillor(s) with Responsibility</b>
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 Russell Garrington
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
Community Shed	Councillor Andrew Williams

- 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 five Councillors: Chair of Council, Vice Chair of Council, Chair of Finance Committee, Chair of Personnel Committee and Chair of Events & Projects Committee.
- 14) Bank Account Reconciliation reports be provided to all monthly Council meetings.

## 12. General Power of Competence (GPOC) Declaration

The Clerk stated that the Local Government & Elections (Wales) Act 2021 outlined the eligibility for a Community Council to have the General Power of Competence (GPOC).

The GPOC permits qualifying authorities to do “anything that an individual generally can do”. It is a power of first resort which means that a qualifying authority does not need to rely on specific powers in legislation to do something, so long as what is intended is not otherwise prohibited. GPOC enables eligible Community Councils to act in their communities’ best interests, generate efficiencies and secure value for



money outcomes. The freedom of GPoC is available to Community Councils that meet three criteria for eligibility set out in the Local Government & Elections (Wales) Act 2021 (Part 2, Section 30).

It was noted that Llanrhidian Higher Community Council only met one from three of the qualifying criteria, as detailed in the report.

**Resolved** that: -

- 1) Llanrhidian Higher Community Council does not declare that it has the General Power of Competence (GPoC) as it does not meet eligibility criteria 1 and 3.
- 2) The declaration of GPoC be reviewed at the Annual Meeting of Council in 2026.

**13. To Review and Approve the Councillors Training Programme**

The Councillors Training Programme was presented for review and approval.

**Resolved** that: -

- 1) the Councillors Training Programme be approved.
- 2) the Training Programme be reviewed throughout the Municipal year by the Personnel Committee.
- 3) The Councillors Training Programme be published on the Council's website.

**14. 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.

**Resolved** that the Community Council list of assets be noted.

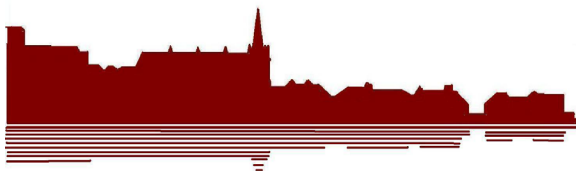
**15. Reports of the Clerk**

The Clerk reported the following:

**a) Accounts for Payment**

- The accounts for payment were provided at Appendix A of the report.

It was noted that the £22,755.12 payment in respect of containers at Graig Y Coed would be funded by Swansea Council 70/30 grant funding. Swansea Council would pay 70% and Councillor Andrew Williams 30%.



The following were also highlighted:

Additional Payments

- a) £32.40 – Post Office – Postage.
- b) £27.32 – Crofty Supermarket – Envelopes and

Additional Income

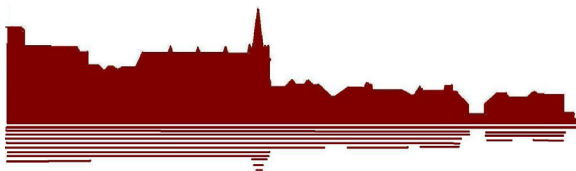
- a) £3.44 – Projects Account Interest.
- b) £24.77 – Reserve Account Interest.

Quotations

- a) Finishing shower area at disabled toilet at Parc Dany Y Graig.
- b) Shutters at Graig Y Coed Pavilion.
- c) Clear Insurance – additional requirements at Graig Y Coed.
- d) Double gates / single gate at Graig Y Coed Woodland entrance / Kissing gate at Graig Y Coed leading to path up the Graig.
- e) Playground Inspections – Crofty and Penclawdd Playgrounds
- f) Sunken area / post and rail fencing collapse at Graig Y Coed Football Pitch / Survey of land at Graig Y Coed Football pitch.
- g) Wildflowers at seawall.
- h) Cost of replacement NVR at Bowls Pavilion.
- i) Redressing road to Bowls Pavilion.
- j) Penclawdd AFC – requests regarding additional works.
- k) Community Council and Sports Association Insurance.
- l) Marquee for Remembrance Sunday 2025 Service.
- m) Sound provision at Remembrance Sunday Service 2025.

**Resolved that:**

- 1) The payments / additional payments / amendments be approved.
- 2) The payments paid since 10<sup>th</sup> April 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) Three quotations be required for works costing over £5,000 in respect of those works above the base Grounds Maintenance Contract.
- 7) Quotation a - a site visit be arranged to view the shower area.
- 8) Quotation b – an additional quotation be obtained.
- 9) Quotation c – the additional requirements being free were noted and the Clerk seeks additional insurance for the contents of the Community Sheds.
- 10) Quotation d – the Clerk seeks grant funding to cover the costs.
- 11) Quotation e – were approved and an inspection date was awaited.
- 12) Quotation f – Clerk to contact Mining Remediation Authority.
- 13) Quotation g – the quotation for £2,058.80 plus VAT, provided by Celtic Wildflowers, be approved. \*Noted – this quotation was provided by bespoke contractors and were the only local firm providing this service. The Clerk was



requested to request Jonathan Davis to cost for a bowser and volunteers be sought to maintain the site.

- 14) Quotation h – the quotation for £390.30 plus VAT provided by PES Fire and Security Ltd, be approved. \*Noted – this was for replacement equipment.
- 15) Quotation i – the quotation for £980, plus VAT (Quote 60/25) provided by Jonathan Davis, be approved. \*Noted – this was an additional quotation above the base contract but under £5,000 and awarded to the Ground Maintenance Contractor. The Clerk was requested to inform the Bowls Clubs that the gate be kept closed at all times and cars refrain from parking on the rugby pitch.
- 16) Quotation j – Jonathan Davis be requested to quote for the items raised.
- 17) Quotation k – the Clerk to obtain additional quotes.
- 18) Quotation l – the Clerk seeks additional quotations.
- 19) Quotation m – the quotation for £704 plus VAT, provided by Total Sound Solutions, be approved. \*Noted – as per previous years, competitor firms were managing Remembrance Sunday services on behalf of other councils.

#### **b) To Monitor the Council Budget 2025-2026**

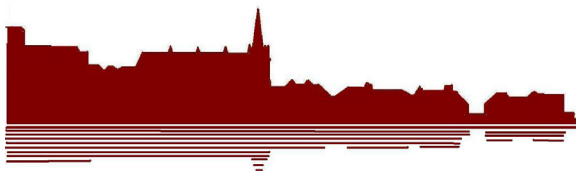
The Clerk presented the up-to-date budget spend for 2025-26. The Council noted the budget overspend for 2024-2025 and the deficit that had been created due to the Penclawdd Playground grant funding and payment being in different financial years. It was added that explanations of the overspend were provided to the internal and external auditors.

It was added that the end of year procedures had commenced and the files were currently with the Internal Auditor. His report would be presented to the Council meeting on 19<sup>th</sup> June 2025.

#### **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:

	<b>Details</b>	<b>Action / Comments</b>
6.	Active HSE – Reports regarding Community Council buildings.	An action plan be drafted / quotations obtained from contractors.
8.	Swansea Council – Community Town Council Forum – 28 <sup>th</sup> April 2025.	<b>Resolved</b> that the amended Charter be approved.
9.	Penclawdd AFC – Requests for work over the summer.	An action plan be drafted / quotations obtained from contractors.
13.	James Mainwaring – complaint regarding grass being deposited by the back fence at Dan Y Graig.	<b>Resolved</b> that James Mainwaring be informed that the Council would continue to follow the same procedures it had



		followed for many years, that the procedures followed were approved by NRW and there was insufficient width to store the grass away from the fenced area.
14.	Audit Wales – Queries regarding Annual Return 2022/23.	The delay in Audit Wales undertaking their work, the number of queries involved and the very short time period given to the Clerk to respond were noted.
15.	Swansea Council – SDF Funding.	The Clerk investigates further.
16.	Father Tim Ardouin – request regarding St. Gwynour's Graveyard.	The request was discussed at length. Jonathan Davis be requested to provide costings in respect of adding the work to the Ground Maintenance Contract and regarding additional works required at the site.
	<b>Additional Correspondence</b>	
22.	Dragon Play – Surfboard at Penclawdd Playground.	Concerns had been expressed regarding additional works negating the warranty. Councillor Andrew Williams would discuss the issue further with Jonathan Davis. A 3-year projection of costs be outlined.

**Resolved that:**

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

#### **d) Work Plan 2025/26**

The Clerk reported the up-to-date Work Programme 2025-26 'for information'.

#### **e) Community Council Action Tracker**

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

### **16. Committee Reports**

None.



## 17. Council Property / Community Projects / Burial Grounds

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

- Defibrillators – Councillors were requested to consider where any gaps existed in the current coverage.
- Roses at Memorial Gardens – the roses were progressing well. **Resolved** that a letter of thanks be forwarded to Mr Lovering.

## 18. 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:

- Fly-tipping – There had been occurrences of domestic waste being left at the layby opposite Graig Y Coed Playing Fields and at the entrance to Crofty Industrial Estate.
- Cycle Track – steady progress was being made.
- Cutting of footpaths – AW would contact the relevant officers to establish when cutting would commence.

### b) Planning.

None.

### c) Footpaths.

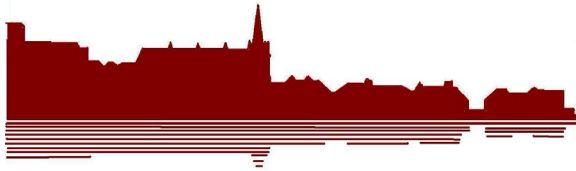
None.

## 19. Outside Bodies

- Swansea Council Community Town Councils Forum – 28<sup>th</sup> April 2025.

The Clerk reported that both he and the Councillor Mike Sheehan attended the meeting.

- Facebook – Councillors Sarah Hughes and James Matthews asked Councillors for feedback regarding the proposed template being considered, which was developed by another Community Council.



- Penclawdd Surgery – It was queried why the surgery had closed for 3 days following ICT issues. **Resolved** that the Clerk highlights concerns to the Practice Manager.

The meeting ended at 8.50 p.m.

**Chair**

**Item No. 7a)**  
**Report of the Internal Auditor**  
**Llanrhidian Higher Community Council – 19<sup>th</sup> June 2025**  
**Internal Audit for the Year Ended 31<sup>st</sup> March 2025**

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 2024/25 Annual Return and based inter alia on tests conducted by me – see attached schedule of work undertaken.

- Audit Opinion

Assurance can be expressed in the governance arrangements and the financial statement of Llanrhidian Higher Community Council for the financial year 2024/25.

- 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 31<sup>st</sup> March 2025

Mr V L Llewellyn

Internal Auditor

20<sup>th</sup> May 2025

**For Approval**



**Name of Council: LLANRHIDIAN HIGHER Community Council**

**Financial Year: 2024/25**

**Work undertaken by Internal Audit:**

**1. Proper bookkeeping**

Cashbook maintained and up to date.

Cashbook arithmetic correct.

Cashbook balanced monthly.

Trial Balance as at 31<sup>st</sup> March 2025.

**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

A handwritten signature in black ink, appearing to read 'V L Llewellyn'.

V L Llewellyn  
Internal Auditor  
Date 20/05/2024

## Annual Return for the Year Ended 31 March 2025

## Accounting statement 2024-25 for:

Name of body: Llanrhidian Higher Community Council

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	89,164	203,671	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	164,428	180,447	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	332,853	30,068	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	32,700	34,673	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	4,210	5,845	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	345,863	275,981	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	203,671	97,687	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors	13,717	5,335	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	222,327	101,361	<b>All accounts:</b> 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	32,374	9009	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	203,671	97,687	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1,792,055	1,812,368	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	42,170	37,847	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 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.			Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.			Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at <a href="http://www.llanrhidianhighercommunitycouncil.co.uk/">http://www.llanrhidianhighercommunitycouncil.co.uk/</a>			Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.			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 does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.			Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> <li>Effective financial management including the setting and monitoring of the Council's budget</li> <li>Maintenance and security of accurate and up to date accounting and other financial records</li> <li>Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul>			Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments</li> <li>assessment and management of risks facing the Council</li> <li>an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.</li> </ul>			Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging 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.	D, E
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 weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and 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 issued by the Auditor General.	E
10. <b>General power of Competence</b> – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021			Meets the eligibility criteria to exercise the general Power of Competence	E



## Additional disclosure notes

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

**The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement**

### 1. Expenditure under S137 Local Government Act 1972

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 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling £\_0\_\_\_\_\_ under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

## Trust Funds

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	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
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## Council 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.

<b>Certification by the RFO</b> 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 2025.	<b>Approval by the Council</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
	Minute ref:
RFO signature:	Chair signature:
Name:	Name:
Date:	Date:

## Appendix B

### 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 2025.

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 contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

## Appendix B

	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 10/05/2025.] \* 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 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	VIVIAN RYN LHEWELLYN
Signature of person who carried out the internal audit:	V.R. Hewellyn
Date:	10/05/2025

**Item No. 7b)**

**Report of the Clerk**

**Council – 19<sup>th</sup> June 2025**

**To Appoint an Internal Auditor for the Year Ended 31<sup>st</sup> March 2026**

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 31<sup>st</sup> March 2026. 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 31<sup>st</sup> March 2026. His fee for 2024/25 is £485 and the fee for 2025/26 will be approximately £495.

**Recommendation**

It is recommended that Mr Lyn Llewellyn be appointed Internal Auditor for the year ending 31<sup>st</sup> March 2026.

Jeremy Parkhouse

Clerk to the Community Council

8<sup>th</sup> June 2025





**Item No. 7 c)**

**Report of the Clerk**

**Council – 19<sup>th</sup> June 2025**

**Councillor Expenses 2024/2025**

<b>Purpose:</b>	This report details for approval the Councillor expenses return for the 2024/25 Municipal year.
<b>Report Author:</b>	Jeremy Parkhouse
<b>For Decision</b>	

Attached for approval at **Appendix A** are the Councillor Expenses return for the 2024/25 Municipal Year.

The Expenses must be reported to the Democracy and Boundary Commission Cymru (DBCC) who have taken over the responsibility from Independent Remuneration Panel for Wales from 1 April 2025, before 30<sup>th</sup> September 2025.

**Recommendation**

It is recommended that: -

- 1) The Councillor Expenses 2024/25 at Appendix A are approved.
- 2) The Councillor Expenses 2024/25 are published on the Community Council website.
- 3) The Councillor Expenses 2024/25 are forwarded to the Democracy and Boundary Commission Cymru (DBCC)

**Appendices:** Appendix A – Councillor Expenses 2024/25.

Jeremy Parkhouse, PSLCC

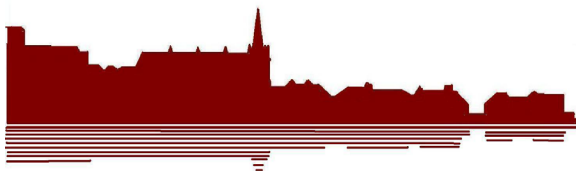
Clerk to the Community Council

8<sup>th</sup> June 2025

**Appendix A**  
**Statement of Payments made to Members of Llanrhidian Higher Community Council for the financial year**  
**April 2024 to March 2025**

Council Name Llanrhidian Higher Community Council	Total cost of allowances paid to councillors each in receipt of £156 payment	Total cost of allowances paid to councillors in receipt of £52 payment	Responsibili ty Payment	Chair or Mayor's Personal Payment	Deputy Chair or Mayor's Personal Payment	Financial Loss Allowance	Travel and Subsistence expenses	Contribution to Costs of Care and Personal Assistance (CPA)	Attendance Allowance	Other	Total number of Councillors declined £156 allowance - for costs incurred in respect of working from home	Total number of Councillors declined £52 allowance - for costs incurred in respect of telephone, broadband etc.
Local Authority area (County) - Swansea	To recognise councillors incur costs to do their role.	To enable members to claim full reimburseme nt for the cost of their office consumables.	Up to £500 to be paid to a maximum of 5 members  For their extra work.	This excludes any Civic Budget  For their extra work.	This excludes any Civic Budget  For their extra work.			Total reimbursed in the year and NOT payment to each member.				
Date return submitted to DBCC – 30 <sup>th</sup> September 2025												
Group - 1 to 5 (state number) – Group 4												
	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	11	11

Section 151 of the Local Government Measure 2011, requires Community and Town Councils to publish, within their authority area, the remuneration received by their members by 30 September following the end of the previous financial year. This information must also be sent to the Democracy and Boundary Commission Cymru at [remuneration@dbcc.gov.wales](mailto:remuneration@dbcc.gov.wales) by the same date. Nil returns are also required. Please see **Annex 4** of the Independent Remuneration Panel for Wales' [annual report 2022 to 2023](#) and Determination 8 of the Panel's [annual report 2024 to 2025](#) for details. A copy of statement to be shared with Audit Wales at [info@audit.wales](mailto:info@audit.wales) to ensure compliance.



Item No. 8

Council – 19<sup>th</sup> June 2025

## Reports of the Clerk

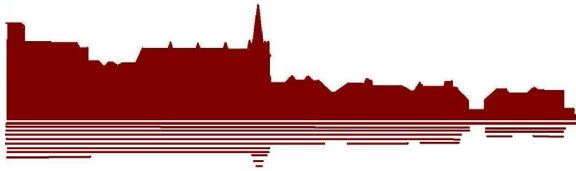
### a) Accounts for Payment / Financial Report

- Appendix A – Accounts for Payment / Financial Report.
- Quotations / requests reported.

	Quotation Details	Action
1.	Finishing shower area at disabled toilet at Parc Dan Y Graig.	Plastering / painting / contractor quotations to be sought.
2.	Shutters at Graig Y Coed Pavilion.	Additional quotation being sought.
3.	Community Council and Sports Association Annual Insurance.	<b>For decision.</b>
4.	Community Council and Sports Association Cyber Insurance.	<b>For decision.</b>
5.	Double gates / single gate at Graig Y Coed Woodland entrance and kissing gate at Graig Y Coed leading to path up the Graig.	Quotations submitted as part of a grant application.
6.	Playground Inspections at Crofty and Penclawdd.	Quotations approved – awaiting work to be completed.
7.	Repairing ground at Graig Y Coed Football pitch.	Being dealt with by the Mining Remediation Authority.
8.	Removal of goal posts at Graig Y Coed Football pitch.	<b>For decision.</b>
9.	Preparing ground and adding topsoil to Graig Y Coed Football pitch.	<b>For decision.</b>
10.	Marquee for Remembrance Sunday 2025 Service.	<b>For decision.</b>
11.	Costs at St Gwynour's Cemetery.	Ongoing.
12.	Slope to Graig Y Coed Rugby pitch.	<b>For decision.</b>
13.	Parking adjacent to Bowls Pavilion.	<b>For decision.</b>
14.	Electrical work in Community Council buildings.	<b>For decision.</b>

### b) Budget Monitoring 2025/26.

Attached at Appendix B.



- c) **Correspondence**  
Attached at Appendix C.
- d) **Work Programme 2025/2026**  
Attached at Appendix D.
- e) **Community Council Action Tracker**  
Attached at Appendix E.

**Jeremy Parkhouse**  
**Clerk to the Community Council**  
**9<sup>th</sup> June 2025**

Appendix A

**ACCOUNTS FOR PAYMENT – 19th June 2025**

Salaries	£2,881.64
Clerks Expenses	£61.20
Pinnacle - Printing costs - Invoice 159160 (£45.36 Net) (£9.07 VAT)	£54.43
Jonathan Davis & Son - Invoice 25/44 - Monthly Costing May 2025. (£5,918.58 Net) (£1,183.71 VAT)	£7,102.29
EDF - Electricity at Bowls Pavilion - 1st May to 31st May 2025 (£52.41 Net) (£2.62 VAT) Invoice KI-47C5A6A3-0006	£55.03
L Llewellyn - Internal Audit for the year ended 31st March 2025	£485.00
CF Corporate Finance Ltd – Xerox Multi-functional Device Hire (£230.00 Net) (£46.00 VAT)	£276.00
Tonner Johns Ratti Solicitors - Professional fees and charges (£850 Net) (£170 VAT)	£1,020.00
One Voice Wales - Training - Councillor Russell Garrington - The Council Meeting - Module 5	£42.00
GŴYR Skips & Aggregate - Skip Hire - 16 yard skip (£370 Net) (£74 VAT)	£444.00
Swansea Council Pension Fund	£1,254.31
HMRC - PAYE	£1,591.28
<b>Total Payments</b>	<b>£15,267.18</b>
<b>Invoices paid since 15th May 2025</b>	
Gambit Insurance - Community Shed Insurance (Premium £290.80) (£34.90 IPT) (£50 Admin fee)	£375.70
Swansea Council - Design Print - Playground Banners - 2 designs - 2 each (£85.50 Net) (£17.10 VAT)	£102.60
Crofty Supermarket and Post Office - Postage for Committee meetings	£20.25
PES Systems Limited - Installation of replacement NVR at Penclawdd Bowls Club (£390.30 Net) (£78.06 VAT)	£468.36
SSE Energy - Electricity Charges at Graig Y Coed Changing Rooms 01/4/2025 to 31/04/2025 (£114.35 Net) (£5.72 VAT)	£120.07
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£8.50
<b>Total</b>	<b>£21,550.25</b>
<b>Total Outgoings</b>	<b>£36,817.43</b>
<b>Income since 15th May 2025</b>	
New Burial Plot (Resident) - Mount Hermon Cemetery	£1,150.00
Cremated Remains Reopener (Non Resident) - Mount Hermon Cemetery	£210.00
Cremated Remains Reopener (Resident) - Parc Hendy Cemetery	£170.00
Projects Account Interest	£3.34
Reserve Account Interest	£24.51
CCLA Investment Interest - June 2025	£91.98
<b>Total Income</b>	<b>£1,649.83</b>
<b>TRANSFERS:</b>	
None	

<b>RECONCILIATION:</b>	
Current Account Balance – 11th June 2025	<b>£43,327.86</b>
Less Approved Payments (June 2025)	<b>£15,267.18</b>
<b>Total</b>	<b>£28,060.68</b>
<b>BANK ACCOUNTS</b>	
Current Account Balance – 11th June 2025	<b>£43,327.86</b>
Reserve Account Balance - 11th June 2025	<b>£37,624.39</b>
CCLA Investment - 11th June 2025	<b>£25,000.00</b>
Memorial Gardens Charity Account - 11th June 2025	<b>£1.00</b>
Projects Account Balance - 11th June 2025	<b>£5,023.49</b>
<b>TOTAL</b>	<b>£110,976.74</b>

# Financial Budget Comparison

Comparison between 01/04/25 and 12/06/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
<b>INCOME</b>				
<b>Administration</b>				
100	Precept	£183,263.76	£61,350.56	-£121,913.20
105	Refund of bank charges	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00
121	Bank Interest	£1,500.00	£356.16	-£1,143.84
122	Bank Interest	£120.00	£9.80	-£110.20
150	Grants received	£0.00	£0.00	£0.00
155	PWLB Loan	£0.00	£0.00	£0.00
250	Miscellaneous Income	£6,000.00	£0.00	-£6,000.00
251	Miscellaneous Income - Current Account	£8,000.00	£19,541.38	£11,541.38
252	Miscellaneous Income - Projects Account	£0.00	£0.00	£0.00
<b>Total Administration</b>		£198,883.76	£81,257.90	-£117,625.86
<b>Outside Services</b>				
300	Cemetery Income	£13,000.00	£3,480.00	-£9,520.00
320	Wayleaves	£129.00	£0.00	-£129.00
330	Recreation Grounds	£6,150.00	£1,362.00	-£4,788.00
<b>Total Outside Services</b>		£19,279.00	£4,842.00	-£14,437.00
<b>Total Income</b>		£218,162.76	£86,099.90	-£132,062.86

# Financial Budget Comparison

Comparison between 01/04/25 and 12/06/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
<b>EXPENDITURE</b>				
<b>Administration</b>				
1001	Salaries	£42,500.00	£4,554.74	£37,945.26
1002	Clerks Expenses	£490.00	£104.18	£385.82
1010	Subscriptions	£1,690.00	£16.64	£1,673.36
1015	Office Costs	£3,850.00	£245.28	£3,604.72
1020	Web Site	£400.00	£0.00	£400.00
1025	Advertising	£150.00	£0.00	£150.00
1030	Insurance	£7,600.00	£0.00	£7,600.00
1040	Bank Charges	£100.00	£15.58	£84.42
1045	Audit Fees	£850.00	£0.00	£850.00
1046	Accountancy Services	£250.00	£0.00	£250.00
1050	Legal Costs	£2,000.00	£0.00	£2,000.00
1060	Loan Repayments	£5,844.62	£0.00	£5,844.62
1065	Training	£0.00	£0.00	£0.00
1070	ICO Fee	£35.00	£0.00	£35.00
1075	Consultancy Costs	£100.00	£0.00	£100.00
1076	Signage	£300.00	£0.00	£300.00
<b>Total Administration</b>		£66,159.62	£4,936.42	£61,223.20
<b>Outside Services</b>				
3000	Cemeteries	£9,200.00	£0.00	£9,200.00
3001	Grounds Maintenance	£90,000.00	£10,848.05	£79,151.95
3010	Playgrounds	£3,900.00	£0.00	£3,900.00



# Financial Budget Comparison

Comparison between 01/04/25 and 12/06/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

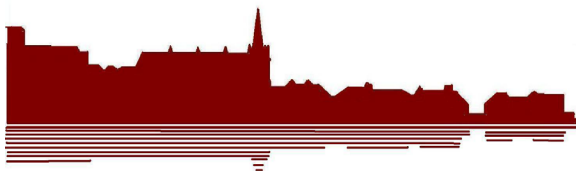
		2025/26	Actual Net	Balance
3030	Recreation Grounds	£14,275.00	£3,709.01	£10,565.99
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00
3050	Other Outside services	£12,050.00	£19,767.56	-£7,717.56
3051	Remembrance Sunday Service	£1,200.00	£0.00	£1,200.00
3052	War Memorial Charity	£1.00	£0.00	£1.00
3055	Defibrillators	£1,650.00	£2,950.00	-£1,300.00
<b>Total Outside Services</b>		£132,276.00	£37,274.62	£95,001.38
<b>Civic</b>				
2000	Councillor Expenses	£3,850.00	£0.00	£3,850.00
2005	Councillor Training	£800.00	£0.00	£800.00
2010	Meeting Costs	£600.00	£0.00	£600.00
2030	Election Costs	£5,000.00	£4,349.02	£650.98
2040	Financial Settlement	£0.00	£0.00	£0.00
<b>Total Civic</b>		£10,250.00	£4,349.02	£5,900.98
<b>Grants</b>				
4046	Donations	£500.00	£0.00	£500.00
4047	Section 137 Payments	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£0.00	£5,000.00
<b>Total Grants</b>		£5,500.00	£0.00	£5,500.00
<b>Total Expenditure</b>		£214,185.62	£46,560.06	£167,625.56

# Financial Budget Comparison

Comparison between 01/04/25 and 12/06/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
Total Income	£218,162.76	£86,099.90	-£132,062.86
Total Expenditure	£214,185.62	£46,560.06	£167,625.56
<b>Total Net Balance</b>	<b>£3,977.14</b>	<b>£39,539.84</b>	



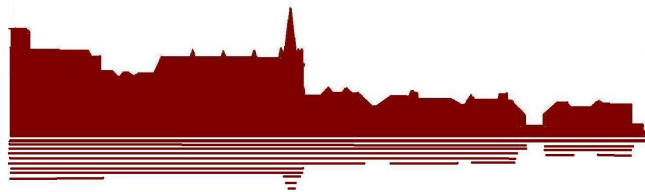
**Correspondence – 19<sup>th</sup> June 2025**

1.	NRW – Response to complaint regarding Foreshore Car Park.
2.	A Jones – Foreshore Car Park.
3.	Tonia Antoniazzi MP – Acknowledgement regarding email on Licensing in the Burry Inlet.
4.	ARAG Law – Letter regarding Foreshore Car Park.
5.	One Voice Wales – Financial Management Revisited.
6.	Information Commissioner's Office Renewals Reminder.
7.	Blue Anchor Men and Ladies Bowls Clubs.
8.	Tonner, Johns & Ratti - Letter.
9.	P.E.S Fire & Security Ltd – Small works report – Graig Y Coed.
10.	Men's Sheds Cymru - Free Training, Funding opportunities, ShedFest, Parental Advocacy Research.
11.	Swansea Council – Gower National Landscapes Advisory Group Update.
12.	One Voice Wales – Training dates.
13.	I Gee – Comments regarding boats at Foreshore.
14.	Swansea Council - Recruitment of a Community / Town Councillor to the Standards Committee.
15.	SCVS - Dementia and carers project volunteers.
16.	Estuary Group Practice – Response regarding the closure of Penclawdd Surgery.
17.	Rebecca Evans MS - Removal of Licensing in the Burry Inlet.
18.	A Reid – Parking request.
19.	One Voice Wales - Representatives to attend Meetings.
20.	Mr M Lovering – Rose bed at Memorial Gardens.
21.	Huw Irranca Davies – Deputy First Minister / Rebecca Evans MS – Removal of Licensing in the Burry Inlet
22.	Welsh Government – Burry Inlet Cackle Fishery.

**Jeremy Parkhouse**

**Clerk to the Community Council**

**9<sup>th</sup> June 2025**



**Report of the Clerk**

**Council – 19<sup>th</sup> June 2025**

**Llanrhidian Higher Community Council Work Plan 2025/2026**

**Purpose:** This report details the Community Council Work Plan to May 2026.

**Report Author:** Jeremy Parkhouse

**For Information**

**1. Introduction**

1.1 The Community Council Workplan to May 2026 is attached at Appendix 1 for information.

1.2 The dates included for the meetings in 2025/26 are subject to approval at the Annual Council meeting.

**Appendix 1 – Community Council Workplan 2025/26.**

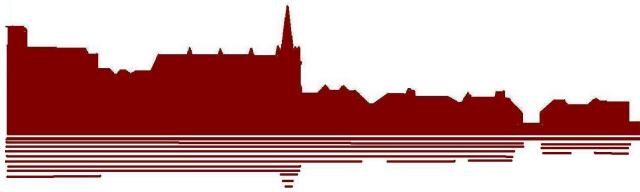
**Jeremy Parkhouse**  
**Clerk to the Community Council**  
**7<sup>th</sup> June 2025**

	May 2025	June 2025	July 2025	September 2025	October 2025	November 2025	January 2026	February 2026	March 2026	April 2026
<b>Community Reports</b>	Police Report	Police Report LAC Report	Police Report	Police Report	Police Report LAC Report	Police Report	Police Report	Police Report LAC Report	Police Report	Police Report
<b>Governance</b>	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 2026  To Approve Councillors Allowances for the 2024-2025 Financial Year.	Annual Governance Statement - To approve the report of the External Auditor for the years 2021/22, 2022/23 & 2023/24				To note the budget 2025/26  To Set the Precept for 2025/26			To Approve the Annual Report  To Approve the Annual Plan  To Approve the Model Financial Procedural Rules
<b>Clerk's Reports</b>	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

# Llanrhidian Higher Community Council Workplan 2025/26

# Appendix 1

<b>Committee Reports</b>		Finance / Personnel / Events & Projects	Finance - To Approve Grant Payments	Events & Projects  Finance - To Agree the Annual Charges for Use of Community Council Facilities by Sports Clubs.		Finance – To approve the draft budget.  Finance - To Agree the Annual Burial Charges  Finance - To Approve Grant Payments		Finance - To Approve Grant Payments	Finance Committee:  To Review the Emergency Plan  To Review the Grants & Donations Policy	
<b>Council Assets</b>	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
<b>Swansea Council</b>	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
<b>Outside Bodies</b>	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 – 19<sup>th</sup> June 2025**

**Community Council Action Tracker**

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

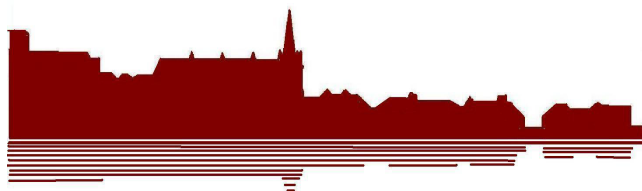
**Report Author:** Jeremy Parkhouse

**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.

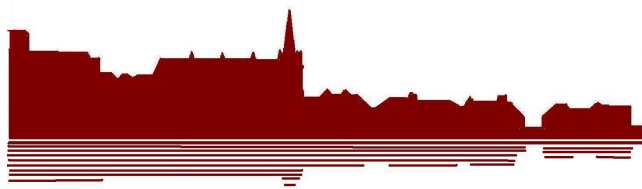
**Appendix 1 – Action Tracker**



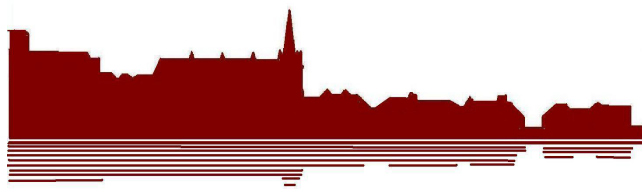
**Appendix 1**

<b>Action Tracker</b>		
	<b>Details</b>	<b>Outcome / Action</b>
<b>1)</b>	<b>31/01/2022 – Finance Committee - Minute No. 45 - Council's Property Maintenance Schedule &amp; 5-Year Capital Work Programme</b>	
	Painting Quotations – Llanmorlais Changing Rooms - Clerk to invite quotations in respect of painting the newer section of the Changing Rooms.	<b>CLOSED – Included in the 5-year capital programme.</b>
<b>2)</b>	<b>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</b>	
	Finance & Governance Toolkit	<ul style="list-style-type: none"> <li>Email addresses provided by the Council should be used by all Councillors. <b>ONGOING</b></li> <li>Clerk to review policies, review policies available on the ACAS website / One Voice Wales. <b>ONGOING</b></li> <li>The updated Themes A and B sections be reported to a future meeting. <b>ONGOING</b></li> </ul>
<b>3)</b>	<b>12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor</b>	
	Drainage at Graig Y Coed	<b>ONGOING</b> 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.
<b>4)</b>	<b>21/03/24 – Council – Minute No. – 134 – Council Property / Community Projects / Burial Grounds</b>	
	Penclawdd Playground	<b>ONGOING</b> Councillor Adam Woolliscroft and the Clerk negotiate the best prices for the Community Council.
	Crofty Playground Lease	<b>ONGOING</b> Awaiting confirmation of registration from Land Registry via solicitors.
<b>5)</b>	<b>16/05/24 – Annual Council – Minute No.14 – Reports of the Clerk - Quotations</b>	
	a) Penclawdd Tennis Courts – New lines.	<ul style="list-style-type: none"> <li><b>ONGOING -</b> Quotation approved and paint has been ordered.</li> </ul>

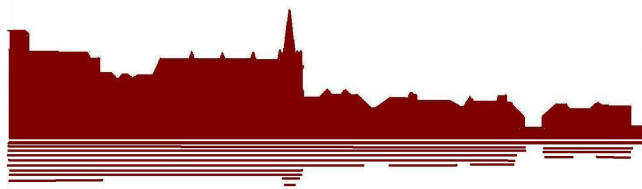




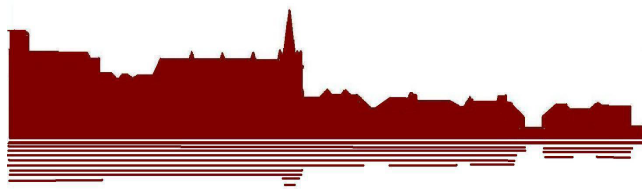
6)	<b>19/09/24 – Council – Minute No. 53 – Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>Penclawdd Playground – Clerk to confirm delivery date of the new notice board.</li> </ul>	<b>ONGOING</b> – The noticeboard should be delivered this month.
	<ul style="list-style-type: none"> <li>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.</li> </ul>	<b>CLOSED</b> – Quotation forwarded to Mr P Bevan. Awaiting response.
7)	<b>08/10/24 – Events &amp; Projects Committee – Minute No. 12 – Events &amp; Projects Report</b>	
	<ul style="list-style-type: none"> <li>Clerk to request a quotation for a marquee in future years.</li> </ul>	<b>ONGOING – Quotations requested.</b>
8)	<b>17/10/24 – Council – Minute No. 66 – Swansea Council Matters</b>	
	<ul style="list-style-type: none"> <li>CWOTS Team – AW to request they clear the footpath running at the side of Pencaerfenni Park.</li> </ul>	<b>CLOSED – Works completed</b> - 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"> <li>Station Road, Llanmorlais sign had been damaged and would be reported.</li> <li>Riverside sign – the wording has disappeared and required replacing.</li> </ul>	<b>ONGOING</b> - Both signs had been requested from Highways, however there is a backlog so it could take some time.
9)	<b>21/11/24 – Council – Minute No. 74 – Reports of the Clerk - Quotations</b>	
	<ul style="list-style-type: none"> <li>One Voice Wales - Model Financial Regulations 2024.</li> </ul>	<ul style="list-style-type: none"> <li><b>CLOSED – Updated version to be considered by Finance Committee.</b></li> </ul>
10)	<b>16/01/25 – Council – Minute No. 87 – b) Correspondence</b>	
	<ul style="list-style-type: none"> <li>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.</li> </ul>	<b>ONGOING</b>
11)	<b>16/01/25 – Council – Minute No. 89 – Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>Foreshore Playground. Councillors asked for the reinstatement of the Hopscotch area within the playground.</li> </ul>	<b>ONGOING</b>
12)	<b>13/02/25 – Council – Minute No. 99 – a) Accounts for Payment</b>	
	<ul style="list-style-type: none"> <li>Finishing shower area at disabled toilet at Parc Dan Y Graig.</li> </ul>	<ul style="list-style-type: none"> <li><b>CLOSED</b> – Site visit took place on 27/05/25.</li> <li><b>CLOSED</b> –</li> </ul>



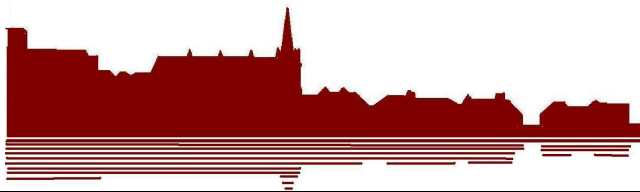
	<ul style="list-style-type: none"> <li>Shutters at Graig Y Coed Pavilion.</li> </ul>	Duplicate with No.21
13)	<b>13/02/25 – Council – Minute No. 101 - Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>BT Boxes – Councillor Melissa Roberts referred to painted boxes in Mumbles. The Clerk would look into the option and report to the next meeting.</li> </ul>	<ul style="list-style-type: none"> <li><b>ONGOING</b></li> </ul>
14)	<b>13/02/25 – Council – Minute No. 102 – Swansea Council Issues</b>	
	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li><b>ONGOING</b></li> </ul>
15)	<b>18/02/25 – Finance Committee – Minute No. 31 – Quarterly Discussion with the Grounds Maintenance Contractor</b>	
	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li><b>CLOSED – Mining Remediation Authority are progressing.</b></li> </ul>
16)	<b>18/02/25 – Finance Committee – Minute No. 33 – Items Referred to the Finance Committee by Council.</b>	
	<ul style="list-style-type: none"> <li>One Voice Wales – Reinforced Autoclaved Aerated Concrete (RAAC) – Active HSE be requested for additional advice, particularly on Llanmorlais Changing Rooms.</li> </ul>	<ul style="list-style-type: none"> <li><b>ONGOING</b></li> </ul>
17)	<b>18/02/25 – Finance Committee – Minute No. 36 – The Council’s Property Maintenance Schedule.</b>	
	<ul style="list-style-type: none"> <li>The costs of roll-up ramps be investigated – the Community Shed volunteers be requested to consider this as a potential future project.</li> </ul>	<ul style="list-style-type: none"> <li><b>ONGOING</b></li> </ul>
18)	<b>20/03/25 – Council – Minute No. 110 – Reports of the Clerk a) Accounts for Payment</b>	
	<ul style="list-style-type: none"> <li>Quotations - g) Sunken area / post and rail fencing collapse at Graig Y Coed Football Pitch</li> </ul>	<ul style="list-style-type: none"> <li><b>CLOSED – Mining Remediation Authority are progressing.</b></li> </ul>
19)	<b>20/03/25 – Council – Minute No. 110 – Reports of the Clerk e) Action Tracker</b>	
	<ul style="list-style-type: none"> <li>Graig Y Coed – Further discussions take place with the Ground Maintenance Contractor regarding improvements / options for the slope to the rugby pitch. The options available to improve the lighting also be discussed.</li> </ul>	<ul style="list-style-type: none"> <li><b>CLOSED – Quotation received.</b></li> </ul>
20)	<b>20/03/25 – Council – Minute No. 111 – Committee Reports – Finance Committee</b>	
	<ul style="list-style-type: none"> <li>Emergency Plan</li> </ul>	<ul style="list-style-type: none"> <li><b>ONGOING</b></li> <li>The Clerk approaches Mid &amp; West Wales Fire Authority regarding buildings safety checks / Councillor training.</li> </ul>



	<ul style="list-style-type: none"> <li>Land at Victoria Road</li> </ul>	<ul style="list-style-type: none"> <li><b>CLOSED – Duplicate with No.23</b> the Clerk obtains an up-to-date plan of the land, seeks quotations to value the land and discusses the options available for the land with the neighbouring properties.</li> </ul>
<b>21)</b>	<b>10/04/25 – Council – Minute No. 122 – Reports of the Clerk – Accounts for Payment - Quotations</b>	
	<ul style="list-style-type: none"> <li>Shutters at Graig Y Coed Pavilion – Additional quotation to be obtained.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Double gates / single gate at Graig Y Coed Woodland entrance. Grant to be sought.</li> </ul>	<b>ONGOING</b> - Clerk to seek grant funding.
	<ul style="list-style-type: none"> <li>Kissing gate at Graig Y Coed leading to path up the Graig. Grant to be sought.</li> </ul>	<b>ONGOING</b> - Clerk to seek grant funding.
	<ul style="list-style-type: none"> <li>The Clerk will contact the Coal Board regarding a survey.</li> </ul>	<b>CLOSED – Mining Remediation Authority are progressing.</b>
<b>22)</b>	<b>10/04/25 – Council – Minute No. 122 – Reports of the Clerk – Correspondence</b>	
	<ul style="list-style-type: none"> <li>Robert Visintainer – UK Men's Shed Association. Membership to be obtained.</li> </ul>	<b>CLOSED – Membership obtained.</b>
	<ul style="list-style-type: none"> <li>ARAG Law – Legal advice regarding Foreshore Car Park.</li> </ul>	<b>CLOSED – Clerk had met with ARAG Law representatives on 29/05/25</b>
<b>23)</b>	<b>10/04/25 – Council – Minute No. 124 – Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>Land at Victoria Road – The Clerk was requested to wait until the Land Registry had updated their records and Community Council ownership was confirmed.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Community Shed, Graig Y Coed – It was reported that Mostyn Roberts had agreed to paint the café container as a volunteer. A letter of thanks be forwarded to Mostyn Roberts.</li> </ul>	<b>CLOSED – Email sent</b>
<b>24)</b>	<b>10/04/25 – Council – Minute No. 125 – Swansea Council Issues</b>	
	<ul style="list-style-type: none"> <li>Facebook – It was proposed that the Community Council has a Facebook page to improve communication with residents. Councillors Sarah Hughes and James Matthews volunteered to manage the site.</li> </ul>	<b>CLOSED – Site up and running</b>
<b>25)</b>	<b>15/05/25 – Annual Council – Minute No. 6 – Chair's Announcements</b>	
	The Clerk to forward the concerns of the Community Council to Tonia Antoniazzi, MP and Rebecca Evans MS	<b>CLOSED – Email forwarded 29/05/2025</b>
<b>26)</b>	<b>15/05/25 – Annual Council – Minute No. 9 – To Review and Adopt the Llanrhidian Higher Community Council Model Standing Orders and Model Financial Procedure Rules</b>	
	A newer version of the Model Financial Procedure Rules was circulated by One Voice Wales during the week prior	<b>CLOSED – Reported to Finance Committee /</b>



	to the meeting, which would be discussed by the Finance Committee before being adopted by the Council.	<b>Council for approval.</b>
<b>27)</b>	<b>15/05/25 – Annual Council – Minute No.13 – To Review and Approve the Councillors Training Programme</b>	
	The Councillors Training Programme be published on the Council's website.	<b>CLOSED</b> – Programme published.
<b>28)</b>	<b>15/05/25 – Annual Council – Minute No.15 – Reports of the Clerk - Quotations</b>	
	<ul style="list-style-type: none"> <li>Community Council and Sports Association Insurance.</li> <li>Marquee for Remembrance Sunday 2025 Service.</li> <li>Native Gower Plants – quotation approved - the Clerk was requested to request Jonathan Davis to cost for a bowser and volunteers be sought to maintain the site.</li> <li>Access road to Bowls Green – Clerk to ask Bowls Clubs to keep the gate closed at all times, to remind them that the car park is for disabled use and to stop parking on the grass next to the green.</li> </ul>	<ul style="list-style-type: none"> <li><b>CLOSED – Shed Insurance approved. Community Council insurance for approval.</b></li> <li><b>ONGOING</b> – Additional quotations required.</li> <li><b>CLOSED – Quotation rejected by Finance Committee</b></li> <li><b>CLOSED</b> – Request sent.</li> </ul>
<b>29)</b>	<b>15/05/25 – Annual Council – Minute No.15 – Reports of the Clerk - Correspondence</b>	
	<ul style="list-style-type: none"> <li>Active HSE – Reports regarding Community Council buildings.</li> </ul>	<b>CLOSED</b> - Action plan presented to Finance Committee / quotations awaited.
	<ul style="list-style-type: none"> <li>Swansea Council – Community Town Council Forum – 28th April 2025.</li> </ul>	<b>CLOSED – Swansea Council informed that the amendments had been approved.</b>
	<ul style="list-style-type: none"> <li>Penclawdd AFC – Requests for work over the summer.</li> </ul>	<b>ONGOING</b> - An action plan be drafted / quotations obtained from contractors.
	<ul style="list-style-type: none"> <li>James Mainwaring – complaint regarding grass being deposited by the back fence at Dan Y Graig.</li> </ul>	<b>CLOSED – Response sent</b> - James Mainwaring be informed that the Council would continue to follow the same procedures it had followed for many years, that the procedures followed were approved by NRW and there was insufficient width to store the grass away from the fenced area.
	<ul style="list-style-type: none"> <li>Swansea Council – SDF Funding.</li> </ul>	<b>ONGOING</b> - The Clerk investigates further.
	<ul style="list-style-type: none"> <li>Father Tim Ardouin – request regarding St. Gwynour's Graveyard.</li> </ul>	<b>ONGOING</b> - Jonathan Davis be requested to provide costings in



		respect of adding the work to the Ground Maintenance Contract and regarding additional works required at the site.
	<ul style="list-style-type: none"> <li>Dragon Play – Surfboard at Penclawdd Playground.</li> </ul>	<b>ONGOING</b> - Concerns had been expressed regarding additional works negating the warranty. Councillor Andrew Williams would discuss the issue further with Jonathan Davis. A 3-year projection of costs be outlined.
<b>30)</b>	<b>15/05/25 – Annual Council – Minute No.17 – Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>Roses at Memorial Gardens – the roses were progressing well.</li> </ul>	<b>CLOSED</b> - A letter has been received from Mr Lovering to be discussed at Council on 19/06/25.
<b>31)</b>	<b>15/05/25 – Annual Council – Minute No.18 – Swansea Council Issues</b>	
	<ul style="list-style-type: none"> <li>Cutting of footpaths</li> </ul>	<b>CLOSED</b> – Swansea Council have confirmed that the cutting had commenced in Swansea and the Penclawdd Ward would be one of the first area cut.
<b>32)</b>	<b>15/05/25 – Annual Council – Minute No.19 – Outside Bodies</b>	
	<ul style="list-style-type: none"> <li>Penclawdd Surgery – It was queried why the surgery had closed for 3 days following ICT issues.</li> </ul>	<b>CLOSED – Email sent.</b> The Clerk highlights concerns to the Practice Manager.

**Item No. 9a)**  
**Report of the Finance Committee**  
**Llanrhidian Higher Community Council – 19<sup>th</sup> June 2025**  
**Model Financial Regulations**

**Introduction / Purpose**

The Finance Committee met on Tuesday, 3<sup>rd</sup> June 2025 and discussed the Model Financial Regulations.

The Committee noted that the Community Council procedures would have to be amended, particularly in respect to the sign off process for BACS payments. It is further noted that further discussions with Lloyds Bank were required to finalise matters. It is hoped that the procedures can be amended prior to the new regulations are adopted.

The Model Financial Regulations are attached at Appendix A.

**Recommendation(s)**

It is recommended that: -

- 1) The Model Financial Regulations are adopted.
- 2) The Model Financial Regulations are published on the Community Council website.

**Appendices:** Appendix A – Model Financial Regulations.

**Jeremy Parkhouse PSLCC**

**Clerk to the Community Council**

**12<sup>th</sup> June 2025**

## Appendix A



### **MODEL FINANCIAL REGULATIONS FOR COMMUNITY AND TOWN COUNCILS IN WALES**

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of One Voice Wales. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
  - a) In 1.5 – is the Clerk the RFO?
  - b) In section 4, does the council have committees and how many years are forecast?
  - c) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
  - d) In 5.9, are online prices acceptable evidence?
  - e) In 5.13, 5.15 and 5.17, does the council have committees?
  - f) In 5.16, will a councillor ever be instructed to place an order?
  - g) In 5.20, is there a minimum level for official orders?

- h) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
  - i) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
  - j) Section 10 gives two alternatives, with or without petty cash.
  - k) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
  - l) 13.7 and 13.8 are removable if they don't apply to the council.
  - m) Much of Section 16 can be deleted if not applicable.
  - n) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
  - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years or not at all.
  - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
  - c) In 5.9, at what level can smaller purchases be made without competition?
  - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
  - e) In 5.18, how much can the clerk commit to spending in an emergency?
  - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
  - g) In Section 9, what are the limits for card payments?
  - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?



- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

## Llanrhidian Higher Community Council Financial Regulations

### Contents

1. General.....	5
2. Risk management and internal control.....	6
3. Accounts and audit.....	7
4. Budget and precept.....	8
5. Procurement.....	9
6. Banking and payments .....	11
7. Electronic payments .....	12
8. Cheque payments .....	14
9. Payment cards .....	14
10. Petty Cash .....	14
11. Payment of salaries and allowances .....	155
12. Loans and investments.....	15
13. Income.....	16
14. Payments under contracts for building or other construction works.....	16
15. Stores and equipment.....	177
16. Assets, properties and estates .....	17
17. Insurance .....	17
18. [Charities].....	18
19. Suspension and revision of Financial Regulations.....	18
Appendix 1 - Tender process .....	19

These Financial Regulations were adopted by the council at its meeting held on [enter date].

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* the Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000 [**£5,000**].

## **2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the Finance Committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council or {Finance Committee}.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
  - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council or a committee of the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council.

3.9. Internal auditor may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by Accounts and Audit (Wales) Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the finance committee and council] at least annually in [October and November] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The Clerk will inform committees of any salary implications before they consider their draft budgets.}

4.3. No later than [November] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}

4.5. In appropriate cases, each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [October] each year.

- 4.6. The draft budget {with any committee proposals and [one-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.
- 4.7. Having considered the proposed budget and [one-year] forecast, the council shall determine its budget requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The **Procurement Act 2023 and the Procurement (Wales) Regulations 2024** or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the publication of invitations and notices about the award of contracts.**
- 5.8. For contracts greater than [£5,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes.
- 5.9. Where the value is between [£2,000] and [£5,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [the Clerk], under delegated authority, for any items below [£1,000] excluding VAT.
  - the Clerk, in consultation with two from the Chair of the Council, Vice Chair of the Council {or Chair of the appropriate finance, personnel, events & project committees}, for any items below [£2,000] excluding VAT.
  - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
  - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
  - the council for all items over [£5,000];

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<sup>1</sup> The Regulations require councils to use the Sell2 Wales website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£5,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [£2000] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by [the Clerk].

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the clerk and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [Lloyds bank]. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the Clerk]. {Where the certification of invoices is done as a batch, this shall include a statement by the Clerk that all invoices listed have been 'examined, verified and certified' by the Clerk}.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.
- 6.6. {For each financial year [the Clerk] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
- i. {any payments of up to [£2,000] excluding VAT, within an agreed budget}.
  - ii. payments of up to [£5,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
  - iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The Clerk shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, [the Clerk] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [10] councillors who will be authorised to approve transactions on

those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

## **8. Cheque payments**

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members].

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

## **9. Payment cards**

9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk] and will also be restricted to a single transaction maximum value of [£1,000] unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£500] including VAT, incurred in accordance with council policy.}

## **10. Petty Cash**

10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated {personnel} committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant personnel committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **13. Income**

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The Clerk] shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the Clerk] and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. {The Clerk shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}

13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

### **14. Payments under contracts for building or other construction works**

14.1. Where contracts provide for payment by instalments the Clerk shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15. Stores and equipment**

15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

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

15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}

15.4. {The Clerk shall be responsible for periodic checks of stocks and stores, at least annually.}

## **16. Assets, properties and estates**

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit (Wales) Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

- 17.2. The Clerk shall give prompt notification to [the Finance Committee] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The Clerk shall negotiate all claims on the council's insurers {in consultation with the Chair, / Vice-Chair / Chair of personnel committee / chair of finance committee / chair of events and projects committee}.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

## **18. [Charities]**

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

## **19. Suspension and revision of Financial Regulations**

- 19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



Annual Council – 19<sup>th</sup> June 2025

## **Council Property / Community Projects / Burial Grounds**

### **1. Dan Y Graig**

The site visit took place on 27<sup>th</sup> May 2025 and it was agreed that the disabled shower / toilet should be plastered and painted to finish the improvements.

The football club were scheduled to make improvements to the opposite side of the old changing rooms in June / July 2025.

The Grounds Maintenance Contractor has circulated a pitch closure calendar for 2025.

### **2. Parc Hendy Cemetery**

The surveyor's updated design was approved in September 2023. Drainage work to the new burial area and the repair of the top boundary wall have been added to the Council's 5-year capital projects plan.

### **3. Foreshore Car Park / Penclawdd Playground**

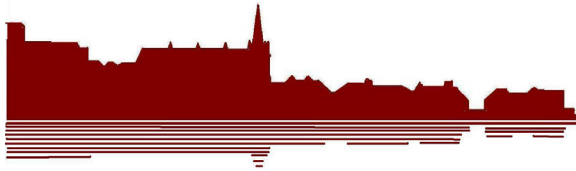
The new noticeboard is now overdue and the suppliers are being pursued for an update.

The Clerk met on site with the Council's insurers legal team and a letter has been forwarded requesting that the boating equipment being stored within the car park, be moved. Natural Resources Wales (NRW) have responded to the complaint made regarding the sunken boats.

The Clerk has written to Tonia Antoniazzi MP and Rebecca Evans MS regarding the impending cancellation of cockle gathering licenses and the concern of the Community Council in respect of the Foreshore Car Park / local cockle industry. The Somerset Trust also has concerns regarding issue, particularly the launching of boats from the car park and the potential impact upon the Burry Inlet SSSI. The Community Council has also been asked to forward a proposal in respect of purchasing the car park / playground.

The quotation to re-establish the Gower native plants bed at the seawall, was approved. The contractor has advised that the bed be left for a while to see which plants come through during the summer. Planting is expected in the autumn.

### **For Discussion**



**4. Memorial Gardens**

Mr Lovering has kindly donated 20 rose plants which have been planted in the new bed within the Memorial Gardens by the Ground Maintenance Contractor. The Clerk is in the process of arranging a plaque.

**5. Recreation Ground / Bowls Green**

The French drain on the bank side of the rugby pitch will be monitored for the next year. The new fencing at the Greenacres access to the ground has been installed.

The work to improve the edges of the bowls green has been completed and the Bowls Clubs have contributed towards the costs. The quotation to redress the roadway running from the Rugby Club car park to the Bowls Pavilion car park was approved.

Swansea Rams Rugby League are now using the Penclawdd Recreation Ground and Llanmorlais Recreation Ground and the arrangement is working well.

**6. Crofty Playground**

The 25-year lease has been signed and forwarded to Tonner, Johns and Ratti Solicitors for completion with the Land Registry. There is a delay with the Land Registry and it is anticipated that the work will be completed in September 2025.

**7. Llanmorlais Changing Rooms / MUGA / Recreation Ground**

A replacement door is required for the storage shed next to the changing rooms. The additional drainage work in the car park will be monitored over the next year. The carnival equipment / chairs need to be moved into storage containers.

The Community Council files need to be moved to Penclawdd Community Centre.

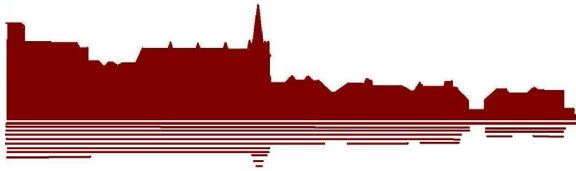
**8. Mount Hermon Cemetery & Car Park**

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.

Black rubbish bags are being regularly fly tipped into the bin in the car park.

**9. Graig Y Coed**

The Mining Remediation Authority are dealing with the sunken land under the fencing at the Crofty end of the football pitch. Quotations have been received in respect of removing the fixed goals and providing topsoil to the pitch.



**10. Defibrillators**

NHS have been checking defibrillator units and queried the units at the Memorial Gardens and Llanmorlais Recreation Ground. The new units at Memorial Gardens and Llanmorlais Hall have been installed, with bleed kits included.

The Clerk is in the process of arranging CPR / defibrillator training.

**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 / Community Shed**

The tools / equipment for the Woodland Project paid for by Swansea Council grant funding, have been purchased. The three benches were fitted in May 2025.

Mostyn Roberts kindly painted the classroom, which will be fitted out shortly. The new window has been fitted to the community shed and the work benches are being designed / fitted by the volunteers. Once they are fitted, the electrics will be installed. The CCTV was installed in April 2025.

The Clerk was also requested to obtain an additional quotation for new shutters at the Pavilion, which was ongoing.

The quotation for insurance for the Community Shed was approved by the Finance Committee as it was not included in the Council's overall insurance policy.

**13. Asset Transfer Request – Layby opposite Graig Y Coed**

The Community Council agreed to proceed with the 'licence' to take over the layby but progress regarding the transfer of the land has stalled.

**14. Dunraven / Quarry at Victoria Road**

The Clerk is currently in discussions with Swansea Council to obtain the correct boundary details prior to contacting neighbouring properties. Swansea Council had confirmed that the land was in the process of being transferred to the Community Council by the Land Registry.

**Jeremy Parkhouse,**  
**Clerk to Llanrhidian Higher Community Council,**  
**7<sup>th</sup> June 2025**

## Item No. 11

Council – 19<sup>th</sup> June 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, Local Area Co-ordinator and Mid & West Wales Fire Authority.
2)	CWOTS Team have cleared paths at Beach Road and Belle Vue.
3)	I have given a donation for the family fun day and VE celebrations organised by Penclawdd RFC.
4)	The work to repair the B4295 from Penclawdd to Llanrhidian will commence early summer.
5)	An environmental study has been carried out on farmland for the proposed cycle track to Gowerton.
6)	A new window has been installed at the Community Shed.
7)	I attended the VE day concert with Penclawdd Brass Band on Saturday, 24th May 2025 at Penclawdd RFC Clubhouse.
8)	I met with Swansea Council for Voluntary Services (SCVS) regarding assistance to organize and manage the Community Shed.

#### 2) Planning Applications.

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

#### 3) Footpaths, Cycle Paths and Bridleways.

No report.

7<sup>th</sup> June 2025

## Item No. 13

### Report of the Clerk

Council – 19<sup>th</sup> June 2025

## Exclusion of the Public

<b>Purpose:</b>	To consider whether the Public should be excluded from the following items of business.
<b>Reason for Decision:</b>	To comply with legislation.
<b>Recommendation(s):</b>	It is recommended that:
<b>1)</b>	The public be excluded from the meeting during consideration of the following item(s) of business on the grounds that that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted as set out in the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.
	<b>Item No's.</b>
	14

### 1. Introduction

- 1.1 Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960., allows a Community Council to pass a resolution excluding the public from a meeting during an item of business.
- 1.2 Such a resolution is dependent on whether it is likely, in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present during that item there would be disclosure to them of exempt information.

### 2. Exclusion of the Public / Public Interest Test

- 2.1 In order to comply with the above-mentioned legislation, Council will be requested to exclude the public from the meeting during consideration of the item(s) of business identified in the recommendation(s) to the report on the grounds that it / they involve(s) the likely disclosure of exempt information as set out in Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

### 3. Legal Implications

- 3.1 The legislative provisions are set out in the report.