

To: All Members of Llanrhidian Higher Community Council

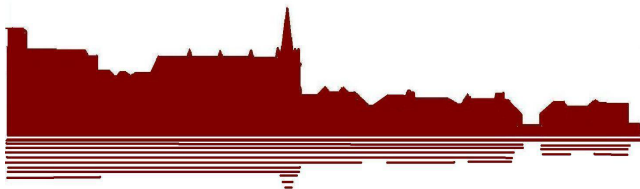
Dear Councillor,

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

Public questions are included at Item No.5 and must relate to items listed on the agenda. To access the meeting remotely via the telephone, please contact clerk@llanrhidianhighercommunitycouncil.co.uk two working days before the day of the meeting to receive an invitation.

AGENDA

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1.	Apologies for absence.	
2.	To receive Disclosures of Personal and Prejudicial Interests.	3-4
3.	To Approve and Sign as a Correct Record the Minutes of the meeting of Council held on 16 th October 2025.	5-10
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)	
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	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, 15th January 2026 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

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

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

Item No. 2

Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

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

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

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

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

Officers

Financial Interests

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



Minutes of the Meeting of Council

Held at Penclawdd Community Centre

On Thursday, 16th October 2025 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Huw Davies, Russell Garrington, James Matthews, Melissa Roberts, Mike Sheehan, Andrew Williams and Adam Woolliscroft

Officers: Jeremy Parkhouse - Clerk to the Community Council

Also Present: Andrew Brown & Chris Dix – South Wales Police,
Matthew Tucker – Penclawdd AFC

58. Condolences – Former Community Councillor Michael Harry

The Chair referred with sadness to the recent death of former Community Councillor Michael Harry, who served as a Councillor for the Llanmorlais Ward on two separate occasions.

All present stood in silence as a mark of respect.

59. Apologies for Absence

Apologies for absence were received from Councillor Leanne Davies and Sarah Hughes. Also, from Donna Kendall - LAC.

60. Disclosures of Personal and Prejudicial Interests

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

Councillors Huw Davies, Russell Garrington, Paul Tucker, Andrew Williams and the Clerk declared personal interests in Minute No.65 c – Correspondence.

61. Minutes

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

62. Chairs Announcements

The following announcements were made: -



- Councillor Huw Davies – The Chair welcomed back Councillor Huw Davies who was attending his first Council meeting following a period of illness.

63. Public Question Time

Matthew Tucker, Penclawdd AFC informed the Community Council that Sport Wales had turned down the crowdfunding project application at Parc Dan Y Graig, due to the club having a licence and not a lease on the ground. He added that the football club had already raised over £8,000 and requested that the Community Council purchases the pitch barriers and the football club would refund part of the costs. 3 quotations in respect of the barriers were provided and assessed. Discussions also followed regarding two-sided advertising boards being added to the pitch barriers and the football club painting the old changing rooms internally and externally, with the Council providing the paint.

Resolved that: -

- 1) The quotation provided for £6,419.42 to purchase the pitch side barriers, be approved.
- 2) If planning permission is not required, the two-sided advertising boards be added to the pitch side barriers.
- 3) The Community Council agrees to purchase the external and internal paint for the old Pavilion and Penclawdd AFC arranges for the building to be painted.

64. Community Reports

Police Report

Andrew Brown and Chis Dix, South Wales Police attended the meeting and updated the Council on local Police matters. The issue of parking on pavements, particularly around Parc Dan Y Graig during games, was highlighted. It was proposed that a joint Police / Council letter be forwarded to the football authorities, requesting that they filter the information to relevant clubs.

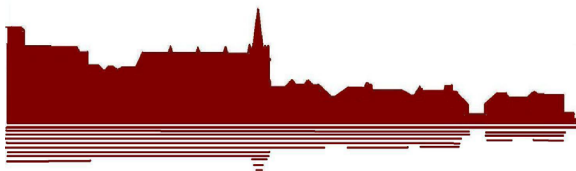
In addition, marking bicycles with invisible markers was discussed, along with the possibility of setting up a small tent on the cycle track to highlight the issue to the public.

It was confirmed that Cuppa with a Coppa was scheduled for 1 p.m. on Tuesday, 21st October 2025 at Penclawdd Community Centre.

The Chair thanked the Police representatives for their report.

65. 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 Income

- a) £8,285.52 – HMRC – VAT Refund
- b) £1,925.00 – Penclawdd RFC – Annual Fees
- c) £312.50 – Blue Anchor Bowls – Annual Fee
- d) £21.19 – Reserve Account Interest
- e) £2.48 – Projects Account Interest
- f) £133.34 - Wayleaves

Additional Payments

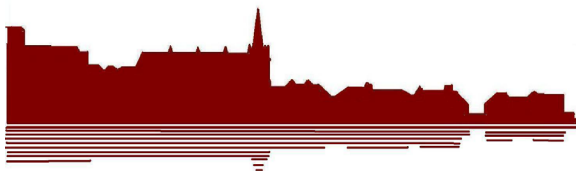
- a) £150.00 – Kingsbridge Print – Printing newsletter
- b) £109.99 – McAfee – Annual subscription
- c) £9 – Matthews Confidential Shredding – Shredding old Community Council papers
- d) £852.23 – Dwr Cymru – Water bill at Recreation Ground
- e) £25.20 – Crofty Supermarket & Post Office – Postage
- f) £283.35 – Dwr Cymru – Water bill at Graig Y Coed
- g) £295 – SLCC – Annual membership subscription
- h) £780 – Swansea Council – Trade waste at Foreshore Car Park
- i) £758 – RAWEELEC – Purchase and installation of fan at Rugby Pavilion Cafe

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.	Repair work at Rugby Pavilion.
5.	Plumbing works required following annual inspection.

Resolved that:

- 1) The payments / additional payments / amendments be approved.
- 2) The payments paid since 18th September 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 – Penclawdd AFC to undertake the painting and the Community Council covers the cost of the paint.
- 7) Quotation 2 – Noted that an additional quotation was awaited.
- 8) Quotation 3 – Noted that the grant funding application had been submitted.



- 9) Quotation 4 – Awaiting quotation.
- 10) Quotation 5 – Awaiting quotation.
- 11) Emergency Repair to kissing gates at Graig Y Coed Football / Rugby pitches – Emergency repair to be completed as soon as possible.

b) To Monitor the Council Budget 2025-2026

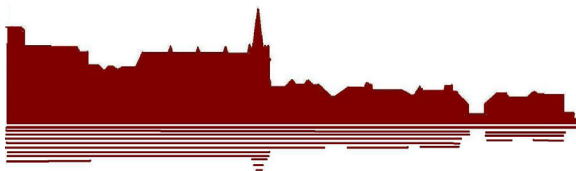
The Clerk presented the up-to-date budget spend for 2025-26.

Resolved that the Council Budget 2025-2026 be approved.

c) Correspondence

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

	Details	Action / Comments
2.	Mid & West Wales Fire Authority - Training.	Resolved that training be organised in the New Year.
4.	Estuary Players – Shipping Container Request.	Resolved that the request be approved subject to the container being sited adjacent to the current containers next to the playing field entrance.
7.	Swansea Council – Memorandum of Understanding.	Clerk to proceed with reporting the policy to the Council
8.	Swansea Council – Employers Data Retention Policy.	Clerk to proceed with reporting the policy to the Council
12.	Urdd Gobaith Cymru – Request for Support.	Request referred to Finance Committee.
14.	Llanmorlais Hall – Wedding request – 11/07/26.	Request approved subject to the relevant insurance cover being provided.
15.	Benson Estates – The Dock, Penclawdd.	Clerk to respond.
Additional Correspondence		
19.	Penclawdd RFC – Query regarding lease at Graig Y Coed. (The Community Council had previously agreed to the container being placed on the rugby pitch)	Clerk to respond informing the club that taking on the lease would not be in their best interests.
20.	D Evans – Hedgerow at Recreation Ground.	Noted – the Clerk had advised the resident to contact Swansea Council Planning Enforcement. The



		matter was a civil dispute between neighbouring properties.
21.	One Voice Wales / SLCC Joint Event – 12 th November 2025.	Noted.
22.	Tonner, Johns & Ratti – Acknowledgement that they had made contact with Somerset Trust Solicitors.	Noted.
23.	Edge IT – Quote for training Lyn Llewellyn, Internal Auditor.	Resolved that the quotation for £85 plus VAT be approved.

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. The following was discussed: -

- Social Gathering – Various options were discussed. Resolved that if a decision was not made at the next scheduled meeting, the idea would be dropped.

65. Committee Reports

No reports.

66. Council Property / Community Projects / Burial Grounds

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

- Roses at Memorial Gardens – The plaque was in place.
- Parc Hendy Cemetery – The Clerk reported that a resident had highlighted that a grave was crumbling and was impacting upon their relative's grave. **Resolved** that the Chair and the Clerk investigate further.
- Foreshore Car Park – The Clerk reported that he had requested a quotation off National Grid to place a power source in the car park.
- Defibrillator at Crofty Industrial Estate – following a recent incident, the lack of a defibrillator in the Industrial Estate was highlighted. Further discussions were required.
- Noticeboard at Crofty Supermarket – The Clerk would discuss further with Chris Hopkins and report to the next meeting.
- Discarded Cockles – There were discarded cockles near to Crofty Playground and quad bikes had been active after dark in Crofty and Llanmorlais. The matter would be reported to Swansea Council.



- Weeds at Dan Y Graig – Lesley James had also complained about weeds on her fence. The Clerk would highlight to Jonathan Davis.

67. 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:

- Selection as Cabinet Member – The Chair and Community Council congratulated Councillor Andrew Williams on being selected as a Cabinet Member.
- Layby at Graig Y Coed – The area around the bench had been cut. The Chair highlighted the opportunity to clear the land from the layby to the first bungalow in order to ensure the drainage pipes from the playing fields were kept clear.

Resolved that: -

- 1) The Chair asks Jonathan Davis to provide an outline quotation to clear the land.
 - 2) Councillor James Matthews investigates old maps of the area to assist in the process.
 - 3) The Clerk would check the ownership of the land with Swansea Council.
- Access to Parc Dan Y Graig – Several parents of younger children had complained that their children did not have access to the football field. It was highlighted that the gate was locked due to some residents taking their dogs onto the pitch. The option of parents opening and locking the gates was discussed. Further discussions were required.

b) Planning – the following applications were discussed: -

- 2025/1253 – Two freestanding illuminated signs at CK's Supermarket.

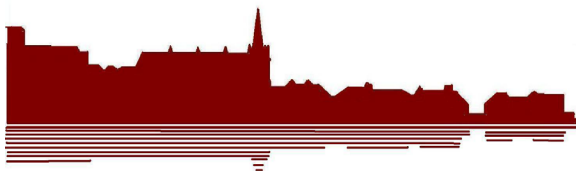
c) Footpaths – No discussions.

68. Outside Bodies

- Gower National Landscapes Advisory Group – 22nd September 2025 – Councillor Paul Tucker attended the meeting.

The meeting ended at 9.14 p.m.

Chair



Item No. 7

Council – 20th November 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.	Shutters at Graig Y Coed Pavilion.	For Approval.
2.	Double gates / single gate at Graig Y Coed Woodland entrance and kissing gate at Graig Y Coed leading to path up the Graig.	Grant Application Approved.
3.	Repair work to Rugby Pavilion.	Awaiting quotation.
4.	Plumbing works required following annual inspection.	Awaiting quotation.
5.	Emergency work to entrance gates at Graig Y Coed football and rugby pitches.	Awaiting quotation.
6.	Tree lights at Memorial Gardens.	Awaiting quotation.
7.	Hanging baskets 2026.	For Approval.

b) **To Monitor the Council Budget 2025-2026 and To Agree the Draft Council Budget 2026-2027.**

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.

f) **To Approve the Personal Data Retention Policy For Scheme Employers in the Local Government Pension Scheme.**

Attached at Appendix F.

Jeremy Parkhouse
Clerk to the Community Council
13th November 2025

Appendix A

ACCOUNTS FOR PAYMENT – 20th November 2025

Salary Costings	£4,579.47
Clerks Expenses	£42.98
Pinnacle - Printing costs - Invoice 176212 (£28.93 Net) (£5.79 VAT)	£34.72
Jonathan Davis & Son - Invoice 25/116 - Monthly Costing October 2025 - Additional Works - Herbicide Application & Removal of Vegetation from Fencing to the Rear of Dan y Graig Fencing - Re-Attach Surfboard Equipment to Multi Play at Penclawdd Playground (Materials Only, No Labour Charge) - Replace Door Sill to Rear Changing Rooms at Penclawdd RFC (£6,248.58 Net) (£1,249.71 VAT)	£7,498.29
EDF - Electricity at Bowls Pavilion - 1st to 31st October 2025 (£59.30 Net) (£2.96 5% VAT) Invoice KI-47C5A6A3-0011	£62.26
Celtic Wildflowers - Replanting of seawall bed at Foreshore Car Park - Invoice CW3079 (£2,058.80 Net) (£411.76 VAT)	£2,470.56
Dwr Cymru - Water bill for Llanmorlais Pavilion 1st May to 31st October 2025	£96.25
Kingsbride Print - Invoice No SI-24904 - 220 Order of Service for Remembrance Sunday	£105.00
H3group - Fire extinguishers and safety equipment at Community Shed - Invoice: 26510 (£220.44 Net) (£44.08 VAT)	£264.52
One Voice Wales - Module 27 - Nature Project Management Training - J Parkhouse - 6th November 2025	£42.00
E Parkhouse - Finance / Burials Administration	£115.99
Total Payments	£15,312.04
Invoices paid since 16th October 2025	
Councillor W G Lewis - Armed Forces Champion Swansea Council - Wreath for Remembrance Sunday	£25.00
Crofty Supermarket & Post Office - Postage	£20.50
RAWLEEC - Invoice 04011 - Emergency repair to electricity box at Memorial Gardens (£343.60 Net) (£68.72 VAT)	£412.32
RAWLEEC - Invoice 04010 - PAT Testing at various sites (£80 Net) (£16 VAT)	£96.00
Marneon Signs Ltd - Plaque for rose bed at Memorial Gardens (£30 Net) (£6 VAT)	£36.00
Pens.com - Engraved pens - Invoice GB08073490 (£173.99 Net) (£34.80 Net)	£208.79
Pens.com - Engraved pens - Invoice GB08073581 (£173.99 Net) (£34.80 Net)	£208.79
Amazon - Magnets for noticeboard (£8.26 Net) (£1.65 VAT)	£9.91
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£8.50
Total	£19,514.40
Total Outgoings	£34,826.44
Income since 16th October 2025	
Blue Anchor Men Bowls - Annual Fees for use of Bowls Green & Pavilion 2026	£312.50
Cremated Remains Reopener (Resident) - Mount Hermon Cemetery	£170.00
Reserve Account Interest - November 2025	£24.45
CCLA Interest payment	£85.07
Total Income	£592.02
TRANSFERS:	
None	
RECONCILIATION:	
Current Account Balance – 13th November 2025	£40,232.14
Less Approved Payments (November 2025)	£15,312.04
Total	£24,920.10
BANK ACCOUNTS	
Current Account Balance – 13th November 2025	£40,232.13
Reserve Account Balance - 13th November 2025	£47,073.74
CCLA Investment - 13th November 2025	£25,000.00
Memorial Gardens Charity Account - 13th November 2025	£1.00
Projects Account Balance -13th November 2025	£5,037.47
TOTAL	£117,344.34

Item No. 7b

Report of the Finance Committee

Council – 20th November 2025

To Agree the Draft Council Budget 2026-2027

1) Background

In accordance with the Local Government Finance Act 1992, the Community Council must agree a budget and set the precept for the following financial year. The Community Council must agree both for the 2026-27 financial year at its meeting scheduled for 15th January 2026.

In line with its terms of reference, the Finance Committee discussed the progress made with the 2025-2026 budget and the draft 2026-2027 budget, at its meeting held on 11th November 2025.

2) Draft Budget 2026-27

The Committee noted the budget spend for 2025-2026 and the ongoing property maintenance requirements were highlighted.

The Clerk presented a draft budget for 2026/2027 which included a 3% increase to the precept. The additional staff salary and on costs in respect of increasing the hours of the Clerk were noted. Potential project spends in respect of the Foreshore Car Park and improving skateboarding facilities were considered, along with taking over the management of St Gwynour's Cemetery from the Church in Wales.

The Committee discussed the budget information in detail, including the income / expenditure, level of reserves, ongoing and potential projects and grants / donations. The current level of reserves was also noted at £72,073.00

The Committee agreed to discuss the final detailed budget on 5th January 2026, prior to Council approval on 15th January 2026.

Recommendation: It is recommended that: -

- 1) the draft budget, including a 3% increase to the precept, be approved.
- 2) the level of reserves be noted.

Appendix 1 – Budget Monitoring 2025-2026 & Draft Budget 2026-2027.

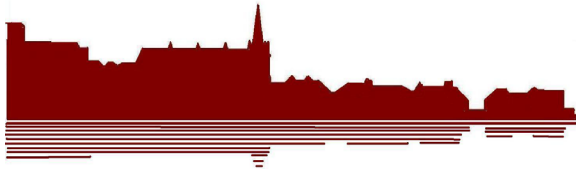
Jeremy Parkhouse
Clerk to the Council
11th November 2025

Financial Budget Comparison

Comparison between 01/04/25 and 12/11/25 inclusive. Includes due and unpaid transactions.

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

	2025/26	Actual Net	Balance	2026/27
INCOME				
Total Administration	£198,883.76	£151,129.74	-£47,754.02	£216,961.67
Total Outside Services	£19,279.00	£13,335.34	-£5,943.66	£18,230.00
Total Income	<u>£218,162.76</u>	<u>£164,465.08</u>	<u>-£53,697.68</u>	<u>£235,191.67</u>
EXPENDITURE				
Total Administration	£66,159.62	£39,725.98	£26,433.64	£81,609.62
Total Outside Services	£132,276.00	£98,165.59	£34,110.41	£136,741.00
Total Civic	£10,250.00	£4,559.02	£5,690.98	£8,500.00
Total Grants	£5,500.00	£0.00	£5,500.00	£5,600.00
Total Expenditure	<u>£214,185.62</u>	<u>£142,450.59</u>	<u>£71,735.03</u>	<u>£232,450.62</u>
Total Income	£218,162.76	£164,465.08	-£53,697.68	£235,191.67
Total Expenditure	£214,185.62	£142,450.59	£71,735.03	£232,450.62
Total Net Balance	<u>£3,977.14</u>	<u>£22,014.49</u>	<u>-£125,432.71</u>	<u>£2,741.05</u>



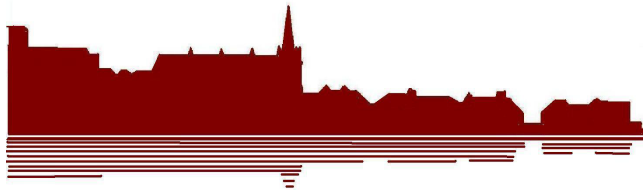
Correspondence – 20th November 2025

1.	Swansea Council – Swansea Rural Anchor Fund – Project Progress.
2.	Swansea Council - Review of community arrangements of the City and County of Swansea.
3.	Swansea Council – Penclawdd Nameplates.
4.	One Voice Wales – Advice regarding Adverse possession of land.
5.	Celtic Wildflowers – Update regarding planting at Foreshore Car Park & species list.
6.	One Voice Wales - Consultation on the changes to Local Government elections rules in Wales.
7.	One Voice Wales - Practice Development Note 21 - Annual Meetings.
8.	ARAG Law – Update regarding Foreshore Car Park.
9.	Gower Society – Confirmation of grant approval for Graig Y Coed Woodland Project.
10.	Robert Vistainer - Graig Y Coed Community Shed - Article in National Newsletter.

Jeremy Parkhouse

Clerk to the Community Council

13th November 2025



Report of the Clerk

Council – 20th November 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.

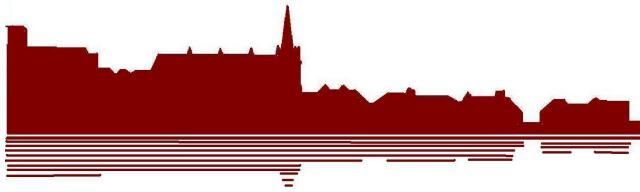
Jeremy Parkhouse
Clerk to the Community Council
8th November 2025

	May 2025	June 2025	July 2025	September 2025	October 2025	November 2025	January 2026	February 2026	March 2026	April 2026
Community Reports	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
Governance	Election of Chair Election of Vice-Chair Standing Orders Financial Procedure Rules Constitutional Matters Appoint Chair / Vice Chair of Charity Assets of the Council	To Agree the Internal Audit Report and Annual Governance Statement. To Appoint an Internal Auditor for the Financial Year Ending 31st March 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 approve 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
Clerk's Reports	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan Employers Data Retention Policy	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

Committee Reports		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	
Council Assets	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds
Swansea Council	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way
Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies



Report of the Clerk

Council – 20th November 2025

Community Council Action Tracker

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

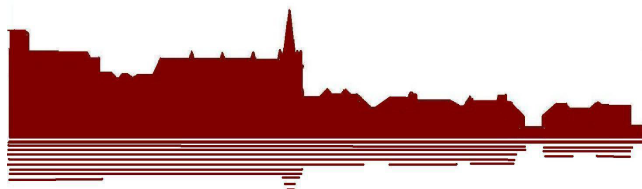
Report Author: Jeremy Parkhouse

For Information

1. Introduction

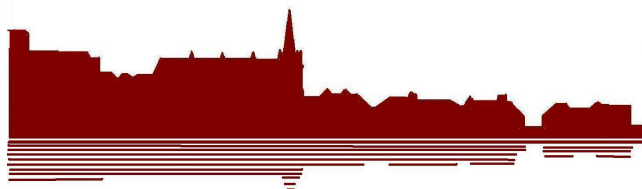
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken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

Appendix 1 – Action Tracker

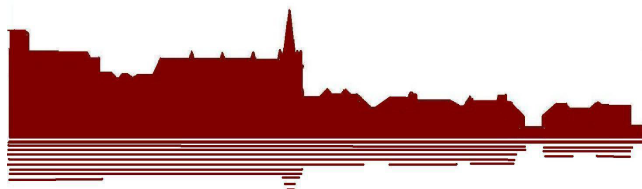


Appendix 1

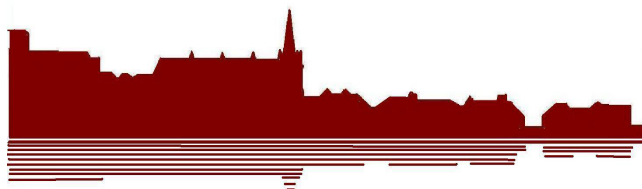
Action Tracker		
	Details	Outcome / Action
1)	24/01/2023 – Finance Committee – Minute 61 - The Finance and Governance Toolkit for Community and Town Councils – To Review Part 1 – The Health Check – Themes A and B	
	Finance & Governance Toolkit	<ul style="list-style-type: none"> Email addresses provided by the Council should be used by all Councillors. ONGOING Clerk to review policies, review policies available on the ACAS website / One Voice Wales. ONGOING The updated Themes A and B sections be reported to a future meeting. ONGOING
2)	12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Drainage at Graig Y Coed	ONGOING 2) Manhole covers to be replaced and a suitable boulder be placed in the corner of the car park to prevent vehicles exiting down the bank.
3)	21/03/24 – Council – Minute No. – 134 – Council Property / Community Projects / Burial Grounds	
	Penclawdd Playground	ONGOING Councillor Adam Woolliscroft and the Clerk negotiate the best prices for the Community Council.
	Crofty Playground Lease	ONGOING Awaiting confirmation of registration from Land Registry via solicitors.
4)	16/01/25 – Council – Minute No. 87 – b) Correspondence	
	<ul style="list-style-type: none"> The Clerk to explore the option of placing formal signage up stating that vehicles / vessels etc. would be towed away at a cost to the owner. 	ONGOING
5)	03/06/25 – Finance Committee – Minute No.11 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	
	<ul style="list-style-type: none"> 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 	ONGOING



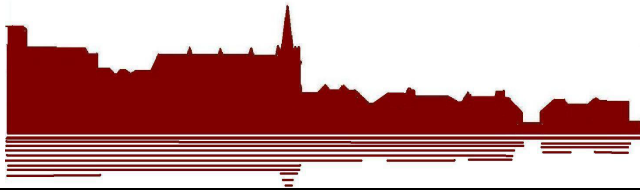
	Penclawdd Community Centre.	
6)	03/06/25 – Events & Projects Committee – Minute No. – 7 – Projects	
	<ul style="list-style-type: none"> Surfboard repair - No response to previous query regarding warranty had been received. Councillor Leanne Davies highlighted that the item was under warranty and that Dragon Play should deal with it. 	CLOSED – Job completed on 23/10/25.
	<ul style="list-style-type: none"> Hopscotch - A stencil was required to re-instate the hopscotch. A favour was owed to Jonathan Davis which would allow the hopscotch to be reinstalled. 	ONGOING
7)	19/06/25 – Council - Minute No.29 – Reports of the Clerk - Quotations	
	Quotation 2 – an additional quotation for shutters be obtained.	CLOSED – Quotation approved by Finance Committee / Council.
8)	02/09/25 – Finance Committee - Minute No.16 – Quarterly Discussion with the Grounds Maintenance Contractor	
	<ul style="list-style-type: none"> Work at Graig Y Coed by Mining Remediation Authority 	ONGOING Action: JD to check if stone is required.
	<ul style="list-style-type: none"> Marking tennis courts 	ONGOING Action: The Clerk / JD to look at different options.
	<ul style="list-style-type: none"> Fencing at Llanmorlais Tennis Courts 	ONGOING Action: JD to outline the cost of new fencing.
9)	02/09/25 – Finance Committee - Minute No.22 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	
	<ul style="list-style-type: none"> Recycling rubbish – the Clerk investigates the cost of indoor recycling bins for the various changing rooms. 	ONGOING
10)	18/09/25 – Council – Minute No.53 – Reports of the Clerk – Accounts for Payment	
	<ul style="list-style-type: none"> Finishing shower area at disabled toilet at Parc Dan Y Graig - Quotation 1 – Quotations be sought in respect of painting only. 	CLOSED – Football club have offered to paint the Pavilion if the Council provided the paint.
	<ul style="list-style-type: none"> Quotation 6 – Printing Order of Service for Remembrance Sunday – the quotation for £110.00 provided by Kingsbridge Print was approved. 	CLOSED
	<ul style="list-style-type: none"> Quotation 7 - Fan to be purchased and installed at Rugby Pavilion – the quotation for £756.00 (Including VAT) provided by RAWEELEC was approved. 	CLOSED – Fan fitted.
11)	18/09/25 – Council – Minute No.53 – Reports of the Clerk – Correspondence	
	<ul style="list-style-type: none"> One Voice Wales – Welsh Government Consultation on extending the duty on local authorities to broadcast meetings. WIFI at Penclawdd Community Centre – Councillor James Matthews would investigate the potential costs involved. 	ONGOING
12)	18/09/25 – Council – Minute No.53 – Reports of the Clerk – Community Council Action Tracker	
	<ul style="list-style-type: none"> 20 – Social Gathering – Further discussions would take place at the next meeting. One suggestion was to meet in January to avoid Christmas functions. 	CLOSED – Duplicate with No.23
13)	18/09/25 – Council – Minute No.54 – Council Property / Community Projects / Burial Grounds	



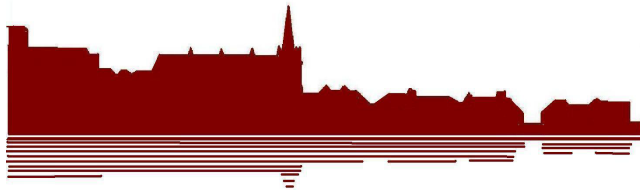
	<ul style="list-style-type: none"> Roses at Memorial Gardens – Clerk to organise a plaque. 	CLOSED – Plaque purchased and in place.
14)	07/10/25 – Events & Projects Committee – Minute No.12 – Events & Projects Report - Remembrance Sunday 2025	
	<ul style="list-style-type: none"> Readings - Rita Ridgeway to contact Pamela Dennis regarding Church readings and Clerk to forward reading to Scouts, 	CLOSED
	<ul style="list-style-type: none"> Printing - Clerk had confirmed printing deadlines with Kingsbridge Print. 	CLOSED
	<ul style="list-style-type: none"> Marquee - Chris Mabbett had confirmed that the marquee team would arrive at 7.30 a.m. on the day of the service. 	CLOSED
	<ul style="list-style-type: none"> Order of Service - The school will sing 2 songs, which had been provided. 	CLOSED
15)	07/10/25 – Events & Projects Committee – Minute No.12 – Events & Projects Report – Penclawdd Playground / Foreshore Car Park	
	<ul style="list-style-type: none"> Noticeboard - Magnets to be ordered to hold paperwork. 	CLOSED
	<ul style="list-style-type: none"> Surface within the Playground - Areas were very bare due to the usage. Some areas also required more soil due to dips appearing when the ground settled. 	ONGOING
16)	07/10/25 – Events & Projects Committee – Minute No.12 – Events & Projects Report – Community Shed / Woodland Project	
	<ul style="list-style-type: none"> JD be requested to store the tools for the winter. Storage options be investigated, possibly a small container. 	ONGOING – Tools are in storage. Different options need to be considered.
	<ul style="list-style-type: none"> PAT Testing of equipment 	CLOSED – Testing completed.
	<ul style="list-style-type: none"> School equipment - To be stored in metal cabinet. 	ONGOING
17)	07/10/25 – Events & Projects Committee – Minute No.12 – Events & Projects Report – Parc Dan Y Graig	
	<ul style="list-style-type: none"> Steps into new changing / officials' rooms. 	ONGOING
18)	07/10/25 – Events & Projects Committee – Minute No.12 – Events & Projects Report – Newsletter	
	<ul style="list-style-type: none"> Newsletter Printing - Agreed £150 budget. The best price / option was provided by Kingsbridge Print. Swansea Council also provided a quotations / options. Kingsbridge Print be appointed. 	CLOSED – Newsletter printed and distributed.
19)	16/10/25 – Council – Minute No.62 – Public Question Time	
	<ul style="list-style-type: none"> Crowdfunding project application at Parc Dan Y Graig - The quotation provided for £6,419.42 to purchase the pitch side barriers, be approved. If planning permission is not required, the two-sided advertising boards be added to the pitch side barriers. 	ONGOING
20)	16/10/25 – Council – Minute No.63 – Community Reports – Police Report	
	<ul style="list-style-type: none"> The issue of parking on pavements, particularly around Parc Dan Y Graig during games, was highlighted. It was proposed that a joint Police / Council letter be forwarded to the football authorities, requesting that they filter the information to relevant clubs. 	ONGOING



21)	16/10/25 – Council – Minute No.64a – Clerks Reports – Financial Report	
	<ul style="list-style-type: none"> Emergency Repair to kissing gates at Graig Y Coed Football / Rugby pitches – Emergency repair to be completed as soon as possible. 	ONGOING
22)	16/10/25 – Council – Minute No.64c – Clerks Reports – Correspondence	
	<ul style="list-style-type: none"> Mid & West Wales Fire Authority – Training - training be organised in the New Year. 	ONGOING
	<ul style="list-style-type: none"> Estuary Players – Shipping Container Request - the request be approved subject to the container being sited adjacent to the current containers next to the playing field entrance. 	ONGOING Request approved – Estuary Players to keep the Clerk updated / provided relevant insurance policy.
	<ul style="list-style-type: none"> Swansea Council – Memorandum of Understanding - Clerk to proceed with reporting the policy to the Council. 	ONGOING
	<ul style="list-style-type: none"> Swansea Council – Employers Data Retention Policy - Clerk to proceed with reporting the policy to the Council. 	ONGOING
	<ul style="list-style-type: none"> Urdd Gobaith Cymru – Request for Support - Request referred to Finance Committee. 	ONGOING
	<ul style="list-style-type: none"> Llanmorlais Hall – Wedding request – 11/07/26 - Request approved subject to the relevant insurance cover being provided. 	ONGOING Request approved and relevant insurance policies to be confirmed.
	<ul style="list-style-type: none"> Benson Estates – The Dock, Penclawdd - Clerk to respond. 	ONGOING
	<ul style="list-style-type: none"> Penclawdd RFC – Query regarding lease at Graig Y Coed. (The Community Council had previously agreed to the container being placed on the rugby pitch) - Clerk to respond informing the club that taking on the lease would not be in their best interests. 	ONGOING
	<ul style="list-style-type: none"> Edge IT – Quote for training Lyn Llewellyn, Internal Auditor. The quotation for £85 plus VAT be approved. 	ONGOING Quotation approved.
23)	16/10/25 – Council – Minute No.64e – Clerks Reports – Community Council Action Tracker	
	<ul style="list-style-type: none"> Social Gathering – Various options were discussed. Resolved that if a decision was not made at the next scheduled meeting, the idea would be dropped. 	ONGOING
24)	16/10/25 – Council – Minute No.66 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Parc Hendy Cemetery – The Clerk reported that a resident had highlighted that a grave was crumbling and was impacting upon their relative's grave. The Chair and the Clerk investigate further. 	ONGOING
	<ul style="list-style-type: none"> Foreshore Car Park – The Clerk reported that he had requested a quotation off National Grid to place a power source in the car park. 	ONGOING
	<ul style="list-style-type: none"> Defibrillator at Crofty Industrial Estate – following a recent incident, the lack of a defibrillator in the Industrial Estate was highlighted. Further discussions were required. 	ONGOING
	<ul style="list-style-type: none"> Noticeboard at Crofty Supermarket – The Clerk would discuss further with Chris Hopkins and report to the next meeting. 	ONGOING
	<ul style="list-style-type: none"> Weeds at Dan Y Graig – Lesley James had also complained about weeds on her fence. The Clerk would highlight to Jonathan Davis. 	ONGOING



25)	16/10/25 – Council – Minute No.67 – Swansea Council Matters	
	<ul style="list-style-type: none"> Layby at Graig Y Coed – The area around the bench had been cut. The Chair highlighted the opportunity to clear the land from the layby to the first bungalow in order to ensure the drainage pipes from the playing fields were kept clear. The Chair asks Jonathan Davis to provide an outline quotation to clear the land. Councillor James Matthews investigates old maps of the area to assist in the process. The Clerk would check the ownership of the land with Swansea Council. 	ONGOING
	<ul style="list-style-type: none"> Access to Parc Dan Y Graig – Several parents of younger children had complained that their children did not have access to the football field. It was highlighted that the gate was locked due to some residents taking their dogs onto the pitch. The option of parents opening and locking the gates was discussed. Further discussions were required. 	ONGOING



Report of the Clerk

Council – 20th November 2025

Employers Data Retention Policy

Purpose: This report provides for approval the Community Council's Participating Employer Personal Data Retention Policy.

Report Author: Jeremy Parkhouse

1. Introduction

- 1.1 The Community Council Employers Data Retention Policy is attached for approval at Appendix C. The approval is a requirement of the City & County of Swansea Pension Fund.

2. Recommendations

It is recommended that: -

- 1) The Community Council's Participating Employer Personal Data Retention Policy provided at Appendix C, be approved.
- 2) The Policy be published on the Community Council website.

Appendix A – Local Government Association – Template Personal Data Retention Policy for Scheme Employers in the Local Government Pension Scheme (LGPS).

Appendix B – Personal Data Retention Policy Expectations - City and County of Swansea Pension Fund (the "Fund").

Appendix C - The Community Council Employers Data Retention Policy.

Jeremy Parkhouse
Clerk to the Community Council
13th November 2025

LOCAL GOVERNMENT ASSOCIATION

TEMPLATE PERSONAL DATA RETENTION POLICY FOR SCHEME EMPLOYERS IN THE LGPS

- 1 This template personal data retention policy has been prepared for the Local Government Association. We understand that copies will be provided to the administering authorities of Local Government Pension Scheme funds in England and Wales for them to provide to employers participating in their fund. **This template will need to be tailored to the specific circumstances of each fund/scheme employer.** Accordingly, we accept no liability to individual funds, their administering authorities or any scheme employer unless we provide formal advice specific to that authority or employer in relation to this template.
- 2 This template is not advice to other connected or stakeholder parties, their auditors or other advisers, or other third parties ("**Third Parties**"). Other than as noted in paragraph 1 above, no part of this template may be passed on to Third Parties without our written agreement but, if it is so passed, we accept no responsibility, and will have no liability in contract, tort or otherwise, to those Third Parties in relation to this template.
- 3 This template has been prepared based on an understanding of the law and guidance as at the date of issue. Accordingly, it is possible that this template will need to be updated if the law changes or guidance is revised. However, we will only do so if the Local Government Association specifically give us written instructions to do so.
- 4 Please note that we have made some amendments to the template Personal Data Retention Policy for Scheme Employers in the LGPS, which was issued on 25 July 2019. The changes made are noted below to assist administering authorities who have already issued their personal data retention policy for LGPS scheme employers in determining whether and when to issue an update to their data retention policy:
 - (a) We have inserted a new reference to "data protection legislation" in the first paragraph rather than referring to specific legislation throughout and have added a footnote to explain what the legislation is for the benefit of administering authorities. We have also included references to the UK GDPR and the EU GDPR as there are now effectively "two GDPRs"; the EU version of the GDPR and the GDPR as incorporated into UK law. As at today's date, those provisions are near identical for most purposes. However, they may diverge over time following the UK's exit from the EU though for most purposes we would expect that it will be the UK version of the GDPR that will be relevant to administering authorities.
 - (b) In the section titled, "Types of personal data we hold", we have removed the footnotes relating to the requirement for Scheme Employers to obtain explicit consent. If you would like further information on this point, this information is contained in footnotes of the long form privacy notice in the section titled, "What personal data we hold, and how we obtain it".
 - (c) We have updated the footnotes throughout the template Personal Data Retention Policy to ensure that all legislative references are correct and complete. The footnotes have also been expanded to provide further guidance where possible.

- 5 This template is intended to assist administering authorities, in their capacity as data controller of personal data relating to the Local Government Pension Scheme fund for which they are responsible, to set their expectations of employers participating in their fund in relation to the retention of personal data that may need to be provided to the fund. The template includes a suggested form of data retention policy for adoption by individual employers in relation to their participation in the fund. We have not considered or advised on any tax or commercial implications that administering authorities and/or scheme employers may wish to consider in conjunction with this template. The template only concerns the retention of personal data and not any other data or information that administering authorities and/or scheme employers may wish or be required to retain.
- 6 This template takes into account guidance issued by a number of bodies (listed in the policy) as at the date of issue. Some of that guidance is not specific to pension arrangements and there is an obvious tension between the requirements of data protection legislation and the need for funds and/or scheme employers to retain personal data for significant periods of time in order to be able to pay benefits correctly and respond to future queries. Individual funds and scheme employers will need to consider whether their own administration arrangements are such that more detail should be included. Particular attention should be paid to footnotes 9 and 12. It is likely that best practice in this area will continue to develop and individual funds and scheme employers should review their data retention policies regularly and consider whether they should be updated and reissued.

Squire Patton Boggs (UK) LLP
25 July 2019
17 September 2021

PERSONAL DATA RETENTION POLICY EXPECTATIONS

City and County of Swansea Pension Fund (the "Fund")

This document has been prepared by the City and County of Swansea Council (the **"Administering Authority"**) in its capacity as the administering authority of the Fund. Employers participating in the Fund are under a statutory duty to provide data to the Fund under regulation 80 of the Local Government Pension Scheme Regulations 2013. This document sets out the Fund's expectations of employers participating in the Fund in relation to the retention of personal data that is required by the Fund.

This document can also be accessed via the following link: www.swanseapensionfund.org.uk/investment-and-fund/ and should be read in conjunction with the Fund's privacy notice, which can be accessed via the following link: www.swanseapensionfund.org.uk/privacy-notice/

This document largely takes the form of a template personal data retention policy for individual employers participating in the Fund to tailor to their own circumstances before adopting or incorporating into their existing personal data retention policy. In collecting and processing personal data required by the Fund, individual employers will be acting as separate, independent controllers to the Administering Authority. The Administering Authority will assume responsibility as controller of that personal data once it is provided to the Fund. However, in order that the Administering Authority can fulfil its legal obligations in relation to that data (as well as to pay the correct benefits to current and former employees of each individual employer and their beneficiaries), the Administering Authority expects individual employers to adopt certain minimum data retention periods. Those minimum periods are set out in the template personal data retention policy.

In determining what data retention period to adopt, Employers should note in particular that:

- you may have to provide salary information to the Administering Authority for certain Members relating to the thirteen years prior to the date of ceasing pensionable service in the Fund;
- the working hours of Members who have pre-1 April 2014 pensionable service in the Fund and are entitled to final salary benefits, are used in the calculation of certain benefits - queries regarding the Member's working hours can be received many years after any change in the Member's working pattern took effect;
- you are responsible for making ill health determinations in respect of both active and deferred Members (i.e. your former employees) and, in the case of deferred Members, may need to provide job descriptions to Independent Registered Medical Practitioners many years after a Member has ceased employment with you in order to assess if the Member is permanently incapable of doing the job they were employed to do whilst in employment with you;¹
- queries about salary data may arise some time after the relevant pay period for which it was provided, due to the complex definitions of pensionable pay in the Local Government Pension Scheme Regulations 2013 and the interaction with the tax regime for pension benefits;

¹ This may involve your HR department rather than your payroll department or provider. Generic job descriptions may not be personal data. However, if the individual member can be identified from the job description, it will still be personal data protected by data protection legislation.

- legal and tax requirements may change, requiring the Fund to recalculate benefits for which additional personal data is needed (for example, the Government may amend the Local Government Pension Scheme Regulations 2013 to take account of recent Court cases concerning age discrimination within public sector pension schemes following benefit changes in 2014/5).

These factors mean the Fund requires some types of personal data to be available for longer periods of time than may usually be the case in relation to employees.

Employers wishing to make significant amendments to the template data retention policy are invited to discuss their policy with the Administering Authority before adoption, so that both parties can ensure they will be able to fulfil their legal obligations in relation to personal data required by the Fund.

Employers are responsible for providing payroll information and other data to the Administering Authority, even if those services are outsourced. You should provide your payroll department or provider with a copy of your data retention policy once adopted or updated and ask them to confirm that personal data will be retained in line with your policy. Employers should also ensure that they retain access to historical pay information if there is a change to the payroll provider.

Failure to provide historic salary/hours worked information or job descriptions may result in the Administering Authority having to make decisions or reasonable assessments in respect of a Member's benefits payable from the Fund. In the absence of such information, these could be challenged by the Member under the Internal Dispute Resolution Procedure, ultimately resulting in referral to the Pensions Ombudsman.

Issued on behalf of the Administering Authority by:

Claire Elliott, Pension Manager

06/12/2021

Appendix C

PARTICIPATING EMPLOYER PERSONAL DATA RETENTION POLICY

Llanrhidian Higher Community Council² (the "Employer" and "we")

This document has been prepared by the Employer, in its capacity as a scheme employer in the **City and County of Swansea Pension Fund** (the "**Fund**") and sets out the Employer's policy on the retention of personal data relating to its employees who are members of the Fund, in accordance with data protection legislation, applicable to the Employer when processing personal data.

This policy document can also be accessed via the following link:

http://www.llanrhidianhighercommunitycouncil.co.uk/Strategic_Documents_28850.aspx and should be read in conjunction with the Employer's and Fund's privacy notices, which can be accessed via the following links:

http://www.llanrhidianhighercommunitycouncil.co.uk/Strategic_Documents_28850.aspx and <https://www.swanseapensionfund.org.uk/privacy-notice/>

Introduction

As controllers, we are required by data protection to comply with the principles of data minimisation and storage limitation. Personal data we process:

- must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed; and
- must not be kept in a form which permits identification of a data subject for longer than is necessary for the purposes for which the personal data is processed.

We are obliged to retain certain records (whether in hard copy or electronic form) for various periods of time because:

- we have a statutory obligation³ to do so; and/or
- the information contained in those records may be necessary for the future (for example, questions may arise about the calculation of benefits either to be put into payment or that have been paid in the past, and data that may be relevant to a possible legal claim needs to be kept until the period within which that claim could be brought has expired).

² Please insert name of the scheme employer.

Please note that the relevant data protection legislation includes:

- the UK Data Protection Act 2018;
- The UK GDPR (as defined in the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019/419; and
- To the extent relevant, the General Data Protection Regulation 2016/679 (the "EU GDPR"). In this policy references to the "GDPR" include both the EU GDPR and UK GDPR unless expressly otherwise specified.

³ Scheme employers have a statutory obligation to provide information to the pension fund under regulation 80 of the Local Government Pension Scheme Regulations 2013. Please insert name of the scheme employer.

This policy document sets out the measures adopted by the Employer to comply with the principles of data minimisation and storage limitation in relation to personal data that we hold and process for the purposes of the Fund.

Types of personal data we hold⁴

We hold and process the following types of personal data in relation to our current and former employees who are Members of the Fund:

- Contact details, including name, address, telephone numbers and email address.
- Identifying details, including date of birth, national insurance number and employee and membership numbers.
- Information that is used to calculate and assess eligibility for benefits, for example, length of service, history of hours worked or membership and salary information necessary for the calculation of the Member's benefits in the Fund.
- For current employees, information about the Member's family, dependants or personal circumstances, for example, marital status and information relevant to the distribution and allocation of benefits payable on death in service.
- Information about the Member's health, for example, to assess eligibility for benefits payable on ill health, or where the Member's health is relevant to a claim for benefits following their death.
- Information about a criminal conviction if this has resulted in the Member owing money to the Employer or the Fund and the Employer or Fund may be reimbursed from the Member's benefits.

Retention periods for personal data⁵

⁸ Please consider whether any personal data other than that listed is held or processed by the Employer. Any personal data that the Fund generates and holds independently of the Employer can be deleted (e.g. bank account details if only provided directly by Members to the Fund). This list should be conformed to the Employer's and the Fund's privacy notices.

⁹ The Article 29 Working Party guidelines on retention periods state that meaningful information about the likely period of retention should be provided to data subjects and a generic statement in the privacy notice is not appropriate. This retention policy should, therefore, set out defined periods beyond which different categories of personal data will no longer be held (and, should include separate periods for different categories of data where this is appropriate). For example, it is unlikely to be justifiable to retain bank details for beneficiaries once they cease to be entitled to receive benefit payments) The EU GDPR does not prescribe a specific time period beyond which particular categories of personal data are required to be deleted but does make it clear that data must not be kept for longer than necessary. Scheme Employers should be aware that if they do not specify defined periods for which personal data will be held, and then put measures in place to delete data after the end of the relevant period this is unlikely to comply with the GDPR. See Articles 5(1) and 5(2), and in particular Article 5(1)(c) - (e) of the GDPR and Recital 39 of the GDPR.

Therefore, whilst we note that:

- (to the extent applicable to the scheme employer), the Lord Chancellor's Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000 refers to records being kept as long as they are needed by the authority: for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests (paragraph 12.2); and
- the Information and Records Management Society states that certain records will need to be retained indefinitely where they evidence pension or other benefit entitlements;

a suggested specific default timeframe for the retention of personal data has been included in this policy. Employers will need to consider the extent to which the suggested wording matches their actual (or intended future) practice and requirements. Employers should also consider whether different retention periods should be adopted and set out here for different categories of data, if certain categories will not be required for this full default timeframe.

Retaining personal data indefinitely, either because scheme employers believe that is appropriate (e.g. because the data might need to be referred to in the future given the long term nature of pension liabilities), or because in practice it is not possible within the constraints of the personnel or administration system to implement a destruction policy for selected data relating to a particular individual, **is unlikely to comply with the GDPR**. Although we are not aware of the Information Commissioner having issued guidance in this area that is specific to pension schemes and we consider the risk of retrospective sanction by the ICO in this area to be low, we anticipate that this will be an area in which good practice will continue to develop. Consequently we recommend that scheme employers consider proactively putting in place a policy with defined period(s) beyond which personal data will not be held (within the constraints of an acknowledged need to retain at least some personal data for a significant period of time, in order to administer benefits and deal with potential future queries). If there are certain categories of personal data that scheme employers / funds consider are not needed for as long a period (e.g. bank account

In compiling our policy on the retention of personal data, we have taken into account the guidelines on the retention of personal data as set out by / in:

- Information and Records Management Society;
- The National Archives;
- HMRC compliance handbook manual CH15400;
- [Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000;]⁶
- Information Commissioner's Office's guidance on storage retention; and
- The Pensions Regulator's code of practice 14 for public service pension schemes.

Data protection legislation requires that we retain personal data for no longer than is necessary in order to fulfil the purpose(s) for which it is processed. Given the long term nature of pensions, we need to ensure that personal data is retained to:

- comply with our [legal and regulatory]⁷ obligations as a participating employer regarding the payment of benefits from the Fund; and
- deal with any questions or complaints that we or the Fund may receive about a Member's or other beneficiary's entitlement to benefits from the Fund.

We will retain personal data for a maximum period of **fifteen years**⁸ after termination of employment.⁹

During any period when we retain personal data, we will keep that personal data up to date and take all reasonable steps to ensure that inaccurate data is either erased or rectified without delay. We will periodically review the personal data that we retain and consider whether it is still required; any personal data that we no longer require will be destroyed.¹⁰

Member's and beneficiary's rights

Beneficiaries form a wider category of people who receive benefits from the Fund, for example the active/deferred/pensioner member's spouse / child(ren) / dependants).¹¹ Members of the

details; underlying benefit calculation information for a Member who has transferred-out more than a specified number of years ago) then it would be advisable to adopt a shorter retention period for such categories. It is possible that individual scheme employers will have shorter data retention periods for their employment personal data more generally; Funds will need to understand when personal data will be destroyed and check that the Employer's policy will allow them sufficient opportunity to obtain all personal data that the Fund requires (and enable any subsequent queries or checks for a sufficient period).

¹⁰ This will only be relevant to certain categories of scheme employers (e.g. public bodies such as county councils) and therefore the Employer should consider whether the inclusion of this reference is appropriate.

¹¹ The suggested period of "fifteen years after termination of employment" is based on the current maximum statutory limitation period, as any complaints about the calculation of either deferred or pensioner benefits would usually be expected to be brought within that timeframe.

¹² This will need to be tailored to fit the circumstances of the individual scheme employer. The Fund will hold the relevant information for the greater of "100 years from date of birth" and "last payment of benefits to the Member/beneficiary plus 15 years", however the Fund is conscious that individual scheme employers may have their own individual data retention policies in place.

¹⁰ The GDPR states that while the data is being retained, the controller is also under an obligation to keep personal data up to date and to take every reasonable step to ensure that inaccurate data is either erased or rectified without delay. Consideration should also be given to "filleting" the data held, so that individual items are not retained for longer than actually required. For example, it may be appropriate to destroy bank account details within a shorter period of a benefit ceasing to be payable. We recommend that Employers adopt shorter retention periods for particular categories of data (see note 9 above) and conduct a periodic audit of personal data held, with a view to destroying any that is no longer required in relation to a particular Member or beneficiary.

¹¹ Funds to consider whether employers provide personal data about beneficiaries in practice and amend the template accordingly if required.

Fund and beneficiaries have a right to access and obtain a copy of the personal data that we hold about them and to ask us to correct personal data if there are any errors or it is out of date or incomplete.

In certain circumstances a Member / beneficiary has the right to:

- object to the processing of their personal data
- restrict¹² the processing of their personal data until any errors are corrected;
- transfer their personal data; or
- erase¹³ their personal data.

If the exercise of the Member's / beneficiary's rights would prevent us from providing the personal data to the **City and County of Swansea Council** in order for the payment or continued payment of benefits from the Fund, we will consider retaining a minimised version of that Member's / beneficiary's personal data in order to fulfil our legal obligations.¹⁴

Review

This policy will be reviewed by Llanrhidian Higher Community Council¹⁵ at least annually.

¹² See Article 18 of the GDPR. The scheme employer should restrict the processing of the personal data (subject to certain exceptions e.g. storage or to defend a legal claim or for reasons of important public interest) in a number of circumstances specified in Article 18. These include where the individual has contested the accuracy of the personal data. The processing would also have to be restricted where the individual has raised an objection for any reason, and the scheme employer's justification for the processing is based on Article 6(1)(e) or (f) i.e. the necessity to: perform a task in the public interest or pursuant to an official authority; or (if applicable) in its legitimate interests. The restriction will last until the scheme employer is able to verify the accuracy of the personal data or demonstrate an overriding justification for its processing respectively. For reference, note: Article 21(1) contains the right of the data subject to object to the processing of personal data in circumstances relating to the individual, where the controller is relying on the justifications in Article 6(1)(e) or (f), which includes those mentioned immediately above. Under Article 21(2), the right to object also includes where personal data is used for direct marketing purposes and profiling for that purpose.

¹³ See Articles 17(1) and 17(2) of the GDPR. This information should be included in the policy notwithstanding that in relation to the LGPS it is not anticipated that Members will in practice have a right of erasure (due to the legal basis for which personal data is collected and processed).

¹⁴ See Article 17(3) of the GDPR. Article 18(2) and 18(3) provide exceptions to the right of the Member to restrict the processing of personal data in certain circumstances.

¹⁵ Amend if a specific body or individual will be responsible for the review of this policy.

Item No. 8a

Report of the Clerk

Finance Committee – 11th November 2025

Burial & Cremation Charges 2026

The Finance Committee discussed the Burial Fees & Charges 2026 at its meeting held on 11th November 2025. The Charges for 2025 were considered during discussions and the proposed charges for 2026 are provided at Appendix A.

After discussing the Charges, the Finance Committee proposed that the following: -

Recommendation – It is recommended that: -

- 1) The Burial Fees and Charges 2026 provided at Appendix A, be approved.

Appendix A – Proposed Charges / Fees for 2026.

Appendix B – Definition of Local Resident.

For Approval

Jeremy Parkhouse
Clerk to the Community Council

11th November 2025

LLANRHIDIAN HIGHER COMMUNITY COUNCIL BURIAL AND CREMATION CHARGES 2026

Burials and Cremation Charges for Mount Hermon Cemetery, Parc Hendy Cemetery & St. Gwynour's Church Cemetery (When transferred) 2026

Burials	Fee (Non-Residents)	Fee (Residents)
Re-opener	£900.00	£600.00
New Grave: Depth of 2	£1,600.00	£1,100.00
New Grave: Depth of 3	£1,700.00	£1,200.00
Certificate of Transfer of Grave	£250.00	£160.00
Admin Fee to Effect Assign of Rights	£100.00	£50.00
Test Dig (Refunded if grave is unusable)	£500.00	£280.00

Cremations	Fee (Non-Residents)	Fee (Residents)
Cremated Remains Internment (New Plot)	£400.00	£250.00
Cremated Remains Internment (Re-opener)	£300.00	£170.00
Cremated Remains Buried in a Grave	£300.00	£170.00

Benches	Fee (Non-Residents)	Fee (Residents)
Bench (including standard plaque)	£1,500.00	£1,100.00
Additional Plaque for a Bench	£110.00	£100.00

Memorial Permits	Fee (Non-Residents)	Fee (Residents)
New Permit	£300.00	£190.00
Additional Inscription	£250.00	£150.00
Replacement/Refurbishment	£0.00	£0.00
Right to Erect a Wooden Cross	£100.00	£50.00

Exhumation	Fee (Non-Residents)	Fee (Residents)
Exhumated Fee (Burial)	£3,500.00	£2,700.00
Exhumation Fee (Cremation)	£600.00	£500.00

Searches	Fee (Non-Residents)	Fee (Residents)
Individual Search	£80.00	£35.00

***Please note that the Council will not be selling any pre-purchased plots**

***The Community Council does not charge for burials / cremations for children under the age of 18**

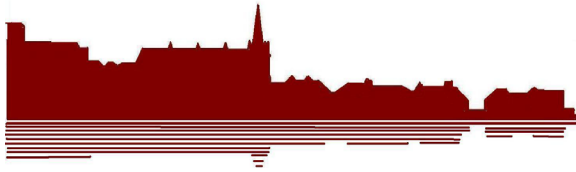
Definition of Local Resident

The deceased will be classed as a local resident and therefore charged at the reduced rate if any of the following categories apply:

- 1) The Deceased at the date of death, was a permanent resident within the Council area;
- 2) The Deceased at the date of death, was residing in residential care / nursing home(s) which were located outside the Llanrhidian Higher area but prior to moving to the home(s), was a resident within the Council area;
- 3) The Deceased at the date of death, was residing with family outside the Llanrhidian Higher area but prior to moving to the family home(s), was a resident within the Council area.

Please Note

The Council reserves the right to seek documentary evidence to confirm residential qualifications. The decision of the Council is final.



Item No. 8b

Report of the Finance Committee

Council – 20th November 2025

Grants & Donations

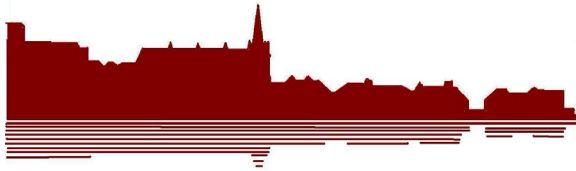
A report was presented to the Finance Committee on 11th November 2025. The Committee discussed the applications received and considered grant awards within the community.

Recommendation: -

It is recommended that the following be approved: -

- 1) Donations be made under the Local Government (Miscellaneous Provisions) Act 1976, s19 to the following organisations: -
 - £250 - Urdd Gobaith Cymru.
 - £250 - Wales Air Ambulance.
- 2) Grants be made to the following under the Power of Well-being (Local Government Act 2000): -
 - £140 – Friends of Penclawdd Primary School.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
11th November 2025



Council – 20th November 2025

Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

The site visit took place on 27th May 2025 and it was agreed that the disabled shower / toilet should be painted to finish the improvements. Penclawdd AFC volunteers have agreed to undertake the painting.

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.

A resident has asked for a solution to a damaged grave which is sliding down the hill and is destabilising their ancestors grave which is adjacent to the damaged grave. The Chair and Clerk will investigate.

3. Foreshore Car Park / Penclawdd Playground

The new noticeboard is now in place and is a positive addition to the playground.

Legal action is proceeding in respect of the boating equipment in the car park.

Further discussions are needed regarding organising alternative parking for cockle gatherers. Benson Estates have requested that we review the matter.

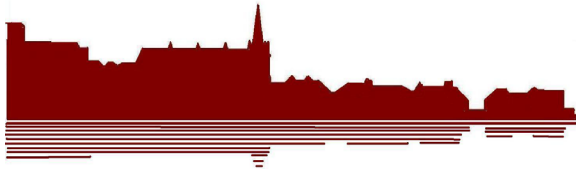
For Discussion

The quotation to re-establish the Gower native plants bed at the seawall, was approved. The contractor has replanted the bed and monitoring will be ongoing.

4. Memorial Gardens

Mr Mansel 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 plaque is now in place.

The Remembrance Sunday Service was held on 9th November 2025 and was very well attended. The addition of the marquee was a big success, protecting the Brass Band, Penclawdd School Choir and speakers from the elements.



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 and is included in the Ground Maintenance Contractor's work programme.

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 shortly.

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.

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 has improved the 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.

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 being discussed at Finance Committee on 11th November 2025.

Ongoing storage options need to be addressed. **For Discussion**

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,
11th November 2025

Item No. 10

Council – 20th November 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, Cabinet and Planning / Licensing Sections.
2)	Areas of flooding have been reported to highways and I have requested that all gulleys on the B4295 be checked / cleared.
3)	New place name signs have been ordered for Penclawdd, Crofty, Llanmorlais and Wernffrwd, including some sign location changes.
4)	I have been in touch with Penclawdd Primary School regarding this year's Christmas voucher scheme.
5)	I have agreed to fund a Christmas dinner for OAPs at Penclawdd RFC. The referrals for the dinner are forwarded by the Local Area Co-ordinator.
6)	I attended Penclawdd Brass Band Annual Concert at St Catherine's Church, Gorseinon.
7)	I attended the Remembrance Sunday service at the Memorial Gardens.

2) Planning Applications.

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

3) Footpaths, Cycle Paths and Bridleways.

The footpaths at Graig Y Coed Woodland Project have received a final cut before the winter months.

10th November 2025