

To: All Members of Llanrhidian Higher Community Council Finance Committee

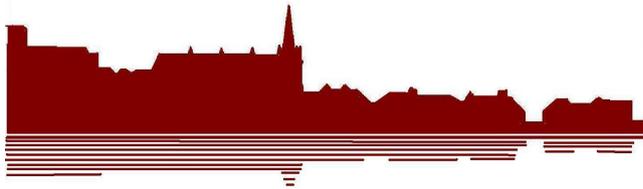
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL FINANCE COMMITTEE to be held at 7.15 p.m. on Tuesday, 3rd March 2026 at Penclawdd Community Centre, Penclawdd, Swansea.

Public questions are included at Item No.4 and must relate to items listed on the agenda. To access the meeting via the telephone, please contact clerk@llanrhidianhighercommunitycouncil.co.uk no later than 2 days before the start of the meeting to receive an invitation.

AGENDA

		Page No.
1.	Apologies for Absence.	
2.	Disclosures of Personal and Prejudicial Interests.	3-4
3.	To Approve and Sign as a Correct Record the Minutes of the Finance Committee Meeting held on 5 th January 2026.	5-9
4.	Public Question Time (Must be related to items listed on the agenda – 10 Minutes). (Verbal)	
5.	Quarterly Discussion with the Grounds Maintenance Contractor – Quarter 4 2025-26. (Verbal)	
6.	To Monitor the Biodiversity and Environment Development Action Plan.	10-14
7.	Financial Report.	15-16
8.	Items Referred to the Finance Committee by Council.	17
9.	Grants & Donations 2025-26.	18-22
10.	To Monitor the Risk Management Schedule.	23-31



11.	Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan.	32-39
12.	Finance Committee Work Plan 2025-2026.	40-42
	Next Meeting: - To Be Confirmed.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse PSLCC
Clerk to the Community Council
21st February 2026

Finance Committee

Councillor Russell Garrington	Councillor Paul Tucker (Chair)
Councillor Sarah Hughes	Councillor Adam Woolliscroft (Vice Chair)
Councillor Melissa Roberts	

Quorum – 3

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.

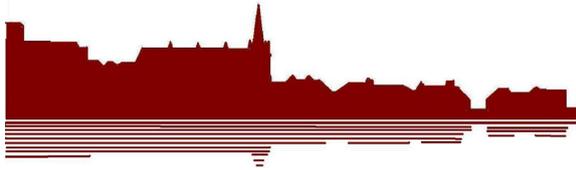
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3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



Llanrhidian Higher Community Council
Minutes of the Finance Committee Meeting
Held at Penclawdd Community Centre
on Monday, 5th January 2026 at 6.00 p.m.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Russell Garrington, Sarah Hughes, Melissa Roberts,
and Adam Woolliscroft.

Officers: Jeremy Parkhouse – Clerk to the Community Council

Also Present: Jonathan Davis – Ground Maintenance Contractor

36. Apology for Absence

There were no apologies.

37. Disclosures of Personal and Prejudicial Interests

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

38. Minutes

Resolved that the Minutes of the Finance Committee meeting held on 11th November 2025 be approved and signed as a correct record.

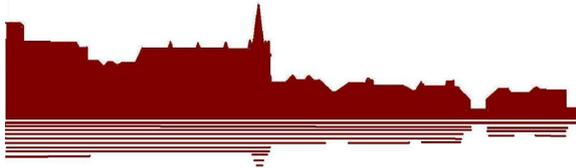
39. Public Question Time

None.

40. Quarterly Discussion with the Grounds Maintenance Contractor – Quarter 3 2025-26.

Jonathan Davis (JD), Ground Maintenance Contractor attended the meeting to discuss the Ground Maintenance Contract (GMC) 2024-2027 and any ground maintenance issues. He updated the meeting on the work completed under the terms of the GMC.

The Chair and Committee thanked JD for his ongoing work on the current Community Council projects. The meeting discussed the following: -



- a) Christmas Trees – They had just been removed from the Memorial Gardens and Zoar Chapel, Crofty. JD added that the lights at the Memorial Gardens would be replaced due to the plug being too long for the new control box which was installed in November. This was allowing moisture into the box. JD would ask RAWELEC to alter the lights for next year.

Action: RAWELEC to provide a quotation for the lights.

- b) Pavilions – The water at the Bowls Pavilion had been drained from the system, apart from the gent's toilet. Graig Y Coed and the Rugby Pavilion have had cables installed insulating the pipes.
- c) Llanmorlais Car Park – JD had made a site visit to look at the various options available to improve the drainage in the car park. He reported his findings and suggested additional drainage be installed adjacent to the manhole near the kitchen entrance. He also added that he checked the manholes surrounding the Hall and they were full of water and required clearing.

Action: JD to provide a quotation to install additional drainage and the Clerk informs Llanmorlais Community Hall representatives regarding the manholes.

- d) Storage Options for Community Shed – The various options were discussed. It was proposed that the woodland tools be stored behind the shutters in Graig Y Coed Pavilion. Some of the shelves within the shutters may require removing. The locks would also have to be replaced.

Action: The Clerk informs representatives of the Community Shed regarding storing the woodland tools.

- e) Foreshore Car Park – The Clerk reported that a County Court Judgment had been obtained and a court hearing had been set for 2nd March 2026. In addition, a car had been deliberately parked to prevent the boating equipment being removed. The Clerk would place a notice on the car.

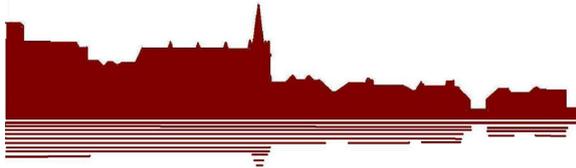
JD was also requested to bolt down the yellow bar at the end of the seawall.

Actions: 1) The Clerk to place a notice on the car requesting removal. 2) JD to bolt down the yellow bar at the end of the seawall.

- f) Trees at Graig Y Coed – JD reported that a few trees had died / been damaged on the bank / at the driveway at Graig Y Coed.

Action: JD to provide a quotation to remove / replace the trees.

- g) Stock fencing at Graig Y Coed – The stock fencing either needed removal / replacement and would be checked regarding its current condition.



- h) St Gwynour's Churchyard – Councillor Melissa Roberts requested that the Clerk informs the Church in Wales of her disappointment that they had not used goats to clear the churchyard. JD informed the Committee of the timescales involved to clear the graveyard / remove dead / damaged trees.

Action: The Clerk contacts the Church in Wales.

- i) Penclawdd Playground – Wear and tear to grassed areas within the playground were highlighted. JD stated that the areas could be seeded in the spring or turfed. However, it was recognised that wear and tear would occur in areas of high footfall.
- j) Woodland Project – Options which could be used to attract snakes and other reptiles were discussed.

Action: The Clerk would look into the different options available / seeks advice from Swansea Council.

41. To Monitor the Biodiversity and Environment Development Action Plan

The Clerk presented the updated Biodiversity and Environment Development Action Plan. The Clerk would make enquiries with Swansea Council regarding available grants / funding.

Resolved that the updated Action Plan be approved.

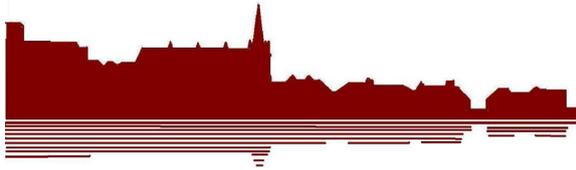
42. Financial Report

The Clerk presented a report which detailed the up-to-date budget spend for 2025-26 and sought approval of the draft Council budget for 2026-2027. As previously requested, a more detailed budget was reported.

The Clerk highlighted the potential spends on the Foreshore Car Park and by-election costs. Additional salary costs and potential legal costs were also discussed.

The following quotations were also discussed: -

- a) Emergency repair at Rugby Pavilion – No quotations received.
- b) Hanging Baskets 2026 (Additional Planter) – A quotation for £471.70 was received.
- c) Supply and fitting of pitch barriers at Parc Dan Y Graig - 3 quotations were received.
- d) Drainage options at Llanmorlais Car Park.
- e) Storage container at Community Shed.
- f) Sound Provision at Remembrance Sunday 2026.
- g) Removal of vegetation from fence at Parc Dan Y Graig.
- h) Repair of grave at Parc Hendy Cemetery.



Resolved that: -

- 1) The quotation for hanging baskets be recommended to Council for approval, subject to letters being forwarded to residents of Riverside, Llanmorlais.
- 2) Quotation B for £12,387.52 plus VAT provided to supply and fit pitch barriers at Parc Dan Y Graig, be recommended to Council for approval.
- 3) Jonathan Davis be requested to undertake a site visit to Llanmorlais Car Park and forward quotation(s), for approval at Council.
- 4) The Community Shed be given authority to use the shutters within Graig Y Coed Pavilion to store the woodland tools, subject to Council approval.
- 5) The quotation for £769 plus VAT for sound provision at Remembrance Sunday 2026, be recommended to Council for approval.
- 6) The quotation provided for £2,492 plus VAT for the removal of vegetation from fence at Parc Dan Y Graig, be recommended to Council for approval.
- 7) The Clerk seeks quotations in respect of repair to a grave at Parc Hendy Cemetery.
- 8) The ongoing Council budget for 2025-26 be noted.
- 9) The draft Council budget for 2026-27 be recommended to Council for approval.

43. Biodiversity and Environment Development Action Plan

The Clerk presented a report which sought approval of the updated Biodiversity and Environmental Development Action Plan. It was added that the approved Plan would be forwarded to the Welsh Government.

Resolved that the Biodiversity and Environment Development Plan be approved and forwarded to the Welsh Government.

44. Items Referred to the Finance Committee by Council

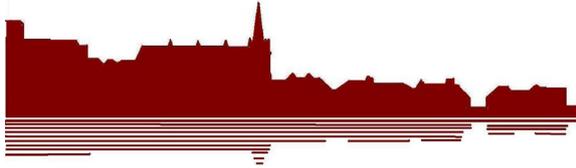
None.

45. Grants & Donations

The Clerk presented a report which sought to consider requests for grants and donations. It was noted that no requests had been received.

Resolved that: -

- 1) the Clerk contacts organisations requesting that they apply for support funding for specific projects / items.
- 2) A Finance Committee meeting be scheduled early in March 2026.



46. Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan

The Clerk presented the updated Council property maintenance schedule, 5-year capital works programme and Health & Safety Action Plan for discussion. The progress made since the previous meeting in respect of the action plan was noted.

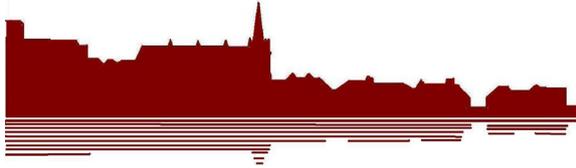
Resolved that the contents of the report be noted.

47. Finance Committee Work Plan

The Clerk presented the Finance Committee Work Plan 'for information'.

The meeting ended at 7.28 p.m.

Chair



Item No. 6

Finance Committee – 3rd March 2026

Biodiversity and Environment Development Action Plan

The Environment (Wales) Act 2016 (Part 1) Section 6 Biodiversity and Resilience of Ecosystems Duty which requires that:

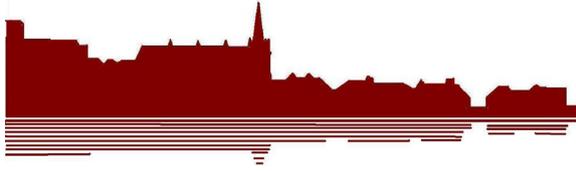
‘A public authority must seek to maintain and enhance biodiversity in the exercise of functions in relation to Wales, and in so doing promote the resilience of ecosystems, so far as consistent with the proper exercise of those functions’

1. In complying with the Section 6 Biodiversity Duty, the Council was required to prepare and submit to Welsh Government by the end of 2019 (and then every three years after this date) a report (Section 6 monitoring Report) outlining what it has done to comply with the Biodiversity Duty.
2. The report was Llanrhidian Higher Community Council’s first Section 6 Biodiversity Duty monitoring Report to Welsh Government. It provided an overview of the key Biodiversity Duty actions and initiatives that the Council had undertaken showing how this work had contributed to the six objectives of the Nature Recovery Action Plan for Wales which are:
 - Objective 1: Engage and support participation and understanding to embed biodiversity throughout decision making at all levels.
 - Objective 2: Safeguard species and habitats of principal importance and improve their management.
 - Objective 3: Increase the resilience of our natural environment by restoring degraded habitats and habitat creation.
 - Objective 4: Tackle key pressures on species and habitats.
 - Objective 5: Improve our evidence, understanding and monitoring.
 - Objective 6: Put in place a framework of governance and support for delivery.
3. The updated Community Council Action Plan is attached at Appendix A.

Recommendation

It is recommended that: -

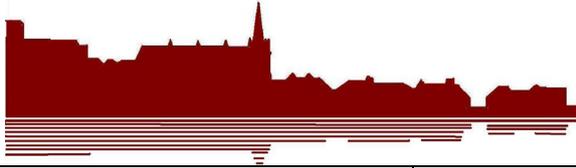
- 1) The updated Biodiversity and Environment Development Action Plan be approved.



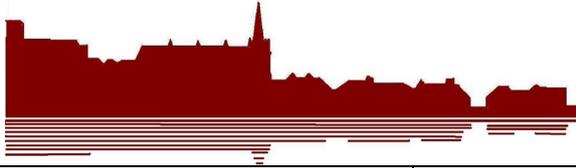
Appendix A

Biodiversity and Environment Development Action Plan

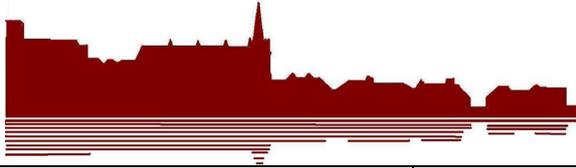
<p>Parc Hendy Cemetery</p>	<p>Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.</p> <p>Grass cutting – grass is left to decompose following cutting.</p> <p>Removal of weeds, planting of hedgerow and wildflowers to the right of entrance / bordering neighbouring property.</p> <p>Seeding of wildflowers adjacent to the bottom entrance to the Cemetery.</p>	<p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Seeding completed by Ground Maintenance Contractor</p>
<p>Mount Hermon Cemetery</p>	<p>Use of hedges for pollinators. Consider adopting environmentally friendly burial options.</p> <p>Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.</p> <p>Grass cutting – grass is left to decompose following cutting.</p> <p>Lower area is left uncut at the bottom of the cemetery to assist owls to hunt.</p>	<p>Undertaken by Ground Maintenance Contractor</p>
<p>Recreation Ground, Penclawdd</p>	<p>Use of wooded area behind Rugby Pavilion for pollinators.</p> <p>Create Natural Habitat with the arisings instead of</p>	<p>Monitored by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p>



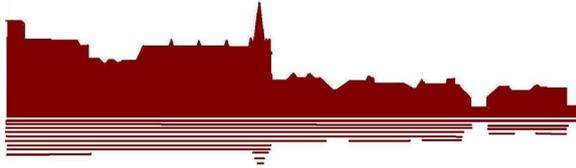
	<p>chippings when trees are felled / trimmed.</p> <p>Grass cutting – grass is left to decompose following cutting.</p> <p>Wildflowers planted in area behind Bowls Pavilion / Tennis Courts for pollinators.</p> <p>Leave areas containing wild orchids uncut and look to advertise them.</p>	<p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by the Ground Maintenance Contractor</p>
Foreshore Car Park	<p>Grass cutting – grass is left to decompose following cutting.</p> <p>Planting of natural Gower plants at the sea wall bed. Replanting undertaken in October 2025.</p> <p>Signage for Gower plants</p> <p>Information boards describing the Gower plants installed</p>	<p>Undertaken by Ground Maintenance Contractor</p> <p>Managed by Celtic Wildflowers</p> <p>Installed by External Contractor</p> <p>Installation completed by Ground Maintenance Contractor</p>
Memorial Gardens	<p>Use of flower beds for pollinators.</p> <p>Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.</p> <p>Grass cutting – grass is left to decompose following cutting.</p> <p>Fruit trees planted following donation by National Trust.</p>	<p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Monitoring undertaken by Ground Maintenance Contractor</p>



<p>Graig Y Coed Playing Fields</p>	<p>Grass cutting – grass is left to decompose following cutting.</p> <p>Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.</p>	<p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p>
<p>Graig Y Coed Woodland Project</p>	<p>Footpaths have been re-opened and volunteers have been trained and are working at the site. The Council needs a tree planting / pollinator plan going forward.</p> <p>Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.</p> <p>Wood piles to be created to encourage beetles etc.</p> <p>Swansea Council have undertaken a survey of the site and will report their findings.</p>	<p>Work completed and training provided by Ground Maintenance Contractor. Volunteers are maintaining the paths.</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>A plan of the site is required with bio-diversity areas clearly set out.</p>
<p>Crofty Playground</p>	<p>Grass cutting – grass is left to decompose following cutting.</p>	<p>Undertaken by Ground Maintenance Contractor</p>
<p>Recreation Ground, Llanmorlais</p>	<p>Use of area running adjacent to Trem Y Mor for pollinators.</p> <p>Grass cutting – grass is left to decompose following cutting.</p> <p>Create Natural Habitat with the arisings instead of chippings when trees are felled / trimmed.</p> <p>Wood piles to be created to encourage beetles etc.</p>	<p>Undertaken by Ground Maintenance Contractor</p>



<p>Parc Dan Y Graig</p>	<p>Grass cutting – grass is left to decompose following cutting of non-playing areas</p> <p>Leave areas containing wild orchids on bank adjacent to roadside, uncut and look to advertise them. Installation of hedgehog house</p> <p>Installation of bat houses</p> <p>Installation of bird houses</p> <p>Installation of fruit trees</p> <p>Grass cutting of pitch areas is collected following cutting, stored near the changing rooms and are used as fertilizer.</p>	<p>Undertaken by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p> <p>Completed by Councillor Adam Woolliscroft</p> <p>Completed by Councillor Adam Woolliscroft</p> <p>Installed by Ground Maintenance Contractor</p> <p>Undertaken by Ground Maintenance Contractor</p>
<p>Roundabout at Llanmorlais</p>	<p>Grass cutting – grass is left to decompose following cutting.</p>	<p>Undertaken by Ground Maintenance Contractor</p>
<p>Dunraven</p>	<p>Central area at Dunraven to be left uncut in 2026 to assist pollinators.</p>	<p>To be undertaken by Ground Maintenance Contractor</p>



Item No. 7

Finance Committee – 3rd March 2026

Financial Report

- a) **To Monitor the Council Budget 2025-2026 and to Note the Draft Council Budget 2026-2027.**
- **Appendix A** – Budget report (31st January 2026) and Community Council budget 2026-2027.
- b) • Quotations Received.

	Quotation Details	Action
1.	Emergency repair at Rugby Pavilion.	For Decision
2.	New rugby posts at Graig Y Coed.	For Decision

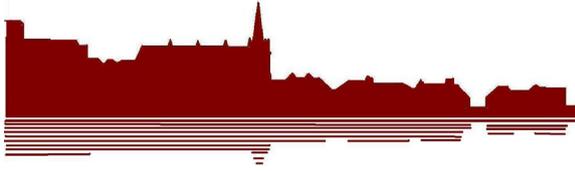
Jeremy Parkhouse
Clerk to the Community Council
21st February 2026

Financial Budget Comparison

Comparison between 01/04/25 and 02/02/26 inclusive. Includes due and unpaid transactions.

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

	Previous Year's Net	2025/26	Actual Net	Balance	2026/27
INCOME					
Total Administration	£198,584.38	£198,883.76	£213,137.19	£14,253.43	£227,972.17
Total Outside Services	£11,930.31	£19,279.00	£16,156.06	-£3,122.94	£21,280.00
Total Income	£210,514.69	£218,162.76	£229,293.25	£11,130.49	£249,252.17
EXPENDITURE					
Total Administration	£58,505.13	£66,159.62	£49,521.73	£16,637.89	£88,479.62
Total Outside Services	£253,249.34	£132,276.00	£129,356.11	£2,919.89	£146,441.00
Total Civic	£630.00	£10,250.00	£4,559.02	£5,690.98	£8,350.00
Total Grants	£4,114.85	£5,500.00	£1,140.00	£4,360.00	£5,600.00
Total Expenditure	£316,499.32	£214,185.62	£184,576.86	£29,608.76	£248,870.62
Total Income	£210,514.69	£218,162.76	£229,293.25	£11,130.49	£249,252.17
Total Expenditure	£316,499.32	£214,185.62	£184,576.86	£29,608.76	£248,870.62
Total Net Balance	-£105,984.63	£3,977.14	£44,716.39		£381.55



Item No. 8

Report of the Clerk

Finance Committee – 3rd March 2026

Items Referred to the Finance Committee by Council

Purpose: This report details the items referred to the Finance Committee by the Council.

Report Author: Jeremy Parkhouse

For Discussion

1. Introduction

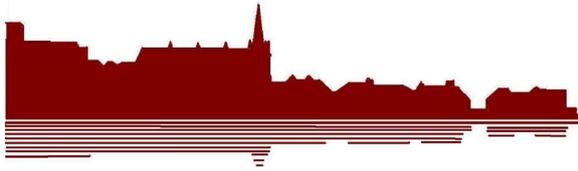
1.1 During the course of Council meetings, various actions are referred to the Finance Committee for more detailed discussions / are items that are included in the Finance Committee terms of reference.

1.2 A list of the items referred is listed in the table below: -

	Item Referred	Date of Council Meeting	Proposal
1.	Dunvant Bowls Club	12 February 2026	Request to use the Bowling Green for the 2026 season.
2.	Swansea Rams Rugby League	12 February 2026	Request to use Council facilities.

The Clerk is requested to report progress made in respect of the above requests, prior to further discussions.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
23rd February 2026



Item No. 9

Report of the Clerk

Finance Committee – 3rd March 2026

Grants & Donations

1. Introduction

This report outlines the Community Council powers to make grants, donations, and payments. A new Grants and Donations Policy was agreed in March 2025 and for guidance, is attached at **Appendix A**.

2. Grants Awarded

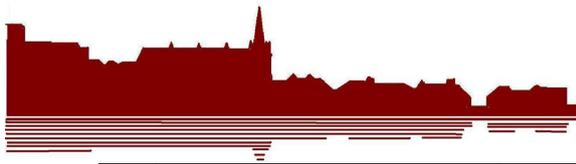
4 organisations were awarded the following funding in November 2025: -

Organisation	Amount	Act
Urdd Gobaith Cymru	£250	Local Government (Miscellaneous Provisions) Act 1976, s19
Wales Air Ambulance	£250	Local Government (Miscellaneous Provisions) Act 1976, s19
Friends of Penclawdd Primary School	£140	Power of Well-being (Local Government Act 2000)
Community Shed	£500	Power of Well-being (Local Government Act 2000)

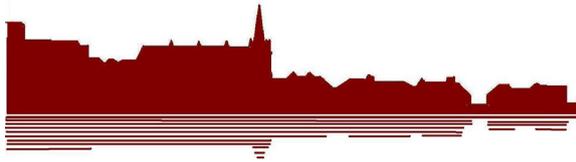
3. Powers Available

The Community Council can make grant awards under the following: -

a)	Section 137(4) (A) of the Local Government Act 1972	Section 137(1) of the 1972 Act permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes. Often referred to as the “Power of last resort”, when there are no other powers available to incur expenditure, but where the
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		Council can justify its use in benefitting all or some of the inhabitants or the area.
b)	Power of Well-being (Local Government Act 2000)	<p>The Power of Well-being gives all Community Councils in Wales the power to do anything they consider is likely to achieve any one or more of the following objectives:</p> <ul style="list-style-type: none"> i) The promotion or improvement of the economic well-being of their area. ii) The promotion or improvement of the social well-being of their area. iii) The promotion or improvement of the environmental well-being of their area. <p>The power may be used in relation to or for the benefit of i) the whole or any part of the Community Council's area, or ii) all or any persons resident or present in its area.</p> <p>Section 2(5) of the Local Government Act 2000 enables a Community Council to use the Power of Well-being to do anything in relation to, or for the benefit of, any person or area situated outside its area if it considers that it is likely to achieve any one or more of the above.</p>
c)	Local Government (Miscellaneous Provisions) Act 1976 s.19.	Grants or Donations to Organisations that provide Recreational Facilities in or outside the Council's area.
	Summary of Powers	<p>Should the Council determine to make any payments then it should always seek to state the specific power under legislation that it is relying on to make the payment. If the expenditure is under Section 137 of the Local Government Act 1972 or under the Power of Well-being (Local Government Act 2000) then its subject to a maximum spend of £11.10 per elector in 2025-2026.</p> <p>If any grants / donations are agreed, the Finance Committee will recommend to Council a list for approval. The decision to award grant money will be made by the Community Council and that decision shall be final.</p>



4. Remaining Budget

The following 2025/26 budget remains for grants / donations: -

Type of Grant	Budget	Balance
Local Government (Miscellaneous Provisions) Act 1976 s.19. donations	£500	£0
Power of Well-being (Local Government Act 2000) Section 137	£5,000	£4,360
	£0	£0

5. Applications Received

Applications have been received for grant funding from the following organisations: -

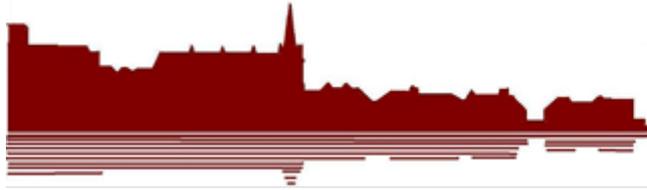
Organisation
a) North Gower Food Hub
b) Penclawdd Brass Band
c) Penclawdd Community Centre
d) Llanmorlais Hall
e) 7 th Cwm Newydd Scouts

6. Recommendations

It is recommended that: -

- 1) The applications received be considered.
- 2) The approved applications be forwarded to Council for approval.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
21st February 2026



Grants and Donations Policy

1. Introduction

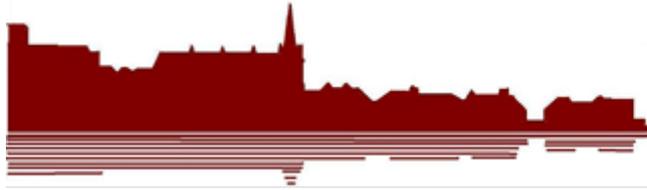
- 1.1 Section 137 of the Local Government Act 1972 provides the Council with the power to give grants to Organisations for the direct benefit to the community.

2. Budget Setting for Grants & Donations

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

3. Applications & Supporting Documentation

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

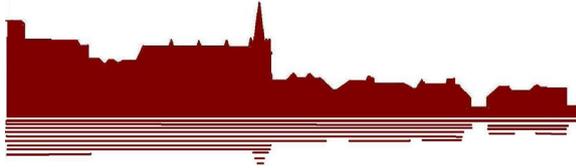


4. Donations Conditions

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

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

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



Item No. 10

Finance Committee – 3rd March 2026

To Monitor the Risk Management Schedule

1) Introduction

The Terms of Reference of the Finance Committee were agreed at the Annual Meeting on 15th May 2025 and included the monitoring of the Risk Management Schedule.

The Risk Management Schedule provides the Committee with a valuable checklist and ongoing assurance in relation to its risks. The updated Risk Management Schedule is attached at **Appendix A**.

Jeremy Parkhouse
Clerk to the Community Council
21st February 2026

Appendix A

LLANRHIDIAN HIGHER COMMUNITY COUNCIL - RISK ASSESSMENT SCHEDULE

Assessment Criteria

Topic	Risk Identified	Classi'tion	Measures to be taken to Reduce/Minimise/Control Risk
1. <u>Income</u> Precept	Not Submitted	Low	Full Budget process in place and financial software used. Clerk has provided monthly budget monitoring reports and following year's budget in November and agreed it in January. Full Council to consider budget monthly. Full Council determined precept in January 2026. Finance Committee to agreed draft 2026/27 budget in November 2025 and January 2026.
	Not paid by County Council	Low	Clerk/RFO to monitor and report to Council. Paid directly to bank account by BACS. All 2025/26 payments made.
	Inadequacy of Precept	Low	Clerk to present monthly Reconciled Accounts, All monthly Receipts and Expenditure, Financial Summary to Council meeting. Full Council to review/compare budget to actual monthly. Finance Committee to monitor budget spend.
Charges - Cemetery	Grave Allocation	Medium	Updating of Burial Register – Ongoing. Cemetery mapping software purchased. Additional cemetery management software purchased, and training has been provided. Assistant appointed to input information and inputting is ongoing but periodic.
	Collection of proper internment charges	Low	No Burials to take place until Clerk has received signed application form and fees. Income to be reported monthly to Council.
	Review of Fees	Low	Finance Committee recommended the fees for 2026 to Council in November 2025.
	Banking of Fees	Low	Clerk/RFO to bank monies within 10 working days of receipt thereof.
Loss of Money	Business Interruption	Low	Insured for Loss.

	Payments	Low	Two Councillors to sign off bank payments to provide additional assurance.
	In Transit	Low	Insured for loss.
	In Premises	Low	Insured for loss.
	In Safe	Low	Insured for loss.
	Private Residence of Member or Employee	Low	Insure to maximum level
	Through theft or dishonesty of Staff or Members	Low	Insured for loss.
Borrowing / Lending	Adequacy of finances to repay loan	Low	The Council is paying a £24,000 PWLB loan from Welsh Government in respect of improvements at Mount Hermon Cemetery. This is payable over 10 years. Additional PWLB borrowing was approved for £25,000 in respect of Parc Dan Y Graig and is being repaid over a 10-year period.
Investment Strategy Policy	Investment Strategy Policy	Low	The Council invested £25,000 with CCLA on 18 th January 2021. Interest payments totalled over £1,000 in 2025/26.
Reserves – General	Ensure Adequacy	Low	Consider at Budget Setting and Finance Committee to consider possible investments. £50,000 minimum level of reserves set. Monthly Monitoring by Council.
Reserves – Earmarked	Ensure Adequacy	Low	Consider at Budget Setting.
	Unidentified / Recording	Low	Identified at Budget Setting and Recorded in Final Accounts. Monthly reconciliation on Edge IT will highlight any issues.
2. Contracts	Failure to fulfil agreement	Medium	<p>Appointment of company to undertake ground maintenance contract from 1st April 2024 to 31st March 2027 (with provision to extend from 31st March 2027 to 31st March 2029). Monthly completion of works spreadsheet is provided by the contractor. Clerk / Finance Committee to monitor.</p> <p>Finance Committee to monitor other contracts and to follow due process as outlined in the Model Financial Regulations.</p>

	Loss of income	Medium	Full Council / Finance Committee / Clerk to undertake periodical review of completed work.
3. Expenditure			
Legal Powers	Illegal Payment or Activity	Low	All statutory powers to undertake work recorded in minutes. Ensure compliance with Standing Orders and Financial Regulations. Reviewed Standing Orders and Financial Regulations to be reported to Annual Council. Financial Regulations to be reviewed periodically by Finance Committee. Edge IT will provide assurance.
Salaries/Wages	Wrong Salary Paid	Low	Clerk's salary presented to Council monthly and Chair / Councillors to scrutinise details of claims. Independent Professional Payroll Company employed to process salary / wages records. Personnel Committee to agree Clerk's pay annually. Clerk's timesheet sent weekly to Councillor Sarah Hughes.
	Wrong Rate Applied	Low	Reconcile with rates of National Agreed Rates for Clerks. Personnel Committee to agree Clerk's pay annually.
	False Employee	Low	Independent Accountant company employed to process PAYE records.
	Not Accounting for correct deductions of NI, Tax and Superannuation	Low	Independent Accountant company employed to process staff wages.
	Submission of PAYE records Payments	Low	Returns submitted monthly. Council to monitor. Annual Return to be processed by Independent Professional Payroll Company. Details to be entered into Edge IT software which provides assurance.
VAT Payment Recovery of	Improper recording of input/output VAT	Low	Council to monitor. Edge IT software purchased which processes VAT, gives assurance, and saves costs of employing a professional company. VAT claimed quarterly via online portal and reported to Council. VAT was previously claimed monthly to overcome any cashflow issues during large project spends.
	Improper Identification of Non-Business Activities	Low	
	Inability to meet quarterly submissions to HMRC	Low	Council to monitor. Edge IT software provides assurance, processes VAT and saves the cost of employing professional company.

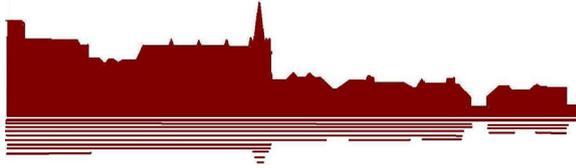
	Annual Reconciliation of quarterly returns	Low	Undertaken as part of the quarterly process
Financial Assistance	Legal Power to contribute	N/A	Power of Well-being (Local Government Act 2000) applications to be considered by Finance Committee and approved by Council in March 2026.
	Compliance with Council Policy	Low	Councillors to be trained as per the agreed training Programme, introduced by new Welsh Government legislation which is to be monitored by Personnel Committee.
	Overspend	Low	Council / Finance Committee / Clerk to monitor monthly.
Councillors Allowances	Over/Under payments to Members	N/A	All Councillors not requiring Councillor allowances payments to inform the Clerk individually.
	Proper deduction of tax	N/A	To be processed by the Clerk / Independent Accountant company.
	Maintain proper records	N/A	Clerk to maintain records.
4. Training of Councillors	Maintain Standards	Medium	Ensure Councillors are adequately trained / informed. New legislation requires a Councillors training programme is monitored by Personnel Committee.
5. Training of Clerk / Staff	Maintain Standards	Medium	Ensure the Clerk is properly trained in order to undertake the role as required. Clerk is CiLCA qualified and must continue with professional development. Personnel Committee to monitor Clerk's training.
Assets	Loss/Damage thereof	Medium	Property maintenance schedule reported to Finance Committee. Councillors with overall responsibility for each site appointed at AGM and to regularly check the site under their responsibility. Ground Maintenance Contractor to inspect playground equipment on a weekly basis. Health and Safety Contractor appointed to quarterly check Council buildings.
	Risk or damage to third party property or individuals	Medium	Indemnity of Public Liability is included in Council insurance. Health and Safety Contractor appointed to quarterly check Council buildings. Finance Committee to monitor.

	Security of Buildings and Equipment	Medium	Property maintenance schedule reported to Finance Committee. Councillors with overall responsibility for each site appointed at AGM and to undertake monthly risk assessments. Ground Maintenance Contractor to inspect playground equipment on a weekly basis. Health and Safety Contractor appointed to quarterly check Council buildings. CCTV systems installed at Bowls Pavilion and Graig Y Coed.
	Asset Register	Low	Report Asset Register annually to Annual General Meeting. Finance Committee to monitor.
	Maintenance	Medium	Undertake repair and maintenance – Appointed Independent Health and Safety Consultant to advise Council on assets. This is an on-going appointment. Maintenance programme is being monitored by Finance Committee.
	Maintenance	Medium	The drainage at Graig Y Coed Playing Fields be closely monitored, the manholes be regularly checked and the outlets flowing onto the marsh be regularly checked / cleared. Checks being undertaken by Ground Maintenance Contractor.
Staff	Sufficient to deliver service	Low	<p>Personnel Committee to monitor hours, duties, responsibilities, workload, performance and to undertake annual appraisal of the Clerk. Contract and performance indicators for Clerk to be agreed and reviewed periodically.</p> <p>One Voice Wales report on the hours / duties / pay of the Clerk was considered by Personnel & General Purposes Sub-Committee on 18th January 2021 and reviewed annually from 2022 to 2025. The Clerk will be increasing his hours to full-time from 1st April 2026.</p> <p>Assistant appointed to transfer burial records onto Edge IT software. However, this is not contracted work.</p> <p>Future larger projects to appoint a project manager / Clerk to project manage projects.</p>

Staff	Loss of key personnel – Clerk through ill health, retirement, long term sickness or even death	Medium	Clerk of Llangyfelach Community Council / Other locally based Clerks / SLCC to be contacted to provide cover if the Clerk is absent / ill. Long term illness to the Clerk would affect the financial management / budget control of the Council. One Voice Wales report on the hours / duties / pay of the Clerk which was considered by Personnel Committee 2021 to date.
Cemetery	Future Demand	Low	Adequate land available for at least 75/100 years in cemeteries. Contractor has designed the new area of Parc Hendy Cemetery, which was approved by Council.
	Present Capacity	Low	Review capacity and need to provide for future demand. Contractor has designed the new area of the graveyard, which was approved by Council in July 2023, in respect of the new area at Parc Hendy Cemetery.
	Memorial Headstones (Safety)	Medium	Contractor has completed making safe any dangerous headstones / graves at both Parc Hendy Cemetery and Hermon Cemetery and completed new checks. Checks to be undertaken every 3 years and contractor to monitor regularly.
	Stability of Boundary Walls, Trees, Hedges and paths	Medium	Contractor to regularly undertake inspection of all boundary fencing, trees, hedges and paths for stability. Leaf clearance inspection / clearance to be undertaken monthly by Contractor. Contractors to advise regarding boundary walls. Wall at Mount Hermon Cemetery renewed in March 2021.
	Condition of seats	Medium	Undertake inspection of all seats for safety reasons and remove / repair, if necessary. Councillor Sarah Hughes had agreed to check.
Consultations	Meeting of deadlines for response	Low	Consideration of planning applications and other consultative documents falling in between normal monthly meetings to be circulated to Councillors and comments / responses to be forwarded by the Clerk in conjunction with the Chair / Vice Chair.

Document Security	Appropriateness of existing facilities	Low	Storage of paperwork at Llanmorlais Changing Rooms in order for paperwork to be stored for 6 years as required by law. Records / Agenda papers are stored with West Glamorgan Archives. New agreement made with Penclawdd Community Centre to store documentation.
Financial Records	Inadequate Records	Low	Financial records updated monthly. Electronic Cloud storage purchased. Financial management software records all financial transactions.
Minutes	Accurate and Legal	Low	Reviewed, signed, dated at following meeting and published on the Council website. Circulated to all Councillors prior to being cleared / published.
Health and Safety Risk Assessment	Failure to identify	Low	Appointed Independent Health and Safety Consultant to advise Council on assets. This is an on-going appointment. Councillors / Clerk / Council Contractor to undertake regular checks. Electrical checks on Council buildings are ongoing and included in the Ground Maintenance Contract.
Disability Discrimination Issues	Failure to identify and implement adaptations.	Medium	Appointed Independent Health and Safety Consultant to advise Council on assets. This is an on-going appointment.
Register of Members Interest, Gifts and Hospitality	Identification of interest and recording of gifts and hospitality	Low	Register of Interest file held by Council and implemented. Declaration of Office signed by all Members and copies held by Council.
Code of Conduct	Adoption of Code of Conduct	Low	New Code of Conduct adopted by Council in May 2016 and is re-adopted at Annual Meeting. Employee code of conduct included in contract. All Councillors to be trained within 6 months of being elected.
Insurance	Council Insurance Policy	Low	Council Insurance Policy renewed annually and Council assets correctly valued for insurance purposes. Council has agreed a three-year deal to ensure consistent payments. New insurance policy agreed in June 2024 and was renewed in June 2025.
Risk	Risk Assessments	Medium	Council Contractors / Clerk to undertake regular risk assessments of Council assets to ensure that a correct paper trail is in place to prove that the Council has followed the correct procedures.

6. External Audit	Annual Returns	Medium	Failure of External Audit to complete Annual Return requirements within the required deadlines. The Annual Returns for the financial years 2021/22, 2023/24 & 2024/25 were reported to Council on 12 th February 2026. The Clerk has queried the response received regarding the 2022/23 accounts.
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Item No. 10

Report of the Clerk

Finance Committee – 3rd March 2026

Property Maintenance Schedule, Capital Works Programme & Health & Safety Action Plan

1. Property Maintenance Schedule

Attached for discussion at Appendix A is the Council's property maintenance schedule.

2. 5-Year Capital Works Programme

Attached for discussion at Appendix B is the Council's 5-year Capital Works Programme.

3. Action Plan – Health & Safety Report

Attached for discussion at Appendix C.

Recommendation

It is recommended that: -

- 1) The Property Maintenance Schedule, 5-Year Capital Works Programme and Action Plan – Health & Safety progress be reviewed and any actions be agreed.

Jeremy Parkhouse

Clerk to the Community Council

21st February 2026

Appendix A

Draft Property Maintenance Programme

	<u>Date</u>			<u>Planned Check /</u>
	<u>Checked</u>	<u>By Whom</u>	<u>Arrangement</u>	<u>Maintenance</u>
<u>Llanmorlais</u>				
Pavilion Roof	Periodically			
Fascias / Guttering	Periodically		Contract	Nov-22
Doors / Windows	Periodically		Contract	
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Jan-25
Showers / Toilets	Annually	Active HSE	Contract	Jan-25
Fire Check	Annually	CCTV Wales	Contract	01/08/2025
H & S Checks	Quarterly	Active HSE	Contract	01/08/2025
Building Structure	Annually			
Car Park	Annually			
MUGA Lights	Nov-22	Rob Watkins	Contract	Oct-23
MUGA Fencing	Monthly	J Davis	GMC	Monthly
MUGA Surface	Monthly	J Davis	GMC	Monthly
Tennis Courts Surface	Monthly	J Davis	GMC	Monthly
Tennis Courts Nets / Fence	Monthly	J Davis	GMC	Monthly
Boundary	Monthly	J Davis	GMC	Monthly
Pavilion Painting	5 Years	D J Williams	Contract	Jul-19
Pavilion Flooring	5 Years	D J Williams	Contract	Jul-19
Councillor Check	Periodically	Cllr M Roberts	Risk Inspection	01/11/2025
Electrics	3-year	J Davis (R Watkins)	Contractor	01/02/2025
<u>Graig Y Coed</u>				
Pavilion Roof	Annually			01/02/2025
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Jan-25
Showers / Toilets	Annually	Active HSE	Contract	Jan-25
Pavilion Painting	5 Years			
Flooring	5 Years			
Fire Check	Annually	CCTV Wales	Contract	Mar-25
H & S Checks	Quarterly	Active HSE	Contract	01/08/2025
Building Structure	Periodically			
Car Park	Monthly	J Davies	Contract	Monthly
Fencing	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Electrics	3-Year	J Davis (R Watkins)	Contractor	01/02/2025
CCTV	Annually	PES	Contractor	31/05/2025
<u>Community Shed</u>				
External Check	Weekly	Volunteers		
Electrics Check	3-year	Rawelec	Contract	01/07/2025
Plumbing Check	Annual	P Sims	Contract	01/07/2025
Doors / Windows	Weekly	Volunteers	Voluntary	01/09/2025
Painting	Annually	Volunteers	Voluntary	01/07/2025
Fire Check	Annually	CCTV Wales	Contract	
Health and Safety	Quarterly	Active HSE	Contract	01/09/2025
<u>Crofty Playground</u>				
Boundary	Weekly	J Davis	GMC	Weekly
Equipment	Weekly	J Davis	GMC	Weekly
Picnic Bench	Weekly	J Davis	GMC	Weekly
Equipment / H & S Check	Annually	Play Inspection Co.	Completed	Jun-25

Penclawdd Playground

Boundary	Weekly	J Davis	GMC	Weekly
Equipment	Weekly	J Davis	GMC	Weekly
Picnic Bench	Weekly	J Davis	GMC	Weekly
Equipment / H & S Check	Annually	Play Inspection Co.	Completed	Jun-25

Foreshore Car Park

Car Park Surface	Monthly	J Davis	GMC	Monthly
Benches	Periodically	Clerk / J Davis	Requested	Periodically
Councillor Check	Quarterly	CLlr R Garrington	Risk Inspection	Aug-25

Recreation Ground

Entrance Gates	Monthly	J Davis	GMC	Monthly
Rugby Pavilion Roof	Periodically	A Evans	Repair	Nov-23
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	P Sims	Contract	May-25
Showers / Toilets	Annually	Active HSE	Contract	Jan-25
Painting Rugby Pavilion	Annually	Penclawdd RFC	Agreement	01/07/2024
Rugby Pavilion Flooring	Periodically			
Fire Check	Annually	CCTV Wales	Contract	Jul-25
H & S Checks	Quarterly	Active HSE	Contract	01/09/2025
Rugby Pavilion Structure	Periodically			
Boundary	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Bowls Pavilion Roof	Annually		Requested	
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Jan-25
Bowls Showers / Toilets	Annually	Active HSE	Contract	Sep-25
Bowls Pavilion Painting	5 Year			01/12/2023
Bowls Pavilion Flooring	5 Year			
Fire Check	Annually	CCTV Wales	Contract	Jun-25
H & S Checks	Quarterly	Active HSE	Contract	01/08/2025
Bowls Pavilion Structure	Periodically	Contractors	Insurance	01/03/2025
Electrics	3-year	J Davis (R Watkins)	Contractor	01/02/2025
CCTV	Annually	PES	Contractor	23/05/2025

Memorial Gardens

Boundary	Monthly	J Davis	GMC	Monthly
Memorial Stone	Periodically			
Picnic Bench	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Benches	Oct-18	J Davis	GMC	Monthly
Noticeboards	Monthly	Clerk	Employee	Monthly
Electrics	3-year	J Davis (R Watkins)	Contract	01/02/2025
Councillor Check	Periodically	CLlr S Hughes	Risk Inspection	01/05/2025

Dan Y Graig

Pavilion Roof	Periodically		Contract	
New Container Changing Rooms	Periodically		Contract	
Fascias / Guttering	Periodically		Contract	
Doors / Windows	Periodically		Contract	
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Jan-25
Showers / Toilets	Annually	Active HSE	Contract	Jan-25
Pavilion Painting	Weekly	Penclawdd AFC	Club to Manage	Annually
Flooring	Periodically			
Fire Check	Annually	CCTV Wales	Contract	Jun-25
H & S Checks	Quarterly	Active HSE	Contract	01/09/2025
Building Structure	Periodically			
Fencing	Monthly	J Davis	GMC	Monthly
Electrics	3-Year	J Davis (R Watkins)	Contract	01/02/2025

Parc Hendy Cemetery

Bottom Gate	Monthly	J Davis	GMC	Monthly
Boundary Hedge / Fence	Monthly	J Davis	GMC	Monthly
Boundary Wall (Top Entrance)	Monthly	J Davis	GMC	Monthly
Top Gates	Monthly	J Davis	GMC	Monthly
Footpath / Support Rail	Monthly	J Davis	GMC	Monthly

Mount Hermon Chapel, Cemetery & Car Park

Car Park Boundary	Monthly	J Davis	GMC	Monthly
Car Park Entrance Height Bar	Periodically			Monthly
Car Park Surface	Monthly	J Davis	GMC	Monthly
Chapel Boundary Wall	Periodically	R Jones	Contract	May-21
Chapel Building	Apr-18	Contractor	Requested	Annually
Cemetery Boundary	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly

Old Station Platform

Penclawdd Sign	Quarterly	GMC	Risk Inspection	Jun-25
Information Panels x 4	Quarterly	GMC	Risk Inspection	Jun-25

Benches

List as per Asset List				Quarterly
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5-Year Capital Works Programme

The Community Council has agreed that the following capital works should be included in the 5-year Capital Works Programme: -

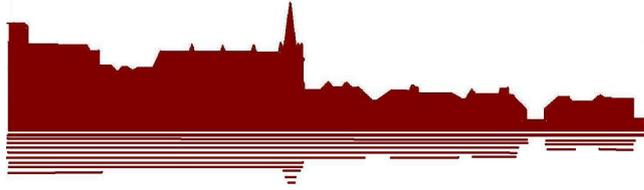
1)	Developments at Dan Y Graig Football Ground.
2)	Top entrance / wall / improve car park surface / entrance road / appearance at Parc Hendy Cemetery and preparation of new extension of land for burials.
3)	Internal / external works at Graig Y Coed Pavilion.
4)	Solution for introducing hybrid meetings.
5)	Rugby Pavilion Roof at Recreation Ground.
6)	Installation of CCTV at known trouble spots.
7)	Pitch / car park drainage at Graig Y Coed.
8)	Llanmorlais Changing Rooms - Looking at a new layout of the changing rooms / painting newer Changing Rooms.
9)	Provision of roll-up disabled ramps to Community Council buildings to make them DDA compliant.
10)	Llanmorlais Skateboard Hub – Resurfacing / new template.
11)	Bandstand / flagpole – Memorial Gardens

**LLANRHIDIAN HIGHER COMMUNITY COUNCIL
ACTION PLAN
HEALTH & SAFETY REPORT**

	RECOMMENDATION(S)	CLASS (HR; MR; LR; GP)	AGREED ACTIONS / COMMENTS	PERSONS RESPONSIBLE	Update as at 26 th August 2025
Parc Dan Y Graig					
	<p>Emergency lighting to be installed as follows: -</p> <ul style="list-style-type: none"> • Emergency lighting to be installed in the new changing rooms. • Emergency lighting to be installed above the exit doors. 	Medium Risk	Contractor(s) quote approved by Council.	JP / KB	Completed - RAWELEC
Penclawdd Recreation Ground					
	<p>Rugby Pavilion: -</p> <ul style="list-style-type: none"> • Emergency light not working. • Emergency lighting certification is overdue. • The rear pillar on the outside of the building is rusted through - risk of cuts, especially to children and may be structurally unsound with a risk of collapse of the overhanging part of the roof. • No PAT testing of Electrical Items in the Kitchen (belonging to Penclawdd RFC). 	Medium Risk	Contractor(s) quote approved by Council.	JP / KB	<ul style="list-style-type: none"> • Installed by RAWELEC • Undertaken by RAWELEC • Quotation approved, awaiting work to be completed. • Items PAT tested and work completed by RAWELEC.

	RECOMMENDATION(S)	CLASS (HR; MR; LR; GP)	AGREED ACTIONS / COMMENTS	PERSONS RESPONSIBLE	Update as at 26 th August 2025
	Bowls Pavilion: - <ul style="list-style-type: none"> The under-sink water heater for the kitchen sink is not working. The Toilet in the Ladies is running continuously. The Emergency lighting Annual Certification is overdue. PAT testing is required on the electrical items in the Pavilion. 	LR	Contractor(s) quote approved by Council.	JP / KB	<ul style="list-style-type: none"> Repaired by RAWELEC Repaired by P Sims Work completed by RAWELEC Work completed by RAWELEC
Graig Y Coed					
	Pavilion: - <ul style="list-style-type: none"> There are doors being stored in the lobby preventing access to Disabled toilet. The doors hinder the safe evacuation route from the building. Quite a bit of mess and clutter in the officials' changing room which could cause trips etc. and hinder evacuation. The shower is also being used for storage. 	Low Risk	<ul style="list-style-type: none"> Doors to be safely removed. Officials changing room to be cleared, especially equipment being stored in the shower. 	JP	<ul style="list-style-type: none"> Arrangements were underway to clear the items listed. Room had been cleaned by Penclawdd AFC volunteers.
Recreation Ground Llanmorlais					
	<ul style="list-style-type: none"> As before issue with the electric being off all the time. Many systems not working – including emergency lighting and Fire Alarm. 	Low Risk	<ul style="list-style-type: none"> Works approved by Council. 	Finance Committee	<ul style="list-style-type: none"> Works completed by RAWELEC.

	RECOMMENDATION(S)	CLASS (HR; MR; LR; GP)	AGREED ACTIONS / COMMENTS	PERSONS RESPONSIBLE	Update as at 26 th August 2025
	<ul style="list-style-type: none"> • There is a lot of equipment being stored within the older changing rooms, which would hinder safe evacuation and is a risk to trips etc. • Chairs, which belong to Llanmorlais Hall, are still being stored within the newer changing rooms. • Llanmorlais Carnival equipment is being stored within the newer changing rooms. • Some equipment for the Community Shed is also being stored in the newer changing rooms. • Community Council files are to be relocated to Penclawdd Community Centre. 	Low Risk	<ul style="list-style-type: none"> • Finance Committee approved actions. 	Finance Committee	<ul style="list-style-type: none"> • Awaiting works to be completed.



Item No. 12

Report of the Clerk

Finance Committee – 3rd March 2026

Finance Committee Workplan 2025/2026

Purpose: This report details the Committee Work Plan to May 2026.

Report Author: Jeremy Parkhouse

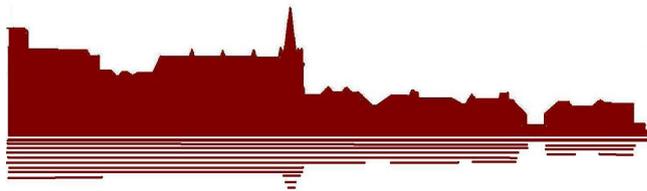
For Information

1. Introduction

- 1.1 The Committee Workplan to May 2026 is attached at Appendix 1 for information.
- 1.2 The dates included for the meetings in 2025/26 are approximate / subject to change.

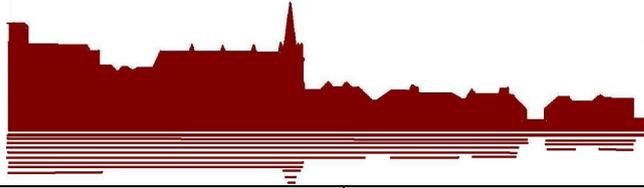
Appendix 1 – Finance Committee Workplan 2025/26.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
21st February 2026



Finance Committee Workplan 2025/2026

Date of Meeting	Reports
3rd June 2025	<ol style="list-style-type: none"> 1. To Elect the Chair of the Finance Committee for the 2025-2026 Municipal Year. 2. To Elect the Vice-Chair of the Finance Committee for the 2025-2026 Municipal Year. 3. Quarterly Discussion with the Grounds Maintenance Contractor – Q4 2024/25 and Q1 2025/26. (Verbal) 4. To Monitor the Biodiversity and Environment Development Action Plan. 5. Items Referred by Council – Model Financial Procedure Rules. 6. To Monitor the Council Budget 2025-2026. 7. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 8. To Monitor the Risk Management Schedule. 9. Finance Committee Work Plan.
2nd September 2025	<ol style="list-style-type: none"> 1. Quarterly Discussion with the Grounds Maintenance Contractor – Q2 2025/26. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan. 3. Financial Report. 4. To Monitor the Risk Management Schedule. 5. To Agree Sports Pitch Hire Fees 2026. 6. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 7. Items Referred by Council. 8. Finance Committee Work Plan.
11 November 2025	<ol style="list-style-type: none"> 1. To Monitor the Council Budget 2025-2026 and to Agree the Draft Council Budget 2026-2027. 2. To Monitor the Risk Management Schedule. 3. To Consider Grants and Donations. 4. To Agree Burial Fees & Charges 2026. 5. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 6. Items Referred by Council. 7. Finance Committee Work Plan.
5 January 2026	<ol style="list-style-type: none"> 1. Quarterly Discussion with the Grounds Maintenance Contractor – Q3 2025/26. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan. 3. Items Referred to the Finance Committee by Council.



	<ol style="list-style-type: none"> 4. Financial Report (To Monitor the Council Budget 2025-2026 and to recommend the 2026-2027 Budget to Council). 5. To Consider Grants and Donations. 6. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 7. Finance Committee Work Plan.
<p>3rd March 2026</p>	<ol style="list-style-type: none"> 1. Quarterly Discussion with the Grounds Maintenance Contractor – Q4 2025/26. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan 3. Financial Report. 4. Items Referred by Council. 5. To Consider Grants and Donations. 6. To Monitor the Risk Management Schedule. 7. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 8. To approve Council Assets. 9. Finance Committee Work Plan.
<p>Items for 2026/27</p>	<ol style="list-style-type: none"> 1. The Finance & Governance Toolkit for Community and Town Councils – To Review Part 1, The Health Check - Themes A & B – Update Report.