

To: All Members of Llanrhidian Higher Community Council

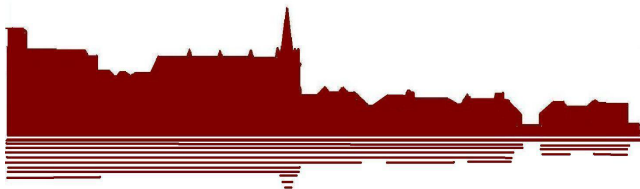
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 18<sup>th</sup> September 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 17 <sup>th</sup> July 2025.	5-11
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.	Reports of the Clerk.	12
a)	Accounts for Payment / Quotations.	13-16
b)	Budget Monitoring 2025/26.	17-18
c)	Correspondence.	19
d)	Work Plan 2025/2026.	20-22
e)	Community Council Action Tracker.	23-30
	Committee / Working Group Reports: -	
8.	Finance Committee - To Agree Sports Pitch Hire / Annual Fees 2025/26.	31-35
9.	Council Property / Community Projects / Burial Grounds.	36-38



Llanrhidian Higher Community Council  
Cyngor Cymuned Llanrhidian Uchaf

10.	City and County of Swansea Issues.	39
	a) Report of the Pen-clawdd Ward Member.	
	b) Planning Applications for Consideration.	
	c) Footpaths, Cycle Paths and Bridleways.	
11.	Reports of Delegate's on Outside Bodies. (Verbal)	
	Next Meeting: - Council Meeting at 7 p.m. on Thursday, 16 <sup>th</sup> October 2025 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

**Jeremy Parkhouse - Clerk to the Community Council**  
**11<sup>th</sup> September 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.

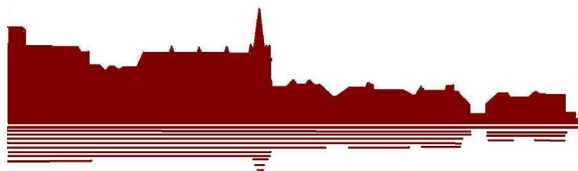
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 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 Meeting of Council

**Held at Penclawdd Community Centre**

**On Thursday, 17<sup>th</sup> July 2025 at 7.00pm.**

**Present:** Councillor Paul Tucker (Chair) presided

**Councillors:** Leanne Davies, Russell Garrington, Melissa Roberts,  
Andrew Williams and Adam Woolliscroft

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

### **36. Apologies for Absence**

Apologies for absence were received from Councillors Huw Davies, Sarah Hughes, James Matthews and Mike Sheehan.

### **37. Disclosures of Personal and Prejudicial Interests**

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

Councillor Leanne Davies declared a personal interest in Minute No. 39 – Chair's Announcements and a personal and prejudicial interest in Minute No.42 – Reports of the Clerk – Accounts for Payment – Quotations and left the meeting prior to discussions on the item concerned.

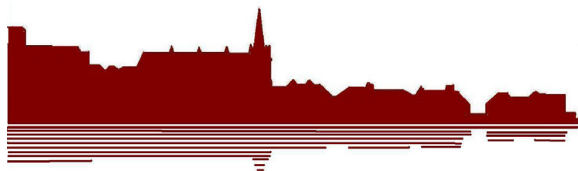
### **38. Minutes**

**Resolved** that the Minutes of the Annual Council meeting held on 19<sup>th</sup> June 2025 be approved and signed as a correct record.

### **39. Chairs Announcements**

The following announcements were made: -

- Councillor Huw Davies – The Chair reported that Councillor Huw Davies was recovering well following surgery and all present wished him a speedy return to full health.
- Foreshore Car Park – The Chair commented that the cockle vehicles continued to block the car park which could cause problems during the school holidays. Councillor Andrew Williams added that he had been in discussions with Welsh Government and Benson Estates in order to find a solution and allow the cockle pickers to park on Benson Estates land, instead of within the Foreshore Car Park. It was confirmed that Welsh Government would not contribute to make the land good, if required following parking. The Council discussed the options available.



**Resolved** that the Community Council covers any costs of making the land good following use and the Clerk contacts Benson Estates / Cockle firms to finalise matters.

- Fly-tipping – The Chair had challenged 2 individuals depositing black bags into the Foreshore Car Park bins. This was an ongoing problem which needed a long-term solution.

#### 40. Public Question Time

None.

#### 41. Community Reports

##### a) Police Report

There were no representatives from the Police present.

#### 42. Reports of the Clerk

The Clerk reported the following:

##### a) Accounts for Payment

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

The following were also highlighted:

##### Additional Payments

- a) £42 – One Voice Wales – Councillor Training – Introduction to Community Engagement Part 1 – Module 8.
- b) £200 – Audit Wales – 2021/22 Audit Fees.
- c) £240 – Butterfield Morgan – Payroll Services for year ended 5<sup>th</sup> April 2024.
- d) £260 – Butterfield Morgan – Payroll Services for year ended 5<sup>th</sup> April 2025.
- e) £68.15 – Terry Snell – Repayment for Community Shed supplies.
- f) £32.40 – Crofty Supermarket & Post Office – Postage.
- g) £3.40 – Crofty Supermarket & Post Office – Envelopes.

##### Additional Income

- a) £150 – Burial Permit (Resident) – Mount Hermon Cemetery.
- b) £9,035.14 – VAT Refund.

##### Quotations

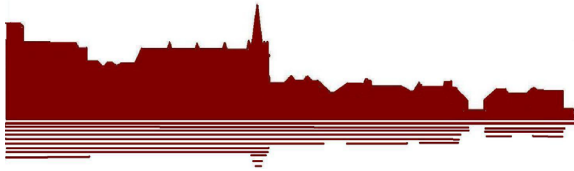
	Quotation Details
1.	Finishing shower area at disabled toilet at Parc Dan Y Graig.
2.	Shutters at Graig Y Coed Pavilion.



3.	Double gates / single gate at Graig Y Coed Woodland entrance and kissing gate at Graig Y Coed leading to path up the Graig.
4.	Repairing ground at Graig Y Coed Football pitch.
5.	Marquee for Remembrance Sunday 2025 Service.
6.	Costs at St Gwynour's Cemetery.
7.	Electrical work in Community Council buildings.
8.	Additional Admin Module.
9.	Additional Finance Module training.
10.	Additional Epitaph Module training.
11.	Sink, tap, kitchen unit and worktop at the Community Shed.
12.	Professional services in respect of the Foreshore Car Park.
13.	Professional services in respect of land at Victoria Road.

**Resolved that:**

- 1) The payments / additional payments / amendments be approved.
- 2) The payments paid since 19<sup>th</sup> June 2025 meeting be noted and agreed.
- 3) The income / additional income be noted.
- 4) The bank reconciliation, bank transfers and bank account balances be noted and agreed.
- 5) The CCLA investment income be noted.
- 6) Quotation 1 – Quotations be sought in respect of plastering / painting.
- 7) Quotation 2 – an additional quotation be obtained.
- 8) Quotation 3 – the Clerk seeks grant funding to cover the costs.
- 9) Quotation 4 – Mining Remediation Authority were dealing with the issue.
- 10) Quotation 5 – Marquee for Remembrance Sunday 2025 Service – the quotation for £540 including VAT provided by Gower Events & Equipment Hire Ltd, be approved.
- 11) Quotation 6 – The prices provided by Jonathan Davis were previously noted, the cost of clearing the graveyard be further discussed with the church and a decision of the Church regarding the option of hiring a herd of goats to clear the graveyard is awaited. The Clerk was asked to arrange a site visit.
- 12) Quotations 7 – Electrical works in Community Council buildings: -
  - The quotation for £2,588.00 plus VAT (Quotation 485) provided by RAWELEC for work to complete the installation of electricity at the Community Shed, was approved. \*Noted - the Clerk referred to paragraph 5.2 of the Model Financial Regulations, point iii - works, goods or services that constitute an extension of an existing contract and outlined that the contractor had completed the initial installation of electricity under the 70/30 grant provided by Swansea Council. This was the completion of the initial work. The Clerk was also requested to ask the contractor to confirm the potential time they would spend / potential cost of additional materials completing the work.
  - The quotation for £1,668.30 plus VAT (Quotation 483) provided by RAWELEC for work identified by the health & safety report presented to the Finance Committee by Active HSE which identified necessary work to be completed. \*Noted – the Clerk referred to paragraph 5.2 of the Model Financial Regulations, point iii - works, goods or services that constitute an extension of an existing contract and



outlined that the contractor had completed EICR checks to Council buildings as part of the Ground Maintenance Contract and introducing a different contractor at this stage would result in the initial EICR work having to be completed again at extra cost. The Clerk was also requested to ask the contractor to confirm the potential time they would spend / potential cost of additional materials completing the work.

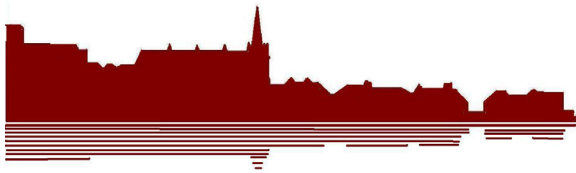
- The quotation for £3,395.00 plus VAT (Quotation 456) provided by RAWEELEC for additional work identified in EICR checks, be approved. \*Noted - the Clerk referred to paragraph 5.2 of the Model Financial Regulations, point iii - works, goods or services that constitute an extension of an existing contract and outlined that the contractor had completed EICR checks to Council buildings as part of the Ground Maintenance Contract and introducing a different contractor at this stage would result in the initial EICR work having to be completed again at extra cost. The Clerk was also requested to ask the contractor to confirm the potential time they would spend / potential cost of additional materials completing the work.
  - The quotation for £758.00 plus VAT (Quotation 436) provided by RAWEELEC to install electrics / move an outside light to allow the installation of roller shutters at Graig Y Coed Pavilion, was approved. \*Noted - The Clerk was also requested to ask the contractor to confirm the potential time they would spend / potential cost of additional materials completing the work.
- 13) Quotation 8 – Edge IT – Additional Admin Module – The Clerk stated that the module did not offer the functionality he had sought.
- 14) Quotation 9 – The quotation for £85 plus VAT provided by Edge IT to provide additional Finance Module training for the Clerk, be approved.
- 15) Quotation 10 – The quotation for £85 plus VAT provided by Edge IT to provide additional Epitaph Module training for the Clerk, be approved.
- 16) Quotation 11 – The quotation for £560 plus VAT provided by Gower Coast Kitchens (provided at trade price) for a sink, tap, kitchen unit and worktop at the Community Shed, plus labour at £350, be approved.
- 17) The Clerk was requested to approach the Community Shed volunteers and request that they consider the setting up of a committee, including a chair and treasurer.
- 18) Quotation 12 – The quotation for £1,250 plus VAT and disbursements for professional services in respect of the Foreshore Car Park provided by Tonner, Johns, Ratti Solicitors, be approved.
- 19) Quotation 13 – The quotation for £750 plus VAT and disbursements per plot for professional services in respect of Victoria Road provided by Tonner, Johns, Ratti Solicitors, be approved.

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

The Clerk presented the up-to-date budget spend for 2025-26.

It was added that following approval of the Annual Return for the year ended 31<sup>st</sup> March 2025, the required documents had been forwarded to Audit Wales, external auditors. It was noted that while the invoices for the 2021/22 and 2022/23 external audits had been received, the end of audit completion notices had not been received





and therefore, the audits for the years ending 31<sup>st</sup> March 2022, 2023 and 2024 remained outstanding with Audit Wales.

### c) Correspondence

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

	Details	Action / Comments
03.	One Voice Wales – Constitution and Governance Framework	<b>Resolved</b> that: -  1) Councillor Russell Garrington be nominated to attend the One Voice Wales Annual Meeting with the instruction to approve the proposed changes. 2) Councillor Adam Woolliscroft be approved as the reserve attendee.
<b>Additional Correspondence</b>		
09.	RAWELEC – Electrical reports in respect of Community Council buildings.	Noted.
10.	Democracy and Boundary Commission Cymru – Acknowledgement for receipt of Councillors expenses for 2024/25.	Noted.
11.	K Knoedl – Request for rear access to his property from Penclawdd Recreation Ground to install a shed base / shed.	<b>Resolved</b> that the one-off request be approved and the fence / hedge be repaired following the completion of the work.

**Resolved** that:

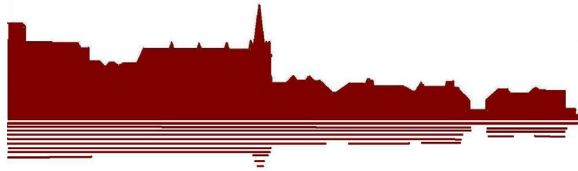
- 1) All correspondence be noted.
- 2) The actions outlined in the list of correspondence be completed.

### 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.



**43. Committee Reports**

There were no reports.

**44. Council Property / Community Projects / Burial Grounds**

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

- Graig Y Coed Woodland Project – Good progress was being made and the volunteers had been trained in using the cutting tools for the woodland by Jonathan Davis. Councillor Andrew Williams highlighted that the volunteers needed to set up of a committee, including a chair and treasurer and would be fully responsible for the tools.
- Surfboard Equipment at Penclawdd Playground – Councillor Leanne Davies would contact James McGrath to progress matters.
- Newsletter – Councillor Adam Woolliscroft circulated a draft version of the newsletter for discussion. It was proposed that a version in English and Welsh be placed in the new noticeboard at Penclawdd Playground. In addition, it was suggested that at least 500 copies be printed and quotations be obtained in order for the overall costs be established. Additional amendments would be made prior to the final version being agreed.

**45. Swansea Council Matters**

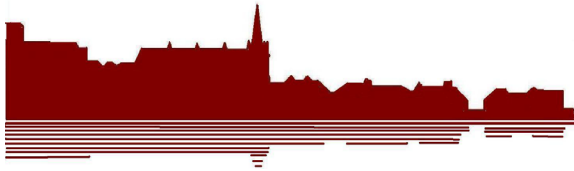
a) Report of the Penclawdd Ward Member

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:

- B4295 – Work to resurface the road from Penclawdd to Llanmorlais had been slightly delayed but would be completed prior to the end of July 2025. The road from Llanmorlais to Llanrhidian would be completed early in September 2025.
- Pothole filling – Councillor Leanne Davies highlighted that potholes had been filled at Welsh Moor for the Iron Man race when other roads should have taken priority.
- Himalayan Balsam – Councillor Melissa Roberts reported that the invasive species had been located in the Morlais River.
- 20 mph Speed Limits – Councillor Leanne Davies queried when limits would be locally increased from 20 mph to 30 mph. AW noted that he was only aware of the stretch between Graig Y Coed and West End being increased to 30 mph.

b) Planning.

No discussions.



c) Footpaths.

No discussions.

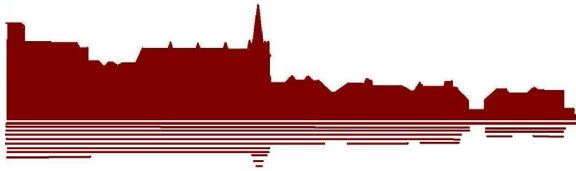
#### **46. Outside Bodies**

- One Voice Wales – Swansea Area Committee – 14<sup>th</sup> July 2025.

Councillor Russell Garrington attended the meeting and provided a verbal update report. He added that discussions centred around road closures on Gower for the Ironman Wales 2025 race and the Love Trails Festival 2025 and the large number of complaints received as a result.

The meeting ended at 9.22 p.m.

**Chair**



Item No. 7

Council – 18<sup>th</sup> September 2025

## Reports of the Clerk

**a) Accounts for Payment / Financial Report**

- Appendix A.1 – Accounts for Payment / Financial Report.
- Appendix A.2 – Accounts Paid / Financial Report – August 2025.
- 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.	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.
4.	Repair work to Rugby Pavilion.	Awaiting quotation.
5.	Tarmac at Community Shed.	For Approval (Agreed by Finance Committee)
6.	Printing Order of Service for Remembrance Sunday.	For Approval.

**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> September 2025**

# Appendix A.1

## ACCOUNTS FOR PAYMENT – 18th September 2025

Salaries	£1,250.28
Clerks Expenses	£42.98
Pinnacle - Printing costs - Invoice 169803 (£8.71 Net) (£1.74 VAT)	£10.45
Jonathan Davis & Son - Invoice 25/54 - Monthly Costing August 2025 - Additional Works - Removal & Chipping of Fallen Ash Tree Limb at Hermon Cemetery 8/8/2025. (£6,130.38 Net) (£1,226.07 VAT)	£7,356.45
EDF - Electricity at Bowls Pavilion - 1st to 31st August 2025 (£65.24 Net) (£3.26 5% VAT) Invoice KI-47C5A6A3-0009	£68.50
PWLB Loan Repayment (Mount Hermon Cemetery)	£1,288.18
RAWELEC - Invoice No. 483 - Electrical works at various sites (£1688.30 Net) (£333.66 VAT)	£2,001.96
RAWELEC - Invoice No. 456 - Electrical remedial works at various sites (£3,395.00 Net) (£679.00 VAT)	£4,074.00
Edge IT - Additional Concurrent User - For Internal Auditor (£133.50) (£26.70 VAT)	£160.20
Xerox Finance - Contract Hire of Multi-functional Device - Invoice No. 700035771 (£122.00 Net) (£24.40 VAT)	£146.40
PWLB Loan Repayment (Parc Dan Y Graig)	£1,634.13
Swansea Council Pension Fund	£522.94
HMRC - PAYE	£578.08
<b>Total Payments</b>	<b>£19,134.55</b>
<b><u>Invoices paid since 21st August 2025</u></b>	
RD Installations - Installation of kitchen sink, cupboard and worktop at Community Shed	£350.00
CF Corporate Finance - Hire of multi-function device (£65 Net) (£13 VAT)	£78.00
Crofty Supermarket & Post Office - Box of paper and envelopes (£27.08 Net) (£0.42 VAT)	£27.50
Amazon - Tarpaulin for school use at Community Shed (£66.88 Net) (£13.40 VAT)	£80.28
Swan Catering Urn for Community Shed (£59.79 Net) (£11.96 VAT)	£71.75
Hope Education - Clipboards, Flipchart, Magnifiers and tarpaulin for Community Shed (£335.65 Net) (£67.13 VAT)	£402.78
Protect My Bubble Insurance for Community Shed Urn (£11.74 Net) (£2.35 VAT)	£14.09
SSE Energy - Electricity Charges at Graig Y Coed Changing Rooms - (£149.56 Net) (£7.87 - 5% VAT)	£157.43
H3 Group - Commander EDGE 2kg CO2 Fire Extinguisher at Graig Y Coed Changing Rooms (£69.85 Net) (£13.97 VAT)	£83.82

	H3 Group - 2 kg ABC Powder Fire Extinguisher at Bowls Pavilion (£45.81 Net) (£9.16 VAT)	£54.97
	H3 Group - 6 Ltr plain water fire extinguisher at Llanmorlais Changing Rooms (£51.24 Net) (£10.24 VAT)	£61.48
	Adobe Systems Software - Acrobat Pro	£19.97
	Bank Service Charges	£9.50
	<b>Total</b>	<b>£31,020.51</b>
	<b>Total Outgoings</b>	<b>£50,155.06</b>
	<b>Income since 21st August 2025</b>	
	Swansea Council - Precept payment	£61,350.56
	New Grave (Resident) - Mount Hermon Cemetery	£1,150.00
	Swansea Council - Grant Payment - Graig Y Coed Community Shed	£25,000.00
	Cremated Remains Reopener (Resident) - Parc Hendy Cemetery	£170.00
	CCLA Interest payment	£87.10
	Interest payment - Reserve Account	£23.00
	Interest payment - Projects Account	£2.78
	<b>Total Income</b>	<b>£87,783.44</b>
	<b>TRANSFERS:</b>	
	None	
	<b>RECONCILIATION:</b>	
	Current Account Balance – 11th September 2025	£70,785.73
	Less Approved Payments (September 2025)	£19,134.55
	<b>Total</b>	<b>£51,651.18</b>
	<b>BANK ACCOUNTS</b>	
	Current Account Balance – 11th September 2025	£70,785.73
	Reserve Account Balance - 11th September 2025	£42,269.48
	CCLA Investment - 11th September 2025	£25,000.00
	Memorial Gardens Charity Account - 11th September 2025	£1.00
	Projects Account Balance - 11th September 2025	£5,032.34
	<b>TOTAL</b>	<b>£143,088.55</b>

**Appendix A.2****ACCOUNTS FOR PAYMENT – 21st August 2025**

1	Salaries	£1,445.97
2	Clerks Expenses	£42.98
3	Pinnacle - Printing costs - Invoice 166314 (£26.35 Net) (£5.27 VAT)	£31.62
4	Jonathan Davis & Son - Invoice 25/54 - Monthly Costing July 2025 - Additional Works - Hand Rail Repair on Pedestrian Ramp at Penclawdd Dock 11/7/2025; New Notice Board Install at Penclawdd Playground 15/7/2025; Remove Spoil, Spread & Seed from GYC Football 21/7/2025; Concrete Ramp into GYC Canteen Cabin 22/7/2025; Regrade Pedestrian Access and Form Uniform Type1 Subbase Path into GYC Rugby as per Quotation 76/25 Works Carried Out on 22/7/2025; Re-Fix Damage Fence Panel at Crofty Playground 31/7/2025. (£9,412.58 Net) (£1,882.51 VAT)	£11,295.09
5	EDF - Electricity at Bowls Pavilion - 1st to 31st July 2025 (£62.98 Net) (£3.15 5% VAT) Invoice KI-47C5A6A3-0008	£66.13
6	Celtic Mowers Ltd - Invoice 133806 - Pitchmarker - (£85.50 Net) (£17.10 VAT)	£102.60
7	RAWELEC - Invoice No. 436 - Installation of 2 x Roller Shutter Door Supplies & Removal of Light fitting outside kitchen area. (£758.00 Net) (£151.60 VAT)	£909.60
8	RAWELEC - Invoice No. 485 - Installation of the following 14 way Consumer unit w/ Type surge protection and Type A RCBO individual circuit protection. 5 x Emergency stops, 1, at entrance door, 1 at double doors, one in the middle on bench and 2 at disabled work benches. (Emergency stops will de-energise all power sockets in case of an emergency stop being activated). 6 x double sockets positioned across far wall. 3 x Emergency Bulkheads position in centre of workshop and above doorway. 4 x 5ft Twin IP rated light fittings mounted across ceiling. Cables will be installed in galvanised trunking around the perimeter of room with vertical drops down to each socket and em stop in pvc conduit. (£2,329.20 Net) (£465.84 VAT)	£2,795.04
9	Edge IT - Invoice No. 38811 - Epitaph Classic online training. (£85.00 Net) (£17.00 VAT)	£102.00
10	Edge IT - Invoice No. 38817 - AdvantEDGE Online Training. (£85.00 Net) (£17.00 VAT)	£102.00
11	Swansea Council - Hanging Baskets 2025 - Invoice 60449028 (£5,405.00 Net) (£1,081.00 VAT)	£6,486.00
12	Swansea Council Pension Fund	£610.63
13	HMRC - PAYE	£699.46
13a	H3 Group - Invoice 24722 - Maintenance of fire extinguishers at various sites (£90 Net) (£18 VAT)	£108.00
13b	Terry Snell - Community Shed Supplies - Harness	£14.99
	<b>Total Payments</b>	<b>£24,812.11</b>

<b><u>Invoices paid since 17th July 2025</u></b>		
14	Gower Coast Kitchens - Invoice GCK1682 - Sink, tap, handles, 1 double-base cabinet for sink, 3 base end panels, 1 plinth, soft closing draws & doors, 1 x block oak laminate worktop and stand for Community Shed (£560.00 Net) (£112 VAT)	£672.00
15	Gower Timber Ltd - Supplies / Batons / Wood for Community Shed (£878.36 Net) (£175.67 VAT)	£1,054.03
16	SSE Energy - Electricity Charges at Graig Y Coed Changing Rooms - 29/05/2025 to 30/06/2025 (£159.61 Net) (£7.98 - 5% VAT)	£167.59
17	Adobe Systems Software - Acrobat Pro	£19.97
18	Bank Service Charges	£8.50
<b><u>Total</u></b>		<b><u>£38,730.65</u></b>
<b><u>Total Outgoings</u></b>		<b><u>£63,542.76</u></b>
<b><u>Income since 17th July 2025</u></b>		
19	Additional Permit Inscription (Resident) - Parc Hendy Cemetery	£150.00
20	Additional Permit Inscription (Resident) - Parc Hendy Cemetery	£150.00
21	Ashes in Grave (Resident) - Mount Hermon Cemetery	£170.00
22	Swansea Council - Grant Payment - Graig Y Coed Community Shed	£25,000.00
23	Cremated Remains Reopener (Resident) - Parc Hendy Cemetery	£170.00
24	Cremated Remains Reopener (Resident) - Parc Hendy Cemetery	£170.00
25	Burial Reopener (Resident) - Parc Hendy Cemetery	£600.00
26	CCLA Investment Interest - August 2025	£89.76
<b><u>Total Income</u></b>		<b><u>£26,499.76</u></b>
<b><u>TRANSFERS:</u></b>		
None		
<b><u>RECONCILIATION:</u></b>		
Current Account Balance – 11th August 2025		<b><u>£35,329.08</u></b>
Less Approved Payments (August 2025)		<b><u>£24,812.11</u></b>
<b><u>Total</u></b>		<b><u>£10,516.97</u></b>
<b><u>BANK ACCOUNTS</u></b>		
Current Account Balance – 11th August 2025		<b><u>£35,329.08</u></b>
Reserve Account Balance - 11th August 2025		<b><u>£40,984.29</u></b>
CCLA Investment - 11th August 2025		<b><u>£25,000.00</u></b>
Memorial Gardens Charity Account - 11th August 2025		<b><u>£1.00</u></b>
Projects Account Balance - 11th August 2025		<b><u>£5,026.38</u></b>
<b><u>TOTAL</u></b>		<b><u>£106,340.75</u></b>



# Financial Budget Comparison

Comparison between 01/04/25 and 10/09/25 inclusive. Includes due and unpaid transactions.

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

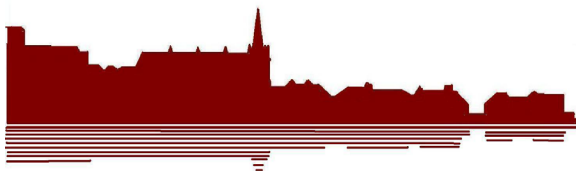
	<b>Period 2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Variance</b>
<b>INCOME</b>				
<b>Total Administration</b>	£99,441.88	£150,997.58	£51,555.70	51.85%
<b>Total Outside Services</b>	£9,639.50	£8,402.00	-£1,237.50	-12.84%
<b>Total Income</b>	£109,081.38	£159,399.58	£50,318.20	46.13%

# Financial Budget Comparison

Comparison between 01/04/25 and 10/09/25 inclusive. Includes due and unpaid transactions.

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

	<b>Period 2025/26</b>	<b>Actual Net</b>	<b>Balance</b>	<b>Variance</b>
<b>EXPENDITURE</b>				
<b>Total Administration</b>	£33,079.81	£29,296.56	£3,783.25	-11.44%
<b>Total Outside Services</b>	£66,138.00	£73,858.87	-£7,720.87	11.67%
<b>Total Civic</b>	£5,125.00	£4,559.02	£565.98	-11.04%
<b>Total Grants</b>	£2,750.00	£0.00	£2,750.00	-100.00%
<b>Total Expenditure</b>	£107,092.81	£107,714.45	-£621.64	0.58%
Total Income	£109,081.38	£159,399.58	£50,318.20	46.13%
Total Expenditure	£107,092.81	£107,714.45	-£621.64	0.58%
<b>Total Net Balance</b>	<b>£1,988.57</b>	<b>£51,685.13</b>		



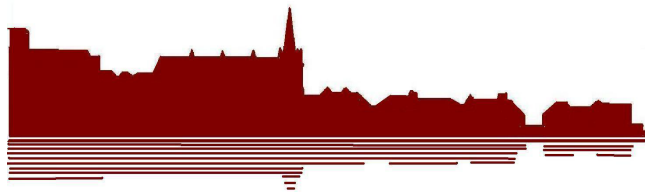
**Correspondence – 18<sup>th</sup> September 2025**

1.	Pensions Regulator – Automatic Enrolment.
2.	One Voice Wales – Members Allowances Annual Timetable of Actions.
3.	Swansea Council – Grass Cuttings at Parc Dan Y Graig.
4.	Swansea Council – Gower Orchard Survey.
5.	One Voice Wales – Local Government Services Pay Agreement 2025/26.
6.	Swansea Council – Dunraven and Victoria Road.
7.	ARAG Law – Particulars of Claim.
8.	Penclawdd Brass Band – Letter of thanks for donation.
9.	Natural Resources Wales – Parc Dan Y Graig.
10.	One Voice Wales – Glossary of Terms.
11.	D Evans – Hedgerow damage at Penclawdd Recreation Ground.
12.	Father Tim Ardouin – Update regarding Llanyrnewydd Cemetery.
13.	R Southall – Potential parking at the Dock.
14.	S Price – Llanmorlais Carnival.
15.	One Voice Wales - Welsh Government Consultation on extending the duty on local authorities to broadcast meetings.
16.	One Voice Wales - One Voice Wales National Conference and Annual General Meeting 01/10/25.
17.	RAWELC – Electrical certificates – Penclawdd Bowls / Rugby Pavilions.
18.	Swansea Council - Recruitment of a Community / Town Councillor to the Standards Committee.
19.	One Voice Wales – Training Dates.
20.	One Voice Wales - Joint One Voice Wales / SLCC Event – Wednesday, 12 November 2025.
21.	J Mainwaring – Complaint regarding grass cuttings at Parc Dan Y Graig.
22.	Penclawdd Brass Band – Confirmation of attendance at Remembrance Sunday.
23.	Swansea Council - Gower Management Plan Review Reports.
24.	ARAG Law – Update regarding proceedings.

**Jeremy Parkhouse**

**Clerk to the Community Council**

**11<sup>th</sup> September 2025**



**Report of the Clerk**

**Council – 18<sup>th</sup> September 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.**

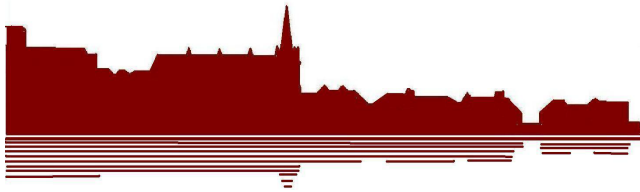
**Jeremy Parkhouse  
Clerk to the Community Council  
11<sup>th</sup> September 2025**

	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		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 – 18<sup>th</sup> September 2025**

**Community Council Action Tracker**

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

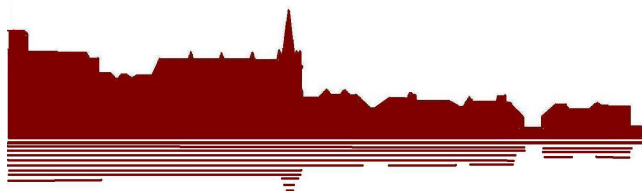
**Report Author:** Jeremy Parkhouse

**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.

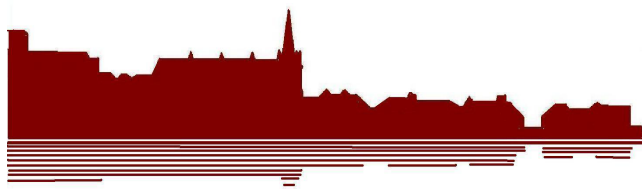
**Appendix 1 – Action Tracker**



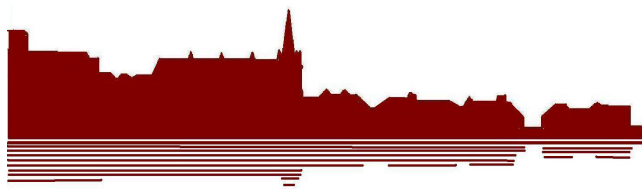
**Appendix 1**

<b>Action Tracker</b>		
	<b>Details</b>	<b>Outcome / Action</b>
<b>1)</b>	<b>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>2)</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>3)</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>4)</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>
<b>5)</b>	<b>08/10/24 – Events &amp; Projects Committee – Minute No. 12 – Events &amp; Projects Report</b>	
	<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.

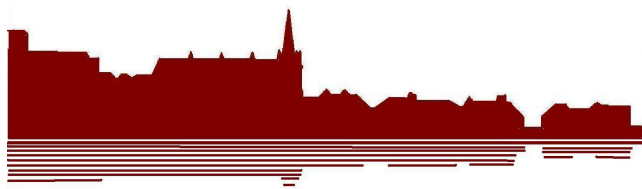




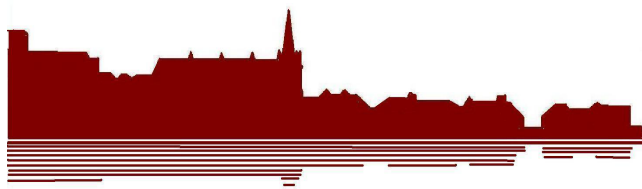
<b>6)</b>	<b>16/01/25 – Council – Minute No. 87 – b) Correspondence</b>	
	<ul style="list-style-type: none"> <li>The Clerk to explore the option of placing formal signage up stating that vehicles / vessels etc. would be towed away at a cost to the owner.</li> </ul>	<b>ONGOING</b>
<b>7)</b>	<b>16/01/25 – 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>
<b>8)</b>	<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>
<b>9)</b>	<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>
<b>10)</b>	<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>
<b>11)</b>	<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>
<b>12)</b>	<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>
<b>13)</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>CLOSED – Duplicate with No. 21</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>CLOSED – Duplicate with No. 21</b>
	<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>CLOSED – Duplicate with No. 21</b>
<b>14)</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</li> </ul>	<b>CLOSED – Application to be made to register</b>



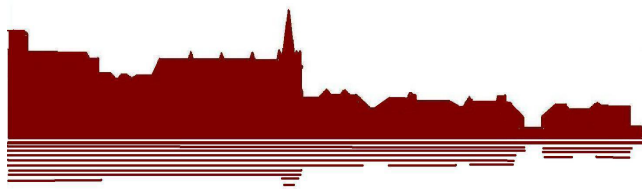
	Council ownership was confirmed.	the land with Land Registry.
<b>15)</b>	<b>15/05/25 – Annual Council – Minute No.15 – Reports of the Clerk - Quotations</b>	
	• Dragon Play – Surfboard at Penclawdd Playground.	<b>CLOSED – Duplicate with No.19.</b>
<b>16)</b>	<b>03/06/25 – Finance Committee – Minute No.7 – Quarterly Discussions with Grounds Maintenance Contractor</b>	
	• Action(s): 1) JD to provide a quotation to drop the manhole in front of the car park and use hardcore to extend the car park forward. 2) JD to provide a quotation to install a slow closing mechanism on the gate.	<b>CLOSED – Duplicate with No.21</b>
	• Tennis fencing at Llanmorlais Recreation Ground. Action(s): 1) JD to liaise with the Clerk regarding the potential options.	<b>ONGOING</b>
	• Handrail at Foreshore Car Park - Action(s): 1) JD to liaise with the Clerk regarding the repairs.	<b>CLOSED – Job completed.</b>
	• Table Tennis Tables – Action(s): 1) Option to be discussed further.	<b>ONGOING</b>
<b>17)</b>	<b>03/06/25 – Finance Committee – Minute No.11 – Property Maintenance Schedule, Capital Works Programme and Health &amp; Safety Action Plan</b>	
	• Llanmorlais Changing Rooms – Llanmorlais Hall be asked to remove the remainder of the chairs / carnival equipment. Community Council files would also have to be moved to Penclawdd Community Centre.	<b>ONGOING</b>
	• Health & Safety Report – Electrical quotations were awaited, the Clerk to progress the work to the pillar at the Rugby Pavilion and arrange for the electrics to remain switched on at Llanmorlais Changing Rooms.	<b>CLOSED – Work completed</b>
<b>18)</b>	<b>03/06/25 – Events &amp; Projects Committee – Minute No. – 7 – Events</b>	
	• Participants - Contact Brass Band, veterans, Cubs / Scouts, Police, Church / Chapels (Father Tim Ardouin, Mr Robert Barnes and Reverend Michael Eller) Learn a Skill Group and Penclawdd Primary School to confirm attendance.	<b>CLOSED</b> Requests sent / confirmations received.
	• Printing - Clerk to confirm printing deadlines with Kingsbridge Print.	<b>CLOSED</b> Confirmation received.
	• Marquee / flooring - Clerk had received one quotation and was expecting a second. The first quote may have to be amended due to the size of marquee required. Councillor Adam Woolliscroft had access to two Coleman event shelters, if they were required.	<b>CLOSED – Quotation approved.</b>
	• Remembrance figures for Memorial Gardens - Options / prices be sought.	<b>CLOSED – No additional figures to be purchased</b>
<b>19)</b>	<b>03/06/25 – Events &amp; Projects Committee – Minute No. – 7 – Projects</b>	
	• Noticeboard - It had still not been delivered. The Clerk would chase the company for an update.	<b>CLOSED – Noticeboard delivered and installed.</b>
	• Possible purchase of car park / playground - To be discussed at Council meeting.	<b>CLOSED – Quotation provided by Solicitor approved.</b>
	• Surfboard repair - No response to previous query regarding warranty had been received. Councillor Leanne Davies highlighted that the item was under warranty and that Dragon Play should deal with it.	<b>ONGOING</b>
	• Hopscotch - A stencil was required to re-instate the hopscotch. A favour was owed to Jonathan Davis which would allow the	<b>ONGOING</b>



	hopscotch to be reinstalled.	
	<ul style="list-style-type: none"> <li>Grass within the Playground - Areas were very hard during the recent period of dry weather. It was suggested that GG's be asked to water the grass during dry periods.</li> </ul>	<b>CLOSED</b> – Autumn weather would allow the worn areas to recover.
	<ul style="list-style-type: none"> <li>Electricity points to be installed in the Community Shed - Once the work benches are installed, the electricity points / lighting can be installed.</li> </ul>	<b>CLOSED – Work completed.</b>
	<ul style="list-style-type: none"> <li>Fitting out of kitchen / classroom - Items to be installed to allow the kitchen / classroom to be fully functional.</li> </ul>	<b>CLOSED</b> Items fitted.
	<ul style="list-style-type: none"> <li>Parc Dan Y Graig Improvements - Disabled shower / toilet and Steps into new changing / officials' rooms.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Newsletter - Options / Design / Distribution - A draft newsletter be discussed at the next meeting in July 2025.</li> </ul>	<b>CLOSED</b> – Draft circulated.
	<ul style="list-style-type: none"> <li>Parc Hendy Cemetery - Improvements to top boundary wall and drainage work to new burial area</li> </ul>	<b>CLOSED</b> Included in the 5-year Capital Programme
<b>20)</b>	<b>19/06/25 – Council - Minute No.23 – Chair's Announcements</b>	
	Social Gathering – The Chair announced that he would like the Council to meet socially at least once a year. Discussions would take place at the next meeting.	<b>ONGOING</b>
<b>21)</b>	<b>19/06/25 – Council - Minute No.29 – Reports of the Clerk - Quotations</b>	
	<p>1) Quotation 1 – Quotations be sought in respect of plastering / painting.</p> <p>2) Quotation 2 – an additional quotation be obtained.</p> <p>5) Quotation 5 – the Clerk seeks grant funding to cover the costs.</p> <p>7) Quotation 7 – Mining Remediation Authority were dealing with the issue.</p> <p>8) Quotation 8 (Removal of goal posts) – the quotation for £726 plus VAT 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.</p> <p>9) Quotation 9 (topsoil) – the quotation for £1,584.65 plus VAT 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.</p> <p>10) Quotation 10 (Marquee) – the quotation from contractor A be noted and a submission deadline be given to contractor B.</p> <p>11) Quotation 11 – The prices provided by Jonathan Davis be noted, the cost of clearing the graveyard be discussed with the church and to option of hiring a herd of goats to clear the graveyard be suggested.</p> <p>12) Quotation 12 (GYC Rugby path) – the quotation for £920 plus VAT 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.</p> <p>13) Quotation 13 (Car Park at Bowls) – the quotation provided by Jonathan Davis be placed on hold.</p> <p>14) Quotation 14 (Electrics).</p> <p>15) Quotation 15 – Edge IT – Additional Admin Module – The Clerk trials the module and reports to the next meeting.</p>	<p><b>ONGOING</b></p> <p><b>ONGOING</b></p> <p><b>ONGOING</b></p> <p><b>CLOSED</b> – Work completed</p> <p><b>CLOSED</b> – Work completed</p> <p><b>CLOSED</b> – Work completed.</p> <p><b>CLOSED</b> – Quotation approved.</p> <p><b>CLOSED</b> – Waiting for a response from the Church.</p> <p><b>CLOSED</b> – Work completed.</p> <p><b>CLOSED</b> – Option turned down</p> <p><b>CLOSED</b> – Quotations approved.</p> <p><b>CLOSED</b> – Module did not provide functionality needed.</p>

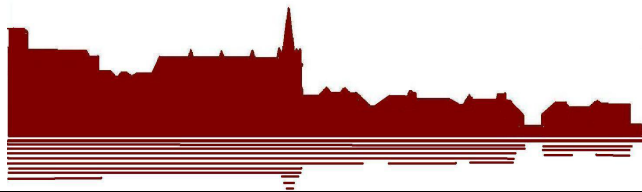


22)	<b>19/06/25 – Council - Minute No.31 – Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>• Parc Hendy Cemetery – Leaning headstone. The Clerk investigates.</li> </ul>	<b>CLOSED</b> – The matter has been highlighted to Jonathan Davis.
23)	<b>19/06/25 – Council - Minute No.32 – Swansea Council Issues</b>	
	<ul style="list-style-type: none"> <li>• Weeds next to bus stop on Beach Road, opposite the Royal Oak. AW would investigate.</li> </ul>	<b>CLOSED – Weeds cleared.</b>
24)	<b>17/07/25 – Council - Minute No.39 – Chair’s Announcements</b>	
	<ul style="list-style-type: none"> <li>• Foreshore Car Park - the Community Council covers any costs of making the land good following use and the Clerk contacts Benson Estates / Cockle firms to finalise matters.</li> </ul>	<b>CLOSED</b> – The Council agreed not to proceed.
25)	<b>17/07/25 – Council - Minute No.42 – Reports of the Clerk</b>	
	<p>1) Quotation 5 – Marquee for Remembrance Sunday 2025 Service – the quotation for £540 including VAT provided by Gower Events &amp; Equipment Hire Ltd, be approved.</p> <p>2) Quotation 6 – The prices provided by Jonathan Davis were previously noted, the cost of clearing the graveyard be further discussed with the church and a decision of the Church regarding the option of hiring a herd of goats to clear the graveyard is awaited. The Clerk was asked to arrange a site visit.</p> <p>3) Quotations 7 – Electrical works in Community Council buildings: -</p> <ul style="list-style-type: none"> <li>• The quotation for £2,588.00 plus VAT (Quotation 485) provided by RAWEELEC for work to complete the installation of electricity at the Community Shed, was approved. This was the completion of the initial work. The Clerk was also requested to ask the contractor to confirm the potential time they would spend / potential cost of additional materials completing the work.</li> <li>• The quotation for £1,668.30 plus VAT (Quotation 483) provided by RAWEELEC for work identified by the health &amp; safety report presented to the Finance Committee by Active HSE which identified necessary work to be completed. The Clerk was also requested to ask the contractor to confirm the potential time they would spend / potential cost of additional materials completing the work.</li> <li>• The quotation for £3,395.00 plus VAT (Quotation 456) provided by RAWEELEC for additional work identified in EICR checks, be approved. The Clerk was also requested to ask the contractor to confirm the potential time they would spend / potential cost of additional materials completing the work.</li> <li>• The quotation for £758.00 plus VAT (Quotation 436) provided by RAWEELEC to install electrics / move an outside light to allow the installation of roller shutters at Graig Y Coed Pavilion, was approved. *Noted - The Clerk was also requested to ask the contractor to confirm the potential time they would spend / potential cost of additional materials completing the work.</li> </ul>	<p><b>CLOSED</b> – Approved.</p> <p><b>CLOSED</b> – Waiting for the Church to respond following the site visit and email sent following the visit.</p> <p><b>CLOSED – Work completed.</b></p> <p><b>CLOSED – Work completed.</b></p> <p><b>CLOSED – Work completed.</b></p> <p><b>CLOSED – Work completed.</b></p>
	<ul style="list-style-type: none"> <li>• Quotation 9 – The quotation for £85 plus VAT provided by Edge IT to provide additional Finance Module training for the Clerk, be approved.</li> <li>• Quotation 10 – The quotation for £85 plus VAT provided by Edge IT to provide additional Epitaph Module training for the Clerk, be approved.</li> <li>• Quotation 11 – The quotation for £560 plus VAT provided by</li> </ul>	<p><b>CLOSED – Training provided</b></p> <p><b>CLOSED – Training provided</b></p> <p><b>CLOSED – Works</b></p>



	<p>Gower Coast Kitchens (provided at trade price) for a sink, tap, kitchen unit and worktop at the Community Shed, plus labour at £350, be approved.</p> <ul style="list-style-type: none"> <li>The Clerk was requested to approach the Community Shed volunteers and request that they consider the setting up of a committee, including a chair and treasurer.</li> <li>Quotation 12 – The quotation for £1,250 plus VAT and disbursements for professional services in respect of the Foreshore Car Park provided by Tonner, Johns, Ratti Solicitors, be approved.</li> <li>Quotation 13 – The quotation for £750 plus VAT and disbursements per plot for professional services in respect of Victoria Road provided by Tonner, Johns, Ratti Solicitors, be approved.</li> </ul>	<p>completed.</p> <p><b>CLOSED – Meeting held and volunteers appointed.</b></p> <p><b>ONGOING</b></p> <p><b>ONGOING</b></p>
<b>26)</b>	<b>17/07/25 – Council - Minute No.42 – Reports of the Clerk - Correspondence</b>	
	<ul style="list-style-type: none"> <li>One Voice Wales – Constitution and Governance Framework</li> </ul>	<p><b>CLOSED –</b></p> <p>1) Councillor Russell Garrington be nominated to attend the One Voice Wales Annual Meeting with the instruction to approve the proposed changes.</p> <p>2) Councillor Adam Woolliscroft be approved as the reserve attendee.</p>
	<ul style="list-style-type: none"> <li>K Knoedl – Request for rear access to his property from Penclawdd Recreation Ground to install a shed base / shed.</li> </ul>	<p><b>ONGOING</b></p> <p>The one-off request be approved and the fence / hedge be repaired following the completion of the work.</p>
<b>27)</b>	<b>17/07/25 – Council - Minute No.44 – Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>Newsletter - It was proposed that a version in English and Welsh be placed in the new noticeboard at Penclawdd Playground. In addition, it was suggested that at least 500 copies be printed and quotations be obtained in order for the overall costs be established. Additional amendments would be made prior to the final version being agreed.</li> </ul>	<p><b>ONGOING</b></p>
<b>28)</b>	<b>02/09/25 – Finance Committee - Minute No.16 – Quarterly Discussion with the Grounds Maintenance Contractor</b>	
	<ul style="list-style-type: none"> <li>Work at Graig Y Coed by Mining Remediation Authority</li> </ul>	<p><b>ONGOING</b></p> <p>Action: JD to check if stone is required.</p>
	<ul style="list-style-type: none"> <li>Marking tennis courts</li> </ul>	<p><b>ONGOING</b></p> <p>Action: The Clerk / JD to look at different options.</p>
	<ul style="list-style-type: none"> <li>Fencing at Llanmorlais Tennis Courts</li> </ul>	<p><b>ONGOING</b></p> <p>Action: JD to outline the cost of new fencing.</p>
	<ul style="list-style-type: none"> <li>Periwinkle Cottage – The owner had requested that weeds be removed from the fencing between her house and Parc Dan Y Graig.</li> </ul>	<p><b>ONGOING</b></p> <p>Action: JD would investigate and treat the weeds, if necessary.</p>





<b>29)</b>	<b>02/09/25 – Finance Committee - Minute No.19 – Financial Report</b>	
	<ul style="list-style-type: none"> <li>Tarmac to be laid in front of Graig Y Coed Community Shed. 3 quotations were received: - Quotation A - £3,228.00 (Including VAT); Quotation B - £3,372.60 (Including VAT); Quotation C - £2,652.00 (Including VAT).</li> </ul>	<b>ONGOING</b> Quotation C for £2,652.00 provided by Jonathan Davis in respect of tarmac to be laid in front of Graig Y Coed Community Shed, be recommended to Council for approval.
	<ul style="list-style-type: none"> <li>Edge IT – Advantage EDGE set up per concurrent user / Annual Fees – Internal Audit logon (annual fee). Quotation - £160.20 (Including VAT)</li> </ul>	<b>ONGOING</b> Quotation for £160.20 provided by Edge IT, be approved.
	<ul style="list-style-type: none"> <li>The Clerk highlighted that the potential spend on tools for the Community Shed would be approximately £700 and items were also required for the kitchen, including an urn and whiteboard.</li> </ul>	<b>ONGOING</b> The Clerk proceeds with purchasing the tools / kitchen items for the Community Shed. Funds be transferred from the Projects Account to cover the cost of tarmac, tools and kitchen items.
<b>30)</b>	<b>02/09/25 – Finance Committee - Minute No.20 – To Monitor the Risk Management Schedule</b>	
	<ul style="list-style-type: none"> <li>Graig Y Coed drainage – to be added as a medium risk.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Section 3 – Expenditure – Legal powers – Illegal payment or activity – to be moved to low risk due to Councillors now signing off payments made from the Council bank accounts.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>List of benches – List of assets be sent to Councillor Sarah Hughes.</li> </ul>	<b>CLOSED</b> List sent
<b>31)</b>	<b>02/09/25 – Finance Committee - Minute No.21 – To Agree Sports Pitch Hire / Annual Fees 2025/26</b>	
	<ul style="list-style-type: none"> <li>The Clerk presented a report which sought approval of the sports pitch hire / annual fees 2025/26. Appendix A provided the fees for 2024/25 and Appendix B provided the proposed fees for 2025/26.</li> </ul>	<b>ONGOING</b> The annual fees / pitch hire costs 2025/26 be recommended to Council for approval.
<b>32)</b>	<b>02/09/25 – Finance Committee - Minute No.22 – Property Maintenance Schedule, Capital Works Programme and Health &amp; Safety Action Plan</b>	
	<ul style="list-style-type: none"> <li>Recycling rubbish – the Clerk investigates the cost of indoor recycling bins for the various changing rooms.</li> </ul>	<b>ONGOING</b>
<b>33)</b>	<b>02/09/25 – Finance Committee - Minute No.23 – Finance Committee Work Plan</b>	
	<ul style="list-style-type: none"> <li>It was highlighted that to date, no applications had been made for grant funding. A link to the new policy / application form would be included on the Council's Facebook page.</li> </ul>	<b>ONGOING</b>



## Report of the Finance Committee

Council – 18<sup>th</sup> September 2025

### **Annual Fees / Pitch Hire Costs 2025-2026**

#### **1) Introduction**

The Finance Committee were presented with the proposed fees attached at Appendix B at its meeting held on 2<sup>nd</sup> September 2025. The fees were agreed by the Committee and recommended to Council for approval.

#### **2) Annual Fees for 2025-26**

Attached at **Appendix A** are the Annual Fees and pitch hire costs agreed by the Community Council for the 2024-25 season. The fees for 2025-2026 would commence from September in order to fall in line with the football / rugby playing seasons.

#### **3) Pitch Hire Permit Fees**

The fees for the cost of pitch hire permits from September 2025 onwards, for the sports pitches at Graig Y Coed and Llanmorlais Recreation Ground, which were previously charged in line with those charged by Swansea Council. The proposed fees for 2025-26 are attached at **Appendix B**.

#### **4) Previous Request – Penclawdd AFC**

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

#### **5) Recommendation**

It is recommended that the Annual Fees / Pitch Hire Costs for 2025-2026 be approved.

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

## Annual Fees 2024-25

Clubs	Annual Fee 2024-2025	Utilities Arrangements
Penclawdd Bowls Clubs	£600.00 (£300 per club) (From 01/01/2025)	Pay for electricity & water (Usage only for water)
Penclawdd RFC Weights Club	£200.00 (From 01/01/2025)	Pay for electricity & water (Usage only for water)
Penclawdd RFC Seniors & Juniors – Penclawdd Recreation Ground	£800.00 (£500 – Seniors) £300 – Juniors  (From 01/09/2024)	Pay for water & electricity in full at Rugby Pavilion
Penclawdd AFC Seniors & Juniors – Graig Y Coed	£800.00 (£500 – Seniors) £300 – Juniors <b>*Note</b> - £400 credit due to the football pitch being unavailable for much of the 2023-24 season. (From 01/09/2024)	
Penclawdd RFC Seniors & Juniors – Graig Y Coed	£800.00 (£500 – Seniors) £300 – Juniors  (From 01/09/2024)	
Penclawdd AFC Seniors & Juniors – Parc Dan Y Graig	£800 (£500 – Seniors) £300 – Juniors  (From 01/09/2024)	Pay for water & electricity in full at Football Pavilion (This is paid directly to suppliers)
Penclawdd AFC Juniors – Llanmorlais Recreation Ground	£300 – Juniors  (From 01/09/2024)	
Llwchwr Schools Under 11's Rugby – Monday Evening Training at Graig Y Coed	£150 (From 01/01/2025)	



**Annual Fees 2024-25**

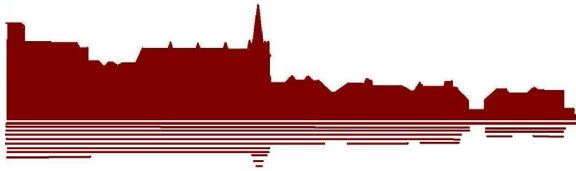
<b>Pitch Hire</b>	<b>From 01/09/2024</b>	<b>Price</b>
Football / Rugby		
Self-Managed		
Senior		£40
Youth		£35
Junior (Rugby Full Pitch) (Under 11 to Under 16)		£35
Junior (Football 11 a side) (Under 12 to Under 16)		£35
Junior (Rugby Full Pitch) (Under 10 to Under 11)		£30
Minis (Football 4 x Teams - £15 a pair) (Under 10 to Under 11)		£30
Mini minis (Football 4 x Teams - £12.50 a pair) (Under 8 to Under 9)		£25
Junior Mini Rugby Under 7 to Under 9)		£25

## Annual Fees 2025-26

<b>Clubs</b>	<b>Annual Fee 2025-2026</b>	<b>Utilities Arrangements</b>
Penclawdd Bowls Clubs	£625.00 (£312.50 per club) (From 01/01/2026)	Pay for electricity & water (Usage only for water)
Penclawdd RFC Weights Club	£225.00 (From 01/01/2026)	Pay for electricity & water (Usage only for water)
Penclawdd RFC Seniors & Juniors – Penclawdd Recreation Ground	£850.00 (£525 – Seniors) £325 – Juniors (From 25/09/2025)	Pay for water & electricity in full at Rugby Pavilion
Penclawdd AFC Seniors & Juniors – Graig Y Coed	£850.00 (£525 – Seniors) £325 – Juniors  (From 25/09/2025)	
Penclawdd RFC Seniors & Juniors – Graig Y Coed	£850.00 (£525 – Seniors) £325 – Juniors (From 25/09/2025)	
Penclawdd AFC Seniors & Juniors – Parc Dan Y Graig	£850 (£525 – Seniors) £325 – Juniors (From 25/09/2025)	Pay for water & electricity in full at Football Pavilion (This is paid directly to suppliers)
Penclawdd AFC Juniors – Llanmorlais Recreation Ground	£325 – Juniors (From 25/09/2025)	
Llwchwr Schools Under 11's Rugby – Monday Evening Training at Graig Y Coed	£200 (From 01/01/2026)	

**Annual Fees 2025-26**

<b>Pitch Hire</b>	<b>From 01/09/2025</b>	<b>Price</b>
Football / Rugby		
Self-Managed		
Senior		£80
Youth		£60
Junior (Rugby Full Pitch) (Under 11 to Under 16)		£40
Junior (Football 11 a side) (Under 12 to Under 16)		£40
Junior (Rugby Full Pitch) (Under 10 to Under 11)		£36
Minis (Football (Under 10 to Under 11) (£12 a team)		£36
Mini minis (Football ) (Under 8 to Under 9) (£12 a team)		£36
Junior Mini Rugby Under 7 to Under 9) (£12 a team)		£36



Council – 18<sup>th</sup> September 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 have been working on the improvements to the opposite side of the old changing rooms throughout the Summer.

### 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 in place and is a positive addition to the playground.

The deadline to remove the boating equipment has passed and legal action is progressing.

The Community Council decided not to proceed with the proposals for alternative parking on Benson Estates land.

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.

### 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 quotation to redress the roadway running from the Rugby Club car park to the Bowls Pavilion car park was approved.



**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.

The Grounds Maintenance Contractor has completed some repairs to fencing.

**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.

Painting equipment was fly tipped around the bin in the car park.

**9. Graig Y Coed**

The Mining Remediation Authority have completed their investigation work to the sunken land under the fencing at the Crofty end of the football pitch. A repair was undertaken to collapsed drainage, which will hopefully improve playing surface.

**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.

CPR / defibrillator training was provided by David Nicholas to Penclawdd WI on Monday, 1<sup>st</sup> September 2025.

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

The volunteers had completed the insulation of the shed, were keeping the paths cut back and had painted the outside of the shed and café. The kitchen had been fitted and the planned opening event had been arranged for Friday, 26<sup>th</sup> September 2025.

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

No progress has been made on the asset transfer of the land.

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

The Clerk has instructed the Council's solicitors to register the land at Dunraven and the Quarry with the Land Registry.

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

## Item No. 10

Council – 18<sup>th</sup> September 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, Mid and West Wales Fire Service, Local Area Co-ordinator and Planning.
2)	A new bench has been installed on Beach Road and another installation is imminent.
3)	Road resurfacing work has been carried out on the B4295 Penclawdd to Llanmorlais.
4)	Patch work has been carried out on Victoria Road, Penclawdd.
5)	CWOTS Team have been requested to clear Waun y Felin estate, Penclawdd.
6)	The Hot Spot Team have carried out weed spraying within the Penclawdd Ward.
7)	Work on the missing cycle link is being carried out by Highways Officers behind the scenes and the local farmer is on board with the scheme.
8)	The official opening of the Community Shed will be announced as Friday, 26 <sup>th</sup> September 2025.
9)	Funding from my community budget has been given to Penclawdd RFC, Penclawdd AFC and Penclawdd Brass Band.

#### 2) Planning Applications.

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

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

The appointed contractors were requested to return to some areas as they had missed some paths in August.

**8<sup>th</sup> September 2025**