

To: All Members of Llanrhidian Higher Community Council

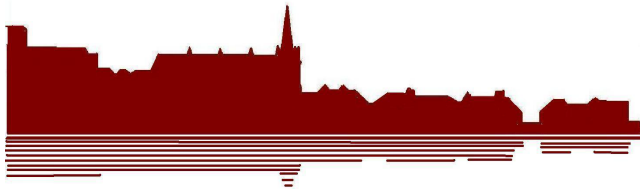
Dear Councillor,

You are hereby summoned to attend the COUNCIL MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 18<sup>th</sup> June 2026 at Penclawdd Community Centre.

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

#### AGENDA

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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 Annual meeting of Council held on 21 <sup>st</sup> May 2026.	5-15
4.	Chair's Announcements.	
5.	Public Question Time. (10 Minutes) <i>Questions must relate to items listed on the agenda.</i>	
6.	Community Reports.	
a)	Police Report on Local Matters. (Verbal)	
	Business to be Transacted: -	
7.	a) To Approve the Report of the Internal Auditor – Internal Audit for the Year Ended 31 <sup>st</sup> March 2026 and to sign the Annual Governance Statement.	16-24
	b) To Appoint an Internal Auditor for the Financial Year Ending 31 <sup>st</sup> March 2027.	25-26
	c) To Approve Councillor Expenses 2025/2026.	27-28
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9.	Committee / Working Group Reports – None.	
10.	Council Property / Community Projects / Burial Grounds.	49-51
11.	City and County of Swansea Issues.	52
	a) Report of the Pen-clawdd Ward Member.	
	b) Planning Applications for Consideration.	
	c) Footpaths, Cycle Paths and Bridleways.	
12.	Reports of Delegate’s on Outside Bodies. (Verbal)	
	Next Meeting: - Council Meeting at 7 p.m. on Thursday, 16 <sup>th</sup> July 2026 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

**Jeremy Parkhouse - Clerk to the Community Council**  
**10<sup>th</sup> June 2026**

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

Item No. 2  
**Disclosures of Interest**

**To receive Disclosures of Interest from Councillors and Officers**

**Councillors**

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

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

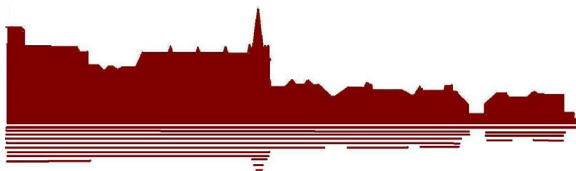
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3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

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

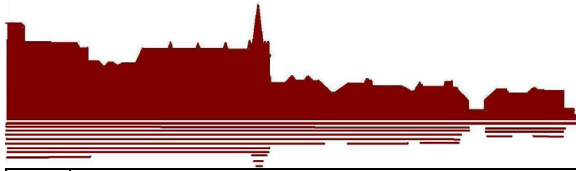
## **Officers**

### **Financial Interests**

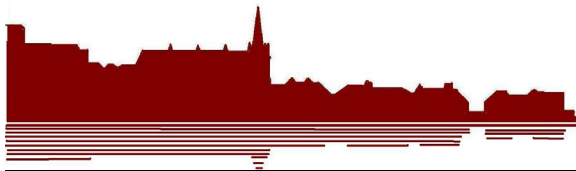
1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part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



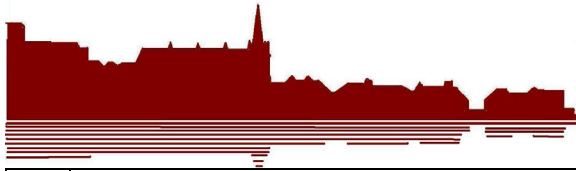
<b>Minutes of the Annual Meeting of Council</b>	
<b>Held at Penclawdd Community Centre</b>	
<b>On Thursday, 21<sup>st</sup> May 2026 at 7.00pm.</b>	
<b>Present:</b>	
<b>Councillors:</b> Russell Garrington, Mike Sheehan, Paul Tucker, Andrew Williams and Adam Woolliscroft.	
<b>Officers:</b> Jeremy Parkhouse - Clerk to the Community Council	
<b>Also Present:</b>	
<b>1.</b>	<b>To Elect a Chair for the 2026/2027 Municipal Year</b>
	<b>Resolved</b> that Councillor Paul Tucker be elected as Chair of Council for the 2026-2027 Municipal Year.  Councillor Paul Tucker signed the Declaration of Acceptance of Office of Chair form, which was witnessed by the Clerk.  <b>(Councillor Paul Tucker (Chair) Presided)</b>
<b>2.</b>	<b>To Elect a Vice-Chair for the 2026/2027 Municipal Year</b>
	<b>Resolved</b> that Councillor Mike Sheehan be elected as Vice-Chair of the Community Council for the 2026-2027 Municipal Year.  Councillor Mike Sheehan signed the Declaration of Acceptance of Office of Vice-Chair form, which was witnessed by the Clerk.
<b>3.</b>	<b>Apologies for Absence</b>
	Apologies for absence were received from Councillors Huw Davies, Leanne Davies, Sarah Hughes, James Matthews and Melissa Roberts.
<b>4.</b>	<b>To Receive Disclosures of Personal and Prejudicial Interests</b>
	In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, the following interests were declared: -
	Councillor Paul Tucker declared a personal interest in Minute No.15c) – Reports of the Clerk – Correspondence.



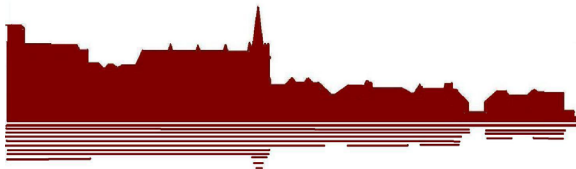
	The Clerk declared a personal interest in Minute No.15c) – Reports of the Clerk – Correspondence.
<b>5. Minutes</b>	
	<b>Resolved</b> that the Minutes of the meeting held on 16th April 2026 be approved and signed as a correct record.
<b>6. Chair’s Announcements</b>	
	The Chair announced the following: -
	<ul style="list-style-type: none"> <li>• Penclawdd AFC – Congratulations to the club for recently winning two local cup competitions.</li> </ul>
	<ul style="list-style-type: none"> <li>• Penclawdd RFC – Congratulations to the Youth and Under 15’s teams for recently winning cup competitions.</li> </ul>
	<ul style="list-style-type: none"> <li>• John Davies MS – Congratulations to former Community Councillor John Davies for his election to the Senedd as an Abertawe Gwyr Member.</li> </ul>
<b>7. Public Question Time</b>	
	None.
<b>8. Community Reports – South Wales Police</b>	
	There were no South Wales Police officers present. The Council discussed the following: -
	<ul style="list-style-type: none"> <li>• Parking Issues at Parc Dan Y Graig – The Clerk stated that he had discussed the issue at length with PCSO Andrew Brown, who had suggested the following: -           <ol style="list-style-type: none"> <li>I. Penclawdd AFC having dedicated parking marshals.</li> <li>II. Penclawdd AFC installing a PA system during games, which can be used to highlight any parking issues.</li> <li>III. Bollards being used on Hendy Road / Nurses Corner to prevent parking which causes issues for residents.</li> <li>IV. Installation of a H-bar at the access to Parc Dan Y Graig.</li> <li>V. The potential installation of double yellow lines along sections of Hendy Road / Nurses Corner.</li> </ol> </li> </ul> <p>The Clerk had also highlighted that the Council were in discussions with Benson Estates to provide additional car parking for football matches at the Dock, Penclawdd. The Clerk would report the discussion to Penclawdd AFC.</p>



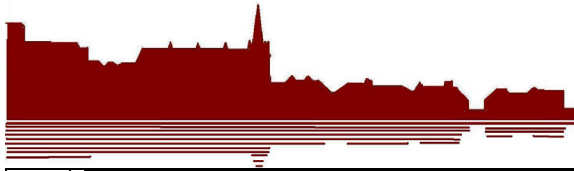
	<ul style="list-style-type: none"> <li>Report of a rope leading down into the former quarry just below Mount Hermon Car Park – The Clerk stated that following a report from a resident, he had attended the site with South Wales Police Officers. A rope had been tied to a tree and had been fed down into the former quarry. However, the intended use for the rope was not clear and the Police removed it. The Police would monitor the car park on a regular basis.</li> <li>Primary Schools Rugby Tournament – Councillor Adam Woolliscroft informed the meeting that the Police had recently organised a primary school rugby tournament at Dunvant RFC. He added that 16 schools attended and the day was a big success.</li> </ul>
<b>9.</b>	<b>To Review and Adopt Standing Orders, Financial Regulations, Annual Report 2025/26 and Annual Plan 2026/27</b>
	<b>a)</b> Llanrhidian Higher Community Council Model Standing Orders.
	The Clerk presented the Model Standing Orders for approval.
	<b>Resolved</b> that: -
	1) the Model Standing Orders (Wales) 2023, provided at Appendix A, be adopted.
	2) The Model Standing Orders be published on the Council website.
	<b>b)</b> Llanrhidian Higher Community Council Model Financial Procedure Rules.
	The Clerk presented the Model Financial Procedure Rules for approval.
	<b>Resolved</b> that: -
	1) the Model Financial Regulations (Wales), provided at Appendix B, be adopted.
	2) The Model Financial Regulations be published on the Council website.
	<b>c)</b> Annual Report 2025-2026.
	The Clerk presented for approval the Annual Report 2025-2026. It was noted that the draft report was approved by the Council on 16 <sup>th</sup> April 2026.
	<b>Resolved</b> that: -
	1) the Annual Report 2025-2026, provided at Appendix C, be approved.
	2) the Annual Report 2025-2026 be published on the Council website.



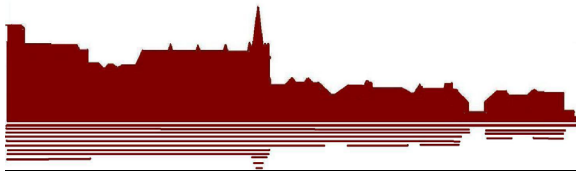
	<b>d) Annual Plan 2026-2027.</b>
	The Clerk presented for approval the Annual Plan 2026-2027. It was noted that the draft plan was approved by the Council on 16 <sup>th</sup> April 2026.
	<b>Resolved that: -</b>
	1) the Annual Plan 2026-2027, provided at Appendix D, be approved.
	2) The Annual Plan 2026-2027 be published on the Council website.
<b>10.</b>	<b>Democracy &amp; Boundary Commission Cymru (DBCC) Annual Report 2026-2027</b>
	The Clerk stated that the Democracy & Boundary Commission Cymru (DBCC) Annual Report <a href="https://www.dbcc.gov.wales/remuneration">https://www.dbcc.gov.wales/remuneration</a> sets out “Contribution towards Costs of Care and Personal Assistance (CPA)” and “Payments to Members of Community & Town Councils”. He stated that the DBCC defined Llanrhidian Higher Community Council as a Group 4 Council in line with its Electorate.
	<b>Resolved that: -</b>
	1) The Contribution to the Costs of Working from Home payment be paid annually as a single amount of £156.
	2) The Office Consumables payment be paid annually as a single amount of £52.
	3) Should a Councillor leave or change their role during the financial year, the Clerk shall seek recovery of the payment(s) on a basis of 1/12 of the fee being equal to a month. The Council may decide to waive this requirement by way of a formal decision.
	4) The Council does not make any optional payments listed in respect of Senior Roles / Chair / Vice Chair / Attendance Allowance / Financial loss.
	5) The Council makes payments in respect of any financial loss incurred for travel / subsistence whilst Councillors are undertaking any duties approved by the Community Council.
<b>11.</b>	<b>Constitutional Matters 2026/27</b>
	The Clerk presented a report which sought to appoints the Committees of the Council, the allocation of Councillors to Outside Bodies / Council sites / roles, to agree the schedule of Council meetings and to grant delegated powers to the Clerk in respect of planning applications / planning matters.



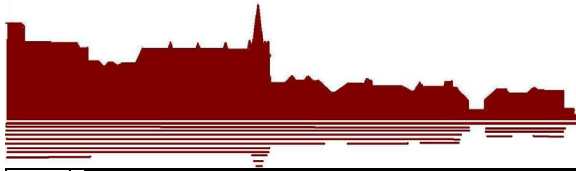
<b>Resolved that: -</b>																			
1) The Council appoints Finance & Events and Personnel Committees.																			
2) The Finance & Events Committee shall comprise 6 Councillors: Councillors Huw Davies, Russell Garrington, Sarah Hughes, Melissa Roberts, Paul Tucker and Adam Woolliscroft.																			
3) The Finance & Events Committee Terms of Reference be agreed as outlined in the report.																			
4) The Personnel Committee shall comprise 5 Councillors: Councillors Russell Garrington, Sarah Hughes, James Matthews, Mike Sheehan and Paul Tucker.																			
5) The Personnel Committee Terms of Reference be agreed as outlined in the report.																			
6) Councillor Sarah Hughes be appointed as the Councillor to manage the Clerks hours / leave.																			
7) The schedule of meetings for 2026-2027, be approved, subject to the meeting in September being moved to 10 <sup>th</sup> September 2026 and meeting requests being forwarded by the Clerk.																			
8) Councillors be allocated to serve on Outside Bodies as outlined below: -																			
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9) Councillors to have responsibility for Council Sites / Roles as outlined below: -																			
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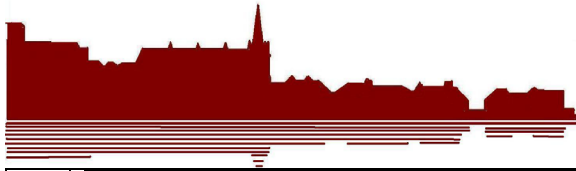
	Foreshore Car Park, Penclawdd.	Councillor Russell Garrington
	Old Station Sign / Footpath Lecterns	Councillor Paul Tucker
	Graig-Y-Coed Playing Fields	Councillor Huw Davies & Leanne Davies
	Graig-Y-Coed Woodland Project	Councillor Adam Woolliscroft
	Community Shed	Councillor Andrew Williams
	10) The Clerk of the Council be delegated authority to respond directly to Swansea Council in relation to Planning Application & Planning Matters subject to the process outlined in the report being followed.	
	11) The Clerk be authorized to make emergency / necessary payments / to agree to emergency / necessary works in between meetings providing permission has been given from two of the following five Councillors: Chair of Council, Vice Chair of Council, Chair of Finance & Events Committee, Chair of Personnel Committee.	
	12) All payments to be approved within the bank account by Councillors who have access to the accounts.	
	13) Bank Account Reconciliation Reports shall be provided to all monthly Council meetings.	
	<b>12. General Power of Competence (GPoC) Declaration.</b>	
	The Clerk stated that the Local Government & Elections (Wales) Act 2021 outlined the eligibility for a Community Council to have the General Power of Competence (GPoC).	
	The GPoC permits qualifying authorities to do “anything that an individual generally can do”. It is a power of first resort which means that a qualifying authority does not need to rely on specific powers in legislation to do something, so long as what is intended is not otherwise prohibited. GPoC enables eligible Community Councils to act in their communities’ best interests, generate efficiencies and secure value for money outcomes. The freedom of GPoC is available to Community Councils that meet three criteria for eligibility set out in the Local Government & Elections (Wales) Act 2021 (Part 2, Section 30). It was noted that Llanrhidian Higher Community Council only met one from three of the qualifying criteria, as detailed in the report.	
	<b>Resolved that: -</b>	
	1) Llanrhidian Higher Community Council does not declare that it has the General Power of Competence (GPoC) as it does not meet eligibility criteria 1 and 3.	
	2) The declaration of GPoC be reviewed at the Annual Meeting of Council in 2027.	



<b>13. To Review and Approve the Councillors Training Programme</b>
The Councillors Training Programme was presented for review and approval.
1) the Councillors Training Programme be approved.
2) the Training Programme be reviewed throughout the Municipal year by the Personnel Committee.
3) The Councillors Training Programme be published on the Council's website.
<b>14. Community Council Fixed Assets – May 2026</b>
The Community Council Fixed Assets at May 2026 were presented at Appendix A of the report.
<b>Resolved</b> that the Fixed Asset list at Appendix A, be approved.
<b>15. Reports of the Clerk</b>
<b>a) Accounts for Payment / Quotations</b>
The accounts for payment were provided at Appendix A of the report.
The following were also discussed: -
<u>Additional Expenditure</u>
<ul style="list-style-type: none"> <li>• £26.51 – Crofty Supermarket &amp; Post Office – Paper and A4 envelopes.</li> <li>• £6.99 – Williams Pet &amp; Garden Supplies Ltd - Spray.</li> <li>• £95.35 - SSE Energy Solutions – Electricity at Memorial Gardens.</li> <li>• £190.42 – SSE Energy Solutions – Electricity at Graig Y Coed Pavilion.</li> </ul>
<u>Quotations</u>
A list of quotations / outstanding issues was provided.
1) The payments / additional payments / amendments be approved.
2) The payments paid since 16th April 2026 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) The actions in respect of the following quotations be approved / noted: -



	Quotation Details	Action
1.	Plumbing works required following annual inspection.	Delete - No further work required.
2.	Removal of ivy from fence at Parc Dan Y Graig and treatment of the roots.	Awaiting additional quotations.
3.	Repair of grave at Parc Hendy Cemetery.	Clerk to arrange a site visit for all Councillors.
4.	Removal / replacement of stock fencing at Graig Y Coed.	Awaiting additional quotations.
5.	Replacement of tennis court fencing at Llanmorlais.	Awaiting quotation.
6.	Replacement Rugby Posts at Graig Y Coed.	On Hold.
7.	Clearance of run-off ditch at Llanmorlais Recreation Ground.	Awaiting quotation.
8.	Wildflowers at St Gwynour's.	Delete - Cemetery not yet under Community Council control.
9.	Repair of Metal Door at Bowls Pavilion.	Awaiting quotation.
10.	WIFI at Penclawdd Community Centre.	2 quotations were discussed. <b>Resolved</b> that the quotation provided by Uplands Radio be approved, subject to further discussions.
11.	Replacement doors at Llanmorlais Changing Rooms.	4 companies were requested to provide quotations. 2 quotations were provided. <b>Resolved</b> that the quotation provided by Andrew Colwill Garage Doors for multi locking security doors for £1,000 plus vat each fitted / made to measure for £1,150 plus vat each / double door for £1,600 plus vat fitted.
12.	To appoint solicitors to act for the Council in respect of the transfer of St Gwynour's Cemetery.	<b>Resolved</b> that the quotation provided by Tonner, Johns, Ratti Solicitors for £1,500 plus VAT and disbursements, be approved.



13.	Community Shed Insurance 2026/27.	<b>Resolved</b> that the quotation provided by Clear Councils for £8,758.86, be approved. It was noted that the Council was currently in a Fixed Rate Agreement (FRA) until 20/06/2028.
14.	Community Council and Sports Association Insurance.	<b>Resolved</b> that the Quotation provided by Gambit Insurance Solutions for £391.85 including Insurance Premium Tax and fee, be approved.
15.	Memorial Gardens – Upgrade of external box.	<b>Resolved</b> that the quotation provided by RAWEELEC for £1,668.12 including VAT, be approved. It was noted that the work was identified during recent works and was a continuation of that work.
16.	Replacement fence at Parc Hendy Cemetery and top soil to repair ground adjacent to entrance road.	Clerk to arrange a site visit for all Councillors.

**b) To Monitor the Council Budget 2026-2027**

The Clerk presented the up-to-date Council budget spends for 2026-2027.

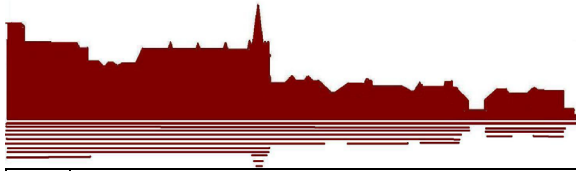
He added that the 2025-2026 files were currently with Lyn Llewellyn, Internal Auditor, who would forward his report for approval at the Council meeting scheduled for 18<sup>th</sup> June 2026.

**Resolved** that the report be approved.

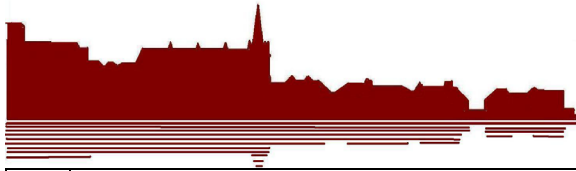
**c) Correspondence**

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: -

- 1) Welsh Government – Burry Inlet Cackle Fishery – The meeting discussed the ongoing situation and the issues faced at the Foreshore Car Park.



	<b>Resolved</b> that the Clerk writes to the appropriate Welsh Government Minister / newly elected Senedd Members highlighting the current situation and the concerns of the Community Council.
	2) Church in Wales (CIW), St Gwynour's Cemetery – <b>Resolved</b> that the CIW be requested to cover the cost of maintaining the Cemetery prior to the transfer taking place.
	<u>Additional Correspondence</u>
	<ul style="list-style-type: none"> <li>E Jones &amp; E Williams – Complaint regarding the length of grass and weeds at Mount Hermon Cemetery. The Clerk informed the Council that the Cemetery had been cut on 19<sup>th</sup> May 2026, following a delay in cutting as a result of illness. Responses had already been forwarded.</li> </ul>
	<ul style="list-style-type: none"> <li>K Croxford – Complaint regarding the length of grass and weeds at Parc Hendy Cemetery. The Clerk informed the Council that the Cemetery had been cut on 19<sup>th</sup> May 2026, following a delay in cutting as a result of illness. A response had already been forwarded. It was noted that the issues raised can be discussed at the forthcoming site visit.</li> </ul>
	<ul style="list-style-type: none"> <li>Penclawdd Brass Band – Request for the Community Council to lead on the Community Asset Transfer (CAT) of the Band Room building from Swansea Council. The Council debated the issues involved at length.</li> </ul>
	<b>Resolved</b> that: -
	1) the Community Council agrees in principle to lead with the community asset transfer of the Band Room if the building cannot be transferred directly to Penclawdd Brass Band, subject to some additional conditions.
	2) The Clerk informs Swansea Council regarding the decision.
	<b>d) Work Plan 2026/2027</b>
	The report was provided for information.
	<b>e) Community Council Action Tracker</b>
	The report was provided for information.
	<b>f) Action Plan – Previous External Audit Recommendations</b>
	<b>Resolved</b> that the Action Plan be approved.
	<b>16. Committee / Working Group Reports</b>
	None.



<b>17. Council Property / Community Projects / Burial Grounds</b>	
	The Clerk presented a report regarding Community Council property, community projects and burial grounds. The following were discussed: -
	1) Site Visit – <b>Resolved</b> that the Clerk arranges a site visit to Llanmorlais Changing Rooms, Mount Hermon Cemetery / Car Park and Parc Hendy Cemetery to discuss the issues raised by resident and discussed at the meeting.
<b>18. Swansea Council Issues</b>	
	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: -
	<ul style="list-style-type: none"> <li>Road repairs – It was outlined that repairs had been completed to Hendy Road and Old Colliery Road. It was added that the Rhallt, Llanmorlais was in the process of having works completed.</li> </ul>
	c) Footpaths
	<p>The Clerk stated that he had contacted Swansea Council Drainage Team regarding the Himalayan Balsam issue raised by Councillor Melissa Roberts at the previous meeting. He had also contacted a Sketty Park Estate representative who had checked the field next to the River Morlais but could not find any evidence of the plant.</p> <p>It was added that Swansea Council had also highlighted the issue with Natural Resources Wales (NRW). The Clerk would continue to contact the relevant organisations.</p>
<b>19. Outside Bodies</b>	
	None.
	The meeting ended at 9.20 p.m.
	<b>Chair</b>

**Item No. 7a)**

**Report of the Internal Auditor**

**Llanrhidian Higher Community Council – 18<sup>th</sup> June 2026**

**Internal Audit for the Year Ended 31<sup>st</sup> March 2026**

<b>Purpose:</b>	The report provides the findings of the Internal Auditor for the financial year ended 31 <sup>st</sup> March 2026 and the Annual Return for Year ended 31 <sup>st</sup> March 2026.
<b>Report Author:</b>	Lyn Llewellyn
<b>Recommendation:</b>	It is recommended that: - <ol style="list-style-type: none"><li>1) The report of the Internal Auditor for Annual Return for the financial year ended 31<sup>st</sup> March 2026, be approved.</li><li>2) The Annual Return for the financial year ended 31<sup>st</sup> March 2026, be signed by the Chair and Clerk and forwarded to the External Auditor for approval.</li></ol>

To the Chairperson of Llanrhidian Higher Community Council,

- Purpose of the Audit

The purpose of the audit was to review the financial propriety and governance arrangements of the Council in accordance with proper practices as set out in the One Voice Wales / Society of Local Council Clerks publication 'Governance and Accountability for Local Councils in Wales: A Practitioners' Guide (2019 edition)

- Main Findings

**The control objectives tested proved to be satisfactory and as a result there are no matters I need to bring to the attention of your Council on this occasion.** My conclusions are reflected in the internal auditor's report in the 2025/26 Annual Return and based inter alia on tests conducted by me – see attached schedule of work undertaken.

- Audit Opinion

Assurance can be expressed in the governance arrangements and the financial statement of Llanrhidian Higher Community Council for the financial year 2025/26.

- Acknowledgements

I would like to take this opportunity to thank your Clerk, Mr Jeremy Parkhouse, for his help and co-operation with the completion of the audit.

Appendix A – Internal Auditor’s Report

Appendix B – Annual Return for Year ended 31<sup>st</sup> March 2026

Mr V L Llewellyn

Internal Auditor

25<sup>th</sup> May 2026

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

**Financial Year: 2025/26**

**Work undertaken by Internal Audit:**

**1. Proper bookkeeping**

Cashbook maintained and up to date.

Cashbook arithmetic correct.

Cashbook balanced monthly.

Trial Balance as at 31<sup>st</sup> March 2026.

**2. Standing Orders and Financial Regulations adopted and applied**

Council formally adopted Standing Orders and Financial Regulations.

The Clerk to the Council has been appointed Responsible Financial Officer.

Items or services above the de minimis amount have been competitively purchased.

**3. Payments Controls**

Payments in the cashbook are supported by invoices, authorised and minuted.

VAT on payments have been identified, recorded but needs to be reclaimed.

S137 expenditure separately recorded and within statutory limits.

**4. Risk Management Arrangements**

Review of the minutes does not identify any unusual financial activity.

Minutes record the Council carrying out an annual risk assessment.

Insurance cover appropriate and adequate.

**5. Budgetary Controls**

Council has prepared an annual budget in support of its precept.

Actual expenditure against the budget reported to the council quarterly.

There are no significant unexplained variances from budget.

Reserves were appropriate.

**6. Income Controls**

Income is properly recorded and promptly banked.

The precept recorded agrees to the Council Tax authority's notification and bankings.

Security controls over cash and near-cash adequate and effective.

**7. Petty Cash Procedures**

Not applicable.

**8. Payroll Controls**

The Clerk has a contract of employment with clear terms and conditions.

Salary paid agrees with those approved by the council.

Other payments to the Clerk are reasonable and approved by the council.

PAYE/NIC has been properly operated by the council as an employer.

**9. Assets Controls**

The council maintains a register of all material assets owned or in its care.

The asset register is up to date.

### **10. Bank Reconciliation**

Bank reconciliation prepared for each account.

Bank reconciliation carried out monthly and reported to Council.

There are no unexplained balancing entries in any reconciliation.

Value of any investments held summarised on the reconciliation.

### **11. Year-end procedures**

Year- end accounts prepared on the correct accounting basis - Income and Expenditure.

Accounts agree with cashbook.

There is an audit trail from underlying financial records to the accounts.

Signed



V L Llewellyn  
Internal Auditor  
Date 25/05/2026

# Annual Return for the Year Ended 31 March 2026

## Accounting statement 2025-26 for:

Name of body: Llanrhidian Higher Community Council

	Year ending		Notes and guidance
	31 March 2025 (£)	31 March 2026 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	203,671	97,687	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	180,447	184,052	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	30,068	47,514	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	34,673	34,828	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	5,845	5,845	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	275,981	189,268	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	97,687	99,312	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors	5,335	6,260	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	101,361	107,462	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	9,009	14,410	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	97,687	99,312	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1,812,368	1,936,577	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	37,847	33,415	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

## Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, that for the year ended 31 March 2026:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.			Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.			Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].			Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.			Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.			Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> <li>• Effective financial management including the setting and monitoring of the Council's budget and preparation and approval of the annual accounts</li> <li>• Maintenance and security of accurate and up to date accounting and other financial records</li> <li>• Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul>			Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year and has prepared and approved its accounts in accordance with legislation	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>• measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments</li> <li>• assessment and management of risks facing the Council</li> <li>• an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.</li> </ul>			Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.			Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.			Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E

\* Please include an explanation for any 'No' answers

10. <b>General power of Competence</b> – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021		Meets the eligibility criteria to exercise the general Power of Competence	E
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### Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

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

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

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2025-26 was £11.10 per elector.

In 2025-26, the Council made payments totalling £\_\_\_\_\_ under section 137. These payments are included within 'Other payments' in the Accounting Statement.

#### 2. Total Fixed Assets and Long-Term Assets – Annual Return for the Year Ended 31 March 2024

The total fixed assets and long-term assets for the year ended 31 March 2023 has been restated from £1,709,569 to £1,710,373 in the Annual Return for the year ended 31 March 2024. This has been published on the Community Council website [www.llanrhidianhighercommunitycouncil.co.uk](http://www.llanrhidianhighercommunitycouncil.co.uk).

### Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes √	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
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### Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2026.	<b>Approval by the Council</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
<b>RFO signature:</b>	<b>Minute ref:</b>  <b>Chair signature:</b>
<b>Name:</b>	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>

\* Please include an explanation for any 'No' answers

## Annual internal audit report to:

Name of body: **Llanrhidian Higher Community Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2026.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met. payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked. and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals. and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

\* Please include an explanation for any 'No' answers

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.	✓				

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.			✓		
13.			✓		
14.			✓		

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 25/05/2026.] \* Delete if no report prepared.

**Internal audit confirmation**

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2025-25 and 2026-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	VIVIAN LYN KNEWELLYN
Signature of person who carried out the internal audit:	<i>[Handwritten Signature]</i>
Date:	25/05/2026

\* Please include an explanation for any 'No' answers

**Item No. 7b)**

**Report of the Clerk**

**Council – 18<sup>th</sup> June 2026**

**To Appoint an Internal Auditor for the Year Ended 31<sup>st</sup> March 2027**

<b>Purpose:</b>	The report seeks to appoint an Internal Auditor for the financial year ended 31 <sup>st</sup> March 2027.
<b>Report Author:</b>	Jeremy Parkhouse
<b>Recommendation:</b>	It is recommended that: - 1) Lyn Llewellyn be appointed Internal Auditor for the financial year ending 31 <sup>st</sup> March 2027. 2) The Internal Audit Terms of Reference be noted and approved.

**1. Introduction**

Regulation 6 of the Practitioners Guide requires local councils to ‘maintain an adequate and effective system of internal audit.’ Internal audit must look at the accounting records and the system of internal control. It must also comply with proper internal audit practices.

**2. Internal Audit**

The purpose of internal audit is to review whether the systems of financial and other control are effective. It is essential that the internal audit function is sufficiently independent of the financial controls and procedures of the council that are the subject of review. The person or persons carrying out the internal audit must also be competent to carry out the role in a way that will meet the business needs of each local council.

Internal audit is an ongoing function but must report at least annually. Internal audit does not involve the detailed inspection of all records and transactions of the council in order to detect error or fraud. It is the periodic independent review of the council’s internal controls. The internal audit report should help to improve the council’s operating procedures. Managing the council’s internal controls should be a day-to-day function of the staff and management.

**3. Financial Year Ending 31<sup>st</sup> March 2027**

The Community Council must appoint an Internal Auditor for the year ended 31<sup>st</sup> March 2027. Mr Lyn Llewellyn has been previously appointed over many years to undertake this role by the Community Council and he has indicated that he wishes to be considered for the role for the year ended 31<sup>st</sup> March 2027 and has provided a quotation for £500.

Appendix A – Internal Audit Terms of Reference.

Jeremy Parkhouse

Clerk to the Community Council

10<sup>th</sup> June 2026

## **Appendix A**

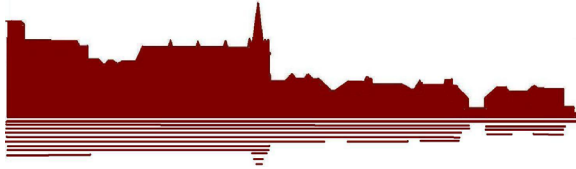
### **Internal Audit – Terms of Reference**

The purpose of the audit is to review the financial propriety and governance arrangements of the Council in accordance with proper practices as set out in the One Voice Wales / Society of Local Council Clerks publication 'Governance and Accountability for Local Councils in Wales: A Practitioners' Guide (2019 edition). The Internal Audit is in respect of the financial year ending 31<sup>st</sup> March 2027.

The following areas should be assessed for the internal audit: -

- Proper bookkeeping.
- Standing orders and financial regulations adopted and applied.
- Payments controls.
- Risk management arrangements.
- Budgetary controls.
- Income controls.
- Petty cash procedures.
- Payroll controls.
- Assets controls.
- Bank reconciliation.
- Year-end procedures.

The report of the Internal Auditor for the financial year ending 31<sup>st</sup> March 2027 is scheduled to be reported to the Council meeting on 17<sup>th</sup> June 2027.



**Item No. 7 c)**

**Report of the Clerk**

**Council – 18<sup>th</sup> June 2026**

**Councillor Expenses 2025/2026**

**Purpose:** This report details for approval the Councillor expenses return for the 2025/26 Municipal year.

**Report Author:** Jeremy Parkhouse

**Recommendations:** It is recommended that: -

- 1) The Councillor Expenses 2025/26, attached at Appendix A, are approved.
- 2) The Councillor Expenses 2025/26 are published on the Community Council website.
- 3) The Councillor Expenses 2025/26 are forwarded to the Democracy and Boundary Commission Cymru (DBCC) and Audit Wales.

Attached for approval at **Appendix A** are the Councillor Expenses return for the 2025/26 Municipal Year.

The Expenses must be reported to both the Democracy and Boundary Commission Cymru (DBCC) and Audit Wales before 30<sup>th</sup> September 2026.

**Appendices:** Appendix A – Councillor Expenses 2025/26.

Jeremy Parkhouse, PSLCC

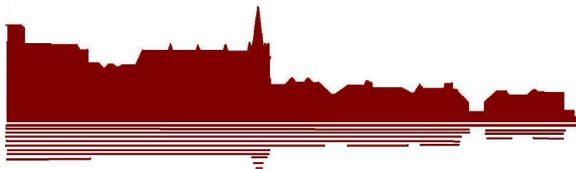
Clerk to the Community Council

10<sup>th</sup> June 2026

**Appendix A**  
**Statement of Payments made to Members of Llanrhidian Higher Community Council for the financial year**  
**April 2025 to March 2026**

Council Name	Total cost of allowances paid to councillors each in receipt of £156 payment	Total cost of allowances paid to councillors in receipt of £52 payment	Responsibility Payment	Chair or Mayor's Personal Payment	Deputy Chair or Mayor's Personal Payment	Financial Loss Allowance	Travel and Subsistence expenses	Contribution to Costs of Care and Personal Assistance (CPA)	Attendance Allowance	Other	Total number of Councillors declined £156 allowance - for costs incurred in respect of working from home	Total number of Councillors declined £52 allowance - for costs incurred in respect of telephone, broadband etc.
Llanrhidian Higher Community Council	£0	£0	Up to £500 to be paid to a maximum of 5 members For their extra work.	This excludes any Civic Budget For their extra work.	This excludes any Civic Budget For their extra work.	£0	£0	Total reimbursed in the year and NOT payment to each member.	£0	£0	10	10
Local Authority area (County) - Swansea												
Date return submitted to DBCC – 30 <sup>th</sup> September 2025												
Group - 1 to 5 (state number) – Group 4												

Section 151 of the Local Government Measure 2011, requires Community and Town Councils to publish, within their authority area, the remuneration received by their members by 30 September following the end of the previous financial year. This information must also be sent to the Democracy and Boundary Commission Cymru at [remuneration@dbcc.gov.wales](mailto:remuneration@dbcc.gov.wales) by the same date. Nil returns are also required. A copy of statement to be shared with Audit Wales at [info@audit.wales](mailto:info@audit.wales) to ensure compliance.



Item No. 8

Council – 18<sup>th</sup> June 2026

## Reports of the Clerk

### a) Accounts for Payment / Financial Report

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

	<b>Quotation Details</b>	<b>Action</b>
1.	Removal of ivy from fence at Parc Dan Y Graig and treatment of the roots.	Awaiting additional quotations
2.	Repair of grave at Parc Hendy Cemetery.	Awaiting additional quotations
3.	Removal / replacement of stock fencing at Graig Y Coed.	Awaiting additional quotations
4.	Replacement of tennis court fencing at Llanmorlais.	Awaiting quotation
5.	Replacement Rugby Posts at Graig Y Coed.	<b>For discussion</b>
6.	Clearance of run-off ditch at Llanmorlais Recreation Ground.	Awaiting quotation
7.	Repair of Metal Door at Bowls Pavilion.	Awaiting quotation
8.	Cyber Security Insurance	<b>For Decision</b>
9.	Marquee, flooring and stage – Remembrance Sunday 2026.	<b>For Decision</b>
10.	Transfer of burial / cremation records onto software.	<b>For Decision</b>
11.	Mapping for St Gwynour's Cemetery.	<b>For Decision</b>

The report is attached at Appendix A for approval.

### b) To Monitor the Council Budget 2026-2027

The report is attached at Appendix B for approval.

### c) Correspondence

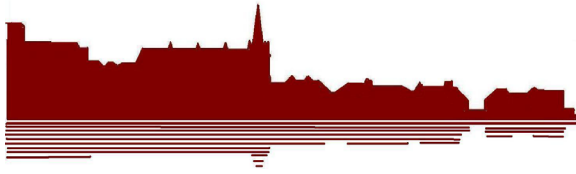
The list of correspondence for discussion is attached at Appendix C.

### d) Work Programme 2025/2026

The report is attached for information at Appendix D.

### e) Community Council Action Tracker

The report is attached for information at Appendix E.



Llanrhidian Higher Community Council  
Cyngor Cymuned Llanrhidian Uchaf

**Jeremy Parkhouse**  
**Clerk to the Community Council**  
**10<sup>th</sup> June 2026**

**Appendix A****ACCOUNTS FOR PAYMENT – 18th June 2026**

Salary Costings	£4,745.01
Clerks Expenses	£65.25
Pinnacle - Printing costs - Invoice 194187 (£28.04 Net) (£5.61 VAT)	£33.65
Lyn Llewellyn Internal Audit Service - Internal Audit Work for the Financial Year Ended 31st March 2026	£495.00
EDF Energy - Electricity at Bowls Pavilion (£68.75 Net) (£3.44 - 5% VAT)	£72.19
Llanmorlais Carnival Association - Full Page Advert in Carnival Programme	£85.00
Jonathan Davis & Son - Invoice 26/43 - Monthly Costing May 2026 & removal of old tennis net and installation of new net on 26/05/2026 (£5,954.58 Net) (£1,190.91 VAT)	£7,145.49
<b>Total Payments</b>	<b>£12,641.59</b>

<b>Invoices paid since 21st May 2026</b>	
CF Corporate Finance Ltd - Xerox Multi-functional Device Hire (£115 Net) (£23 VAT)	£138.00
Swansea Council - Provision of H-Bar Marking (£75 Net) (£15 VAT)	£90.00
AC Garage Doors - Invoice 5759 - Supply & Installation of side hinged double security door and 2 multi-locking security door at Llanmorlais Changing Rooms (£3,900.00 Net) (£780.00 VAT)	£4,680.00
Clear Councils - Community Council and Sports Association Insurance 2026-2027	£8,758.86
Gambit Insurance Solutions - Community Shed Insurance 2026-2027	£391.85
SSE Energy Solutions - Electricity at Graig Y Coed Pavilion - 1st to 30th April 2026 (£181.35 Net) (£9.07 - 5% VAT)	£190.42
SSE Energy Solutions - Electricity at Memoriaal Gardens - 1st February to 30th April 2026 (£90.81 Net) (£4.54 - 5% VAT)	£95.35
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£8.50
<b><u>Total</u></b>	<b><u>£14,372.95</u></b>
<b><u>Total Outgoings</u></b>	<b><u>£27,014.54</u></b>
<b><u>Income since 21st May 2026</u></b>	
Penclawdd AFC - Payment towards barrier installation at Parc Dan Y Graig	£12,387.52
Mount Hermon Cemetery - Cremated remains plot (Non-resident)	£400.00
Parc Hendy Cemetery - Burial (Resident)	£1,100.00
CCLA - Interest for May 2026	£80.59
Reserve Account Interest	£25.21
Projects Account Interest	£2.01
<b><u>Total Income</u></b>	<b><u>£13,995.33</u></b>

<b>TRANSFERS:</b>	
None	
<b>RECONCILIATION:</b>	
Current Account Balance – 10th June 2026	<b>£30,835.26</b>
Less Approved Payments (June 2026)	<b>£12,641.59</b>
<b><u>Total</u></b>	<b><u>£18,193.67</u></b>
<b><u>BANK ACCOUNTS</u></b>	
Current Account Balance – 10th June 2026	<b>£30,835.26</b>
Reserve Account Balance - 10th June 2026	<b>£68,338.78</b>
CCLA Investment - 10th June 2026	<b>£25,000.00</b>
Memorial Gardens Charity Account -10th June 2026	<b>£1.00</b>
Projects Account Balance - 10th June 2026	<b>£5,053.02</b>
<b><u>TOTAL</u></b>	<b><u>£129,228.06</u></b>

# Financial Budget Comparison

Comparison between 01/04/26 and 03/06/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Actual Net	Balance
<b>INCOME</b>				
<b>Administration</b>				
100	Precept	£194,872.17	£64,957.39	-£129,914.78
105	Refund of bank charges	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00
121	Bank Interest	£1,600.00	£283.62	-£1,316.38
122	Bank Interest	£1,000.00	£4.35	-£995.65
150	Grants received	£1,500.00	£3,013.00	£1,513.00
155	PWLB Loan	£0.00	£0.00	£0.00
250	Miscellaneous Income	£8,000.00	£0.00	-£8,000.00
251	Miscellaneous Income - Current Account	£20,000.00	£0.00	-£20,000.00
252	Miscellaneous Income - Projects Account	£1,000.00	£0.00	-£1,000.00
<b>Total Administration</b>		£227,972.17	£68,258.36	-£159,713.81
<b>Outside Services</b>				
300	Cemetery Income	£14,500.00	£1,350.00	-£13,150.00
320	Wayleaves	£130.00	£0.00	-£130.00
330	Recreation Grounds	£6,650.00	£12,467.52	£5,817.52
<b>Total Outside Services</b>		£21,280.00	£13,817.52	-£7,462.48
<b>Total Income</b>		<u>£249,252.17</u>	<u>£82,075.88</u>	<u>-£167,176.29</u>
<b>EXPENDITURE</b>				
<b>Administration</b>				
1001	Salaries	£60,500.00	£9,490.02	£51,009.98

# Financial Budget Comparison

Comparison between 01/04/26 and 03/06/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

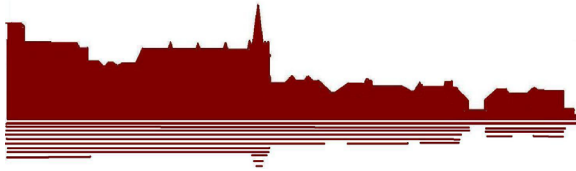
		<b>2026/27</b>	<b>Actual Net</b>	<b>Balance</b>
1002	Clerks Expenses	£550.00	£104.20	£445.80
1010	Subscriptions	£1,500.00	£0.00	£1,500.00
1015	Office Costs	£4,300.00	£207.00	£4,093.00
1020	Web Site	£290.00	£0.00	£290.00
1025	Advertising	£150.00	£0.00	£150.00
1030	Insurance	£8,300.00	£0.00	£8,300.00
1040	Bank Charges	£100.00	£18.00	£82.00
1045	Audit Fees	£1,250.00	£0.00	£1,250.00
1046	Accountancy Services	£260.00	£0.00	£260.00
1050	Legal Costs	£4,500.00	£0.00	£4,500.00
1060	Loan Repayments	£5,844.62	£0.00	£5,844.62
1065	Training	£400.00	£0.00	£400.00
1070	ICO Fee	£35.00	£0.00	£35.00
1075	Consultancy Costs	£0.00	£0.00	£0.00
1076	Signage	£500.00	£0.00	£500.00
<b>Total Administration</b>		<b>£88,479.62</b>	<b>£9,819.22</b>	<b>£78,660.40</b>
<b>Outside Services</b>				
3000	Cemeteries	£5,790.00	£0.00	£5,790.00
3001	Grounds Maintenance	£86,000.00	£6,049.18	£79,950.82
3010	Playgrounds	£5,100.00	£0.00	£5,100.00
3030	Recreation Grounds	£22,200.00	£14,783.19	£7,416.81
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/26 and 03/06/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		<b>2026/27</b>	<b>Actual Net</b>	<b>Balance</b>
3050	Other Outside services	£23,350.00	£3,350.51	£19,999.49
3051	Remembrance Sunday Service	£2,000.00	£0.00	£2,000.00
3052	War Memorial Charity	£1.00	£0.00	£1.00
3055	Defibrillators	£2,000.00	£0.00	£2,000.00
<b>Total Outside Services</b>		<b>£146,441.00</b>	<b>£24,182.88</b>	<b>£122,258.12</b>
<b>Civic</b>				
2000	Councillor Expenses	£2,400.00	£0.00	£2,400.00
2005	Councillor Training	£500.00	£0.00	£500.00
2010	Meeting Costs	£450.00	£0.00	£450.00
2030	Election Costs	£5,000.00	£0.00	£5,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00
<b>Total Civic</b>		<b>£8,350.00</b>	<b>£0.00</b>	<b>£8,350.00</b>
<b>Grants</b>				
4046	Donations	£600.00	£0.00	£600.00
4047	Section 137 Payments	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£0.00	£5,000.00
<b>Total Grants</b>		<b>£5,600.00</b>	<b>£0.00</b>	<b>£5,600.00</b>
<b>Total Expenditure</b>		<b>£248,870.62</b>	<b>£34,002.10</b>	<b>£214,868.52</b>
Total Income		£249,252.17	£82,075.88	-£167,176.29
Total Expenditure		£248,870.62	£34,002.10	£214,868.52
<b>Total Net Balance</b>		<b>£381.55</b>	<b>£48,073.78</b>	



**Correspondence – 18<sup>th</sup> June 2026**

1.	One Voice Wales – Training Dates – June to September 2026.
2.	D Rees – Parc Hendy Cemetery.
3.	BRAMM – Parc Hendy Cemetery.
4.	CFF Stadia Improvement Fund - Notice of Rejection.
5.	Swansea Council Pension Fund - Access and Fairness Regulations Changes.
6.	Somerset Trust - Foreshore Car Park, Penclawdd - Opening of Burry Inlet Cockle Beds.
7.	One Voice Wales - Practice Development Notes.
8.	Swansea Council - Penclawdd Brass Band Hall, Park Road, Penclawdd- Request for a CAT.
9.	West Glamorgan Archives - Depositing Community Council Papers with Archives.
10.	Swansea Council - Community & Town (C/T) Councillor – Questionnaire.

**Jeremy Parkhouse**

**Clerk to the Community Council**

**10<sup>th</sup> June 2026**

### Meeting Schedule by Date

The following schedule sets out the principal items of business for each meeting date. Standard agenda items, as listed below, are expected to appear at most ordinary meetings unless otherwise determined by the Council.

#### Standard Agenda Items

- **Police Report**
- **Financial Report**
- **Budget Monitoring Report**
- **Correspondence**
- **Action Tracker**
- **Work Plan**
- **Committee Reports**
- **Council Property, Community Projects and Burial Grounds**
- **Swansea Council Issues**
- **Reports of Delegates on Outside Bodies**

#### 21 May 2026

#### Annual Meeting and Governance

- Election of the Chair
- Election of the Vice-Chair
- To Review and Adopt Standing Orders, Financial Regulations, Annual Report 2025/25 & Annual Plan 2026/27
- Democracy & Boundary Commission Cymru (DBCC) Annual Report 2026-2027
- Constitutional Matters 2026/27
- General Power of Competence (GPoC) Declaration
- To Review and Approve the Councillors Training Programme
- Community Council Fixed Assets – May 2026

**18 June 2026**

**Audit, Governance and Finance**

- To Approve the Report of the Internal Auditor – Internal Audit for the Year Ended 31st March 2026 and to sign the Annual Governance Statement
- To Appoint an Internal Auditor for the Financial Year Ending 31st March 2027
- Approval of councillors’ allowances for the 2025–2026 financial year

**16 July 2026**

**Audit, Governance and Finance**

- Audit Wales: completion of the audit of the Annual Return 2022/23
- Approval of grant payments
- Approval of the annual charges for the use of Community Council facilities by sports clubs

**10 September 2026**

**Policy**

- Consideration of the Employers’ Data Retention Policy

**15 October 2026**

**Audit**

- Audit Wales: Completion of the audit of the Annual Return 2025/26

**20 November 2026**

**Finance**

- Approval of the draft budget
- Approval of the annual burial charges
- Approval of grant payments

**21 January 2027**

**Budget and Precept**

- Approval of the budget for 2027/28
- Setting of the precept for 2027/28

**18 February 2027**

No additional substantive items are scheduled beyond the standard agenda items.

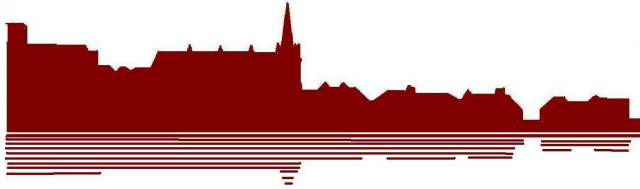
**18 March 2027**

**Annual Business and Finance**

- Approval of the draft Annual Report
- Approval of the draft Annual Plan
- Approval of grant payments

**15 April 2027**

No additional substantive items are scheduled beyond the standard agenda items.



**Report of the Clerk**

**Council – 18<sup>th</sup> June 2026**

**Community Council Action Tracker**

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

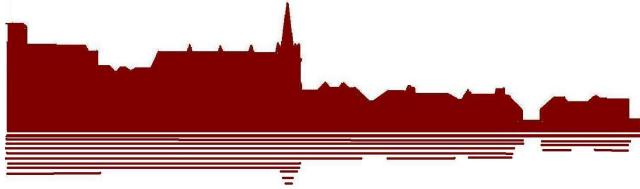
**Report Author:** Jeremy Parkhouse

**For Information**

**1. Introduction**

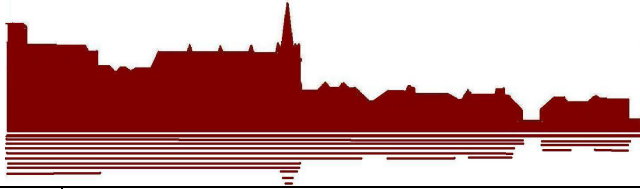
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken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

**Appendix 1 – Action Tracker**

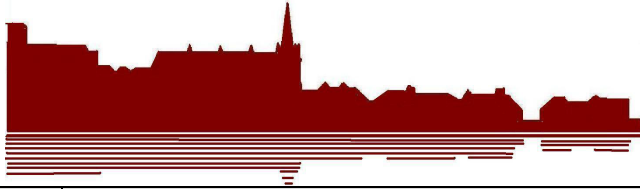


**Appendix 1**

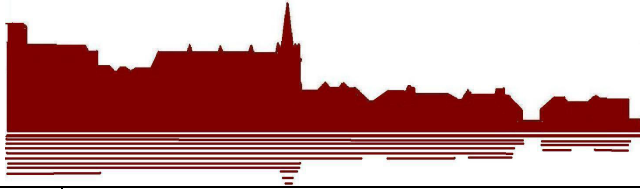
<b>Action Tracker</b>		
	<b>Details</b>	<b>Outcome / Action</b>
<b>1)</b>	<b>24/01/2023 – Finance Committee – Minute 61 - The Finance and Governance Toolkit for Community and Town Councils – To Review Part 1 – The Health Check – Themes A and B</b>	
	Finance & Governance Toolkit	<b>CLOSED</b> – Clerk to attend training on 25 <sup>th</sup> June 2026 and item to be discussed at Finance & Events Committee in July 2026. <ul style="list-style-type: none"> <li>• Email addresses provided by the Council should be used by all Councillors.</li> <li>• Clerk to review policies, review policies available on the ACAS website / One Voice Wales.</li> <li>• The updated Themes A and B sections be reported to a future meeting.</li> </ul>
<b>2)</b>	<b>12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor</b>	
	Drainage at Graig Y Coed	<b>ONGOING</b> 2) Manhole covers to be replaced and a suitable boulder be placed in the corner of the car park to prevent vehicles exiting down the bank.
<b>3)</b>	<b>21/03/24 – Council – Minute No. – 134 – Council Property / Community Projects / Burial Grounds</b>	
	Penclawdd Playground	<b>CLOSED</b> Councillor Adam Woolliscroft and the Clerk negotiate the best prices for the Community Council.
	Crofty Playground Lease	<b>ONGOING</b> Awaiting confirmation of registration from Land Registry via solicitors.
<b>4)</b>	<b>03/06/25 – Finance Committee – Minute No.11 – Property Maintenance Schedule, Capital Works Programme and Health &amp; Safety Action Plan</b>	
	<ul style="list-style-type: none"> <li>• Llanmorlais Changing Rooms – Llanmorlais Hall be asked to remove the remainder of the chairs / carnival equipment. Community Council files would also have to be moved to Penclawdd Community Centre.</li> </ul>	<b>ONGOING</b> – Files removed to Penclawdd Community Centre in March 2026.



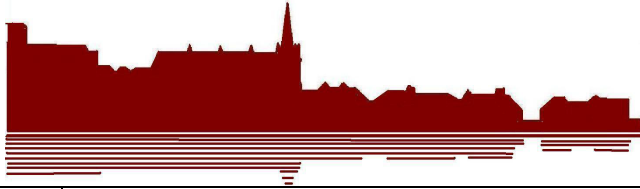
<b>5)</b>	<b>03/06/25 – Events &amp; Projects Committee – Minute No. – 7 – Projects</b>	
	<ul style="list-style-type: none"> <li>Hopscotch - A stencil was required to re-instate the hopscotch. A favour was owed to Jonathan Davis which would allow the hopscotch to be reinstated. The work was included into the GMC work programme.</li> </ul>	<b>ONGOING</b>
<b>6)</b>	<b>02/09/25 – Finance Committee - Minute No.16 – Quarterly Discussion with the Grounds Maintenance Contractor</b>	
	<ul style="list-style-type: none"> <li>Marking tennis courts. The work was included into the GMC work programme.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Fencing at Llanmorlais Tennis Courts. A quotation would be forwarded.</li> </ul>	<b>ONGOING</b>
<b>7)</b>	<b>07/10/25 – Events &amp; Projects Committee – Minute No.12 – Events &amp; Projects Report – Parc Dan Y Graig</b>	
	<ul style="list-style-type: none"> <li>Steps into new changing / officials' rooms.</li> </ul>	<b>ONGOING</b>
<b>8)</b>	<b>16/10/25 – Council – Minute No.64c – Clerks Reports – Correspondence</b>	
	<ul style="list-style-type: none"> <li>Mid &amp; West Wales Fire Authority – Training - training be organised in the New Year.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Llanmorlais Hall – Wedding request – 11/07/26 - Request approved subject to the relevant insurance cover being provided.</li> </ul>	<b>ONGOING</b> Request approved and relevant insurance policies to be confirmed.
<b>9)</b>	<b>16/10/25 – Council – Minute No.66 – Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>Defibrillator at Crofty Industrial Estate – following a recent incident, the lack of a defibrillator in the Industrial Estate was highlighted. Further discussions were required.</li> </ul>	<b>CLOSED</b> – Issue discussed at Council and the Clerk was asked to establish land ownership at Llotrog.
	<ul style="list-style-type: none"> <li>Noticeboard at Crofty Supermarket – The Clerk would discuss further with Chris Hopkins and report to the next meeting.</li> </ul>	<b>ONGOING</b> – Community Shed are in the process of making a new noticeboard.
<b>10)</b>	<b>07/11/25 – Finance Committee – Minute No. – 34 – Property Maintenance Schedule, Capital Works Programme and Health &amp; Safety Action Plan</b>	
	<ul style="list-style-type: none"> <li>Skateboard area at Llanmorlais – The current state of the surface was discussed, including the possibility of laying a temporary surface. Councillor Andrew Williams be requested to seek further advice on the options available. It was added that if the surface was not safe, the equipment and surface should be removed.</li> </ul>	<b>CLOSED</b> – Discussed at site visit on 4 <sup>th</sup> June 2026.
	<ul style="list-style-type: none"> <li>Land Opposite Graig Y Coed – Swansea Council be approached concerning the options available.</li> </ul>	<b>CLOSED</b> – Swansea Council have not responded.
<b>11)</b>	<b>20/11/25 – Council – Minute No. – 73 - Public Question Time</b>	
	<ul style="list-style-type: none"> <li>Painting Football Pavilion (internally and externally) – The Community Council pays for the paint / painting equipment and Penclawdd AFC carries out the works.</li> </ul>	<b>ONGOING</b>
<b>12)</b>	<b>20/11/25 – Council – Minute No. 78 – Swansea Council Matters</b>	
	<ul style="list-style-type: none"> <li>Footpaths – Footpath LH78 – It was reported that the fence post at the end of the footpath was rotten. As the land is unregistered, the Clerk was requested to ask Jonathan Davis to assist, if possible.</li> </ul>	<b>ONGOING</b>



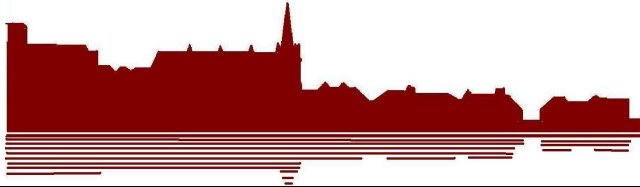
<b>13)</b>	<b>05/01/26 – Finance Committee – Minute No. 40 – Quarterly Discussion with the Grounds Maintenance Contractor – Quarter 3 2025-26</b>	
	<ul style="list-style-type: none"> <li>Christmas Trees – They had just been removed from the Memorial Gardens and Zoar Chapel, Crofty. JD added that the 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.</li> </ul>	<b>CLOSED</b> – Quotation approved.
	<ul style="list-style-type: none"> <li>Woodland Project – Options which could be used to attract snakes and other reptiles were discussed.</li> </ul>	<b>CLOSED</b> - Ursula Jones, Swansea Council attended Finance Committee on 11 <sup>th</sup> June 2026.
<b>14)</b>	<b>15/01/26 – Council – Minute No. 87a – Accounts for Payment</b>	
	<ul style="list-style-type: none"> <li>Quotation 1 – the verbal quotation for emergency repair work at Penclawdd Rugby Pavilion for £100 provided to the Chair by Penclawdd Forge, be approved.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Quotation 5 – the quotation for £897.87 plus VAT provided by Jonathan Davis for the installation of ACO drainage channels to Llanmorlais Hall Car Park, be approved.</li> </ul>	<b>ONGOING</b>
<b>15)</b>	<b>15/01/26 – Council – Minute No. 89 – Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>Additional Parking on Benson Estates Land - the Clerk be given authority to negotiate a lease / planning permission / progress with Benson Estates.</li> </ul>	<b>ONGOING</b> – Penclawdd AFC have been asked for feedback regarding the proposal.
	<ul style="list-style-type: none"> <li>Station Platform – Councillor James Matthews proposed that the Council considers installing some form of ceramic style tiles depicting a historical scene relating to the area. Further research be undertaken and the issue be discussed at a future meeting.</li> </ul>	<b>ONGOING</b>
<b>16)</b>	<b>15/01/26 – Council – Minute No. 90 – Swansea Council Issues</b>	
	<ul style="list-style-type: none"> <li>Blocked gulleys – Councillor Leanne Davies highlighted blocked gulleys and the poor road surface at the Rhallt, Llanmorlais. The Ward Member would report the gulleys to Highways.</li> </ul>	<b>CLOSED</b> – The matter has been reported to Swansea Council and a programme of work organised.
	<ul style="list-style-type: none"> <li>Planning - Councillor Melissa Roberts requested an update regarding the bricked-up windows at the Bellevue Studios, Bellevue, Penclawdd. The Ward Member would seek a progress update.</li> </ul>	<b>ONGOING</b>
<b>17)</b>	<b>12/02/26 – Council – Minute No. 98 – Completion of Audit of Annual Returns 2021/2022, 2023/2024 and 2024/2025 – Audit Wales</b>	
	<ul style="list-style-type: none"> <li>An Action Plan be produced to address the comments made in the reports.</li> </ul>	<b>CLOSED</b> – Action plan approved.
<b>18)</b>	<b>12/02/26 – Council – Minute No. 99 – Reports of the Clerk - Quotations</b>	
	<ul style="list-style-type: none"> <li>Removal of ivy from fence at Parc Dany Graig and treatment of the roots – an additional 2 quotations be sought.</li> </ul>	<b>CLOSED</b> – Duplicate with No. 33.
	<ul style="list-style-type: none"> <li>Repair of grave at Parc Hendy Cemetery – An additional quotation be sought.</li> </ul>	<b>ONGOING</b> – 2 additional quotes requested.
	<ul style="list-style-type: none"> <li>Removal / replacement of stock fencing at Graig Y Coed – 3 quotations be sought.</li> </ul>	<b>ONGOING</b>



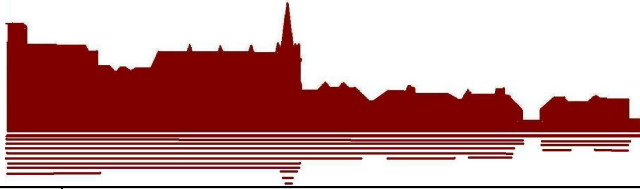
<b>19)</b>	<b>12/02/26 – Council – Minute No. 101 – Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>Land at Llanmorlais Cross – The possibility of purchasing the land was discussed. The Clerk sought the authority to negotiate with the landowners. It was also proposed that the landowners name be used to name the site, if it was purchased. The Clerk be given the authority to contact the landowner to progress matters.</li> </ul>	<b>ONGOING</b> – Reminder sent to landowners.
<b>20)</b>	<b>03/03/26 – Finance Committee – Minute No. 52 – Quarterly Discussion with the Grounds Maintenance Contractor – Quarter 3 2025-26</b>	
	<ul style="list-style-type: none"> <li>Llanmorlais Recreation Ground - JD to provide a quotation to clear the run-off ditch.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>St Gwynour's Cemetery - JD to provide a quotation to prepare the ground to seed wildflowers.</li> </ul>	<b>CLOSED</b> – Wait until the cemetery is under Community Council ownership.
	<ul style="list-style-type: none"> <li>Memorial Gardens – A new plinth was required to hold the wreaths on the Memorial stone. The Clerk to investigate the options available.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Metal door at Bowls Pavilion – This would require repair. JD to provide quotation in respect of the repair.</li> </ul>	<b>ONGOING</b>
<b>21)</b>	<b>03/03/26 – Finance Committee – Minute No. 54 – Financial Report</b>	
	<ul style="list-style-type: none"> <li>Councillor Paul Tucker would contact Penclawdd Forge regarding the required work at Penclawdd Rugby Pavilion.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Quotation A for 5m aluminium socketed posts for £1,512.00 plus £1,343.20 plus VAT for fitting new rugby posts at Graig Y Coed, be recommended to Council for approval.</li> </ul>	<b>ONGOING</b> – On Hold
<b>22)</b>	<b>03/03/26 – Finance Committee – Minute No. 56 – Grants &amp; Donations</b>	
	<ul style="list-style-type: none"> <li>the Clerk investigates prices for the cost of installation / supply of Wi-Fi at Penclawdd Community Centre.</li> </ul>	<b>CLOSED</b> – Quotation approved.
<b>23)</b>	<b>03/03/26 – Finance Committee – Minute No. 58 – Property Maintenance Schedule, Capital Works Programme and Health &amp; Safety Action Plan</b>	
	<ul style="list-style-type: none"> <li>the Clerk discusses with Swansea Council the options in respect of fly-tipping at Mount Hermon Car Park.</li> </ul>	<b>CLOSED</b> – Signage erected.
<b>24)</b>	<b>19/03/26 – Council – Minute No. 110a – Reports of the Clerk - Accounts for Payment - Quotations</b>	
	<ul style="list-style-type: none"> <li>The replacement of Rugby Posts at Graig Y Coed be placed on hold, subject to further discussions with the Grounds Maintenance Contractor regarding the longevity of the current repairs.</li> </ul>	<b>CLOSED</b> – Duplicate with No.21.
	<ul style="list-style-type: none"> <li>Spectator Stand Access Path – The quotation for £7,500 (No VAT) provided by Gower Building Co. be approved.</li> </ul>	<b>CLOSED</b> – Grant application turned down.
	<ul style="list-style-type: none"> <li>Concrete Base for 2 x Dugouts - The quotation for £6,000 (plus VAT) provided by R D Jones Building Ltd, be approved.</li> </ul>	<b>CLOSED</b> – Grant application turned down.
	<ul style="list-style-type: none"> <li>Concrete Base for Spectator Stand - The quotation for £6,000 (plus VAT) provided by R D Jones Building Ltd, be approved.</li> </ul>	<b>CLOSED</b> – Grant application turned down.
	<ul style="list-style-type: none"> <li>Redressing the surface of the Foreshore Car Park – The quotation for £680 (Plus VAT) provided by Jonathan Davis &amp; Son, be approved and the Clerk be requested to write to all businesses near to the Car Park and cockle firms to ask for donations towards the redressing.</li> </ul>	<b>ONGOING</b> – Approved.



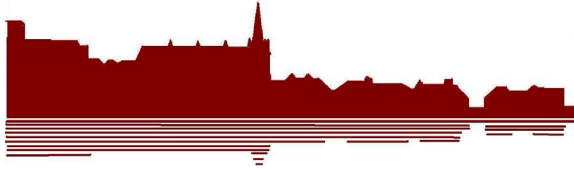
	<ul style="list-style-type: none"> <li>General Tidy of Bottom End of the Car Park Area (40m x 9m) – The quotation for £2,193.60 (Plus VAT) provided by Jonathan Davis &amp; Son, be approved.</li> </ul>	<b>ONGOING</b> – Approved.
	<ul style="list-style-type: none"> <li>Annual Playground Inspections of Penclawdd and Crofty Playgrounds – The quotation for £380 (Plus VAT) provided by The Play Inspection Company Ltd, be approved.</li> </ul>	<b>ONGOING</b> – Approved, subject to work being completed in approximately 12 weeks.
<b>25)</b>	<b>16/04/26 – Council – Minute No. 122 – Community Reports – South Wales Police</b>	
	<ul style="list-style-type: none"> <li>Parking around Parc Dan Y Graig – Residents had highlighted parking issues on match days, particularly parking on pavements, double-parking and parking across residents' driveways.</li> </ul>	<b>CLOSED</b> - The Clerk obtains quotation / proceeds with the installation of a H-bar at the entrance to Parc Dan Y Graig from Swansea Council.
<b>26)</b>	<b>16/04/26 – Council – Minute No. 123a – Reports of the Clerk – Accounts for Payment</b>	
	<ul style="list-style-type: none"> <li>The Clerk writes to businesses in the vicinity of the Foreshore Car Park for donations towards the car park maintenance.</li> </ul>	<b>ONGOING</b>
<b>27)</b>	<b>16/04/26 – Council – Minute No. 123c – Reports of the Clerk – Correspondence</b>	
	<ul style="list-style-type: none"> <li>D Rees – Parc Hendy Cemetery – The Clerk stated that he would write to Jamie Hitchins requesting payment of the permit fee which he had charged Mr Rees for but had not paid the Council or completed the relevant forms.</li> </ul>	<b>ONGOING</b> – Letter sent to Jamie Hitchins. No payment or permit forms received.
	<ul style="list-style-type: none"> <li>Ursula Jones, Swansea Council – Graig Y Coed Community Woodland Biodiversity Improvement Plan – Resolved that Ursula Jones be invited to attend the Finance Committee meeting in June 2026.</li> </ul>	<b>CLOSED</b> - Ursula Jones be invited to attend the Finance Committee meeting in June 2026.
<b>28)</b>	<b>16/04/26 – Council – Minute No. 125 – Council Property / Community Projects / Burial Grounds</b>	
	Memorial Gardens – The need for a new plinth to house the wreaths was highlighted. The Clerk would progress the issue.	<b>ONGOING</b>
	Defibrillators – The possibility of adding a new defibrillator at Llotrog was highlighted. The Clerk investigates the land ownership and reports back to a future meeting.	<b>ONGOING</b>
<b>29)</b>	<b>16/04/26 – Council – Minute No. 126 – Swansea Council Issues - Footpaths</b>	
	Councillor Melissa Roberts highlighted that there was Himalayan Balsam found on the footpath and riverbank of the Morlais River. She added that the land belonged to Sketty Park Estate and requested that the Clerk contacts the Estate to highlight the issue. She also added that the Balsam found on the riverbank had grave implications for the bank going forward. Agreed that the Clerk contacts Sketty Park Estate to highlight the issue.	<b>CLOSED</b> – Sketty Park Estate representative informed.
<b>30)</b>	<b>21/05/26 – Annual Council – Minute No. 8 – Community Reports – South Wales Police</b>	
	<p>Parking Issues at Parc Dan Y Graig – The Clerk stated that he had discussed the issue at length with PCSO Andrew Brown, who had suggested the following: -</p> <ol style="list-style-type: none"> <li>I. Penclawdd AFC having dedicated parking marshals.</li> <li>II. Penclawdd AFC installing a PA system during games, which can be used to highlight any parking issues.</li> <li>III. Bollards being used on Hendy Road / Nurses Corner to prevent parking which causes issues for residents.</li> <li>IV. Installation of a H-bar at the access to Parc Dan Y Graig.</li> </ol>	<b>CLOSED</b> – Discussion reported to Penclawdd AFC.



	<p>V. The potential installation of double yellow lines along sections of Hendy Road / Nurses Corner.</p> <p>The Clerk had also highlighted that the Council were in discussions with Benson Estates to provide additional car parking for football matches at the Dock, Penclawdd. The Clerk would report the discussion to Penclawdd AFC.</p>	
<b>31)</b>	<b>21/05/26 – Annual Council – Minute No. 9 – To Review and Adopt Standing Orders, Financial Regulations, Annual Report 2025/26 and Annual Plan 2026/27</b>	
	<ul style="list-style-type: none"> <li>• The Model Standing Orders (Wales) 2023, provided at Appendix A, be adopted.</li> <li>• The Model Standing Orders be published on the Council website.</li> <li>• The Model Financial Regulations (Wales), provided at Appendix B, be adopted.</li> <li>• The Model Financial Regulations be published on the Council website.</li> <li>• The Annual Report 2025-2026, provided at Appendix C, be approved.</li> <li>• The Annual Report 2025-2026 be published on the Council website.</li> <li>• The Annual Plan 2026-2027, provided at Appendix D, be approved.</li> <li>• The Annual Plan 2026-2027 be published on the Council website.</li> </ul>	<b>CLOSED</b>
<b>32)</b>	<b>21/05/26 – Annual Council – Minute No. 13 – To Review and Approve the Councillors Training Programme</b>	
	The Councillors Training Programme be published on the Council's website.	<b>CLOSED</b>
<b>33)</b>	<b>21/05/26 – Annual Council – Minute No. 14 – Reports of the Clerk - a) Accounts for Payment / Quotations</b>	
	<ul style="list-style-type: none"> <li>• Plumbing works required following annual inspection - Delete - No further work required.</li> </ul>	<b>CLOSED</b> – Deleted.
	<ul style="list-style-type: none"> <li>• Removal of ivy from fence at Parc Dan Y Graig and treatment of the roots - Awaiting additional quotations.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>• Repair of grave at Parc Hendy Cemetery - Clerk to arrange a site visit for all Councillors.</li> </ul>	<b>CLOSED</b> – Site visit held on 4 <sup>th</sup> June 2026.
	<ul style="list-style-type: none"> <li>• Removal / replacement of stock fencing at Graig Y Coed - Awaiting additional quotations.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>• Replacement of tennis court fencing at Llanmorlais - Awaiting quotation.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>• Replacement Rugby Posts at Graig Y Coed - On Hold.</li> </ul>	<b>CLOSED</b> – Duplicate with No.21.
	<ul style="list-style-type: none"> <li>• Clearance of run-off ditch at Llanmorlais Recreation Ground - Awaiting quotation.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>• Wildflowers at St Gwynour's - Delete - Cemetery not yet under Community Council control.</li> </ul>	<b>CLOSED</b>
	<ul style="list-style-type: none"> <li>• Repair of Metal Door at Bowls Pavilion - Awaiting quotation.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>• WIFI at Penclawdd Community Centre - 2 quotations were discussed. Agree that the quotation provided by Uplands Radio be approved, subject to further discussions.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>• Replacement doors at Llanmorlais Changing Rooms - 4 companies were requested to provide quotations. 2 quotations</li> </ul>	<b>CLOSED</b> – Invoice approved / paid.



	<p>were provided. Agreed that the quotation provided by Andrew Colwill Garage Doors for multi locking security doors for £1,000 plus vat each fitted / made to measure for £1,150 plus vat each / double door for £1,600 plus vat fitted.</p>	
	<ul style="list-style-type: none"> <li>To appoint solicitors to act for the Council in respect of the transfer of St Gwynour's Cemetery - Agreed that the quotation provided by Tonner, Johns, Ratti Solicitors for £1,500 plus VAT and disbursements, be approved.</li> </ul>	<b>CLOSED</b>
	<ul style="list-style-type: none"> <li>Community Shed Insurance 2026/27 - Agreed that the quotation provided by Clear Councils for £8,758.86, be approved.</li> </ul>	<b>CLOSED</b>
	<ul style="list-style-type: none"> <li>Community Council and Sports Association Insurance - Agreed that the Quotation provided by Gambit Insurance Solutions for £391.85 including Insurance Premium Tax and fee, be approved.</li> </ul>	<b>CLOSED</b>
	<ul style="list-style-type: none"> <li>Memorial Gardens – Upgrade of external box - Agreed that the quotation provided by RAWEELEC for £1,668.12 including VAT, be approved.</li> </ul>	<b>CLOSED</b> – Quotation approved.
	<ul style="list-style-type: none"> <li>Replacement fence at Parc Hendy Cemetery and topsoil to repair ground adjacent to entrance road - Clerk to arrange a site visit for all Councillors.</li> </ul>	<b>CLOSED</b> – Site visit held on 4 <sup>th</sup> June 2026.
<b>34)</b>	<b>21/05/26 – Annual Council – Minute No. 14 – Reports of the Clerk – c) Correspondence</b>	
	<ul style="list-style-type: none"> <li>Welsh Government – Burry Inlet Cockle Fishery – The meeting discussed the ongoing situation and the issues faced at the Foreshore Car Park. Agreed that the Clerk writes to the appropriate Welsh Government Minister / newly elected Senedd Members highlighting the current situation and the concerns of the Community Council.</li> </ul>	<b>ONGOING</b>
	<ul style="list-style-type: none"> <li>Church in Wales (CIW), St Gwynour's Cemetery – Agreed that the CIW be requested to cover the cost of maintaining the Cemetery prior to the transfer taking place.</li> </ul>	<b>CLOSED</b> – Church informed.
	<p>Penclawdd Brass Band – Request for the Community Council to lead on the Community Asset Transfer (CAT) of the Band Room building from Swansea Council. The Council debated the issues involved at length. Agreed that 1) the Community Council agrees in principle to lead with the community asset transfer of the Band Room if the building cannot be transferred directly to Penclawdd Brass Band, subject to some additional conditions. 2) The Clerk informs Swansea Council regarding the decision.</p>	<b>CLOSED</b> – Swansea Council informed.
<b>35)</b>	<b>21/05/26 – Annual Council – Minute No. 17 – Council Property / Community Projects / Burial Grounds</b>	
	<ul style="list-style-type: none"> <li>Site Visit – Resolved that the Clerk arranges a site visit to Llanmorlais Changing Rooms, Mount Hermon Cemetery / Car Park and Parc Hendy Cemetery to discuss the issues raised by resident and discussed at the meeting.</li> </ul>	<b>CLOSED</b> – Site visit took place on 4 <sup>th</sup> June 2026.
<b>36)</b>	<b>21/05/26 – Annual Council – Minute No. 18 – Swansea Council Issues</b>	
	<ul style="list-style-type: none"> <li>Footpaths - The Clerk stated that he had contacted Swansea Council Drainage Team regarding the Himalayan Balsam issue raised by Councillor Melissa Roberts at the previous meeting. He had also contacted a Sketty Park Estate representative who had checked the field next to the River Morlais but could not find any evidence of the plant. It was added that Swansea Council had also highlighted the issue with Natural Resources Wales (NRW).</li> </ul>	<b>ONGOING</b> – The Clerk has contacted West Wales Rivers Trust to establish if they have capacity to manage the river.



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

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

Penclawdd AFC volunteers have plastered the inside of the café area and will be undertaking painting very soon. The Community Council has agreed to cover the cost of materials.

The planning application in respect of the path, stand and dugouts has been submitted for approval. The submitted grant application has been turned down.

The Football Club has been requested to provide feedback regarding the suggestions made by South Wales Police. They have also been requested for feedback regarding the suggested overspill car park at the Dock, Penclawdd.

### **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 site visit took place on 4<sup>th</sup> June 2026 and the Clerk was asked to obtain additional quotations to build a retaining wall within the Cemetery.

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

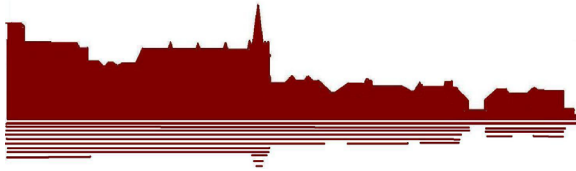
The boating equipment has been cleared from the car park and the quotation to clear the weeds and redress the area and the main throughfare of the car park, has been approved by the Council.

Benson Estates have responded to Community Council requests and it is hoped a solution to the parking issues during football games at Parc Dan Y Graig can be negotiated.

Councillors Paul Tucker and Andrew Williams met with Somerset Trust representatives on 28<sup>th</sup> May 2026 and highlighted the current issues, which would be given consideration by the Trust.

### **4. Memorial Gardens**

The noticeboard is in a poor state of repair owing to a broken seal / lock following storm damage. The Clerk is seeking quotes to install a new plinth to hold wreaths on the Memorial stone.



**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. A building surveyor is required to assess the buildings.

**6. Crofty Playground**

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

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

Andrew Colwill Garage Doors have been appointed to install the 3 metal doors on the changing rooms / storage room. The installation will take place during the week commencing 29<sup>th</sup> June 2026. The Ground Maintenance Contractor will undertake a general clearance around the changing rooms prior to Llanmorlais Carnival.

The additional drainage work in the car park will be monitored over the next year. The sandbags currently stored in a storage container will be moved into the storage room once the new doors have been fitted.

A site visit took place on 4<sup>th</sup> June 2026 and looked at the interior and exterior of the changing rooms, the skateboard area, MUGA and tennis courts. Further discussions were required regarding required improvements.

**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 Playing Fields / Woodland Project / Community Shed**

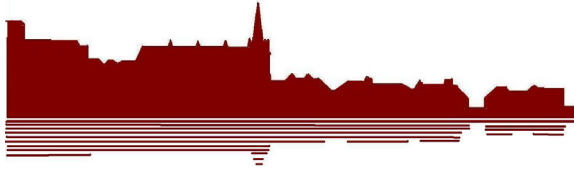
The Community Shed have increased in numbers are completing requests from the community.

The Shed is in the process of making a new noticeboard for Crofty Supermarket & Post Office.

**10. Defibrillators**

The Chair, Councillor Andrew Williams and the Clerk discussed adding an additional defibrillator cabinet at Station Square, Penclawdd with David Nicholas, Life Support Training and Safety, who had a spare defibrillator unit which could be used at the site.

The Clerk has been requested to establish the ownership of land at Llotrog as a potential site for a new defibrillator.



**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 & Events Committee monitors the Council's risks on a quarterly basis. Playground inspections will be taking place in June / July 2026.

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

No progress has been made on the asset transfer of the land. The Clerk has contacted Swansea Council for an update, but a response has not been provided. A decision needs to be made about whether to proceed or not.

**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.

**15. Land at Llanmorlais Cross**

The Clerk has contacted the owner of the land regarding the Community Council purchasing the land. A follow-up has also been sent and a response is awaited.

**Jeremy Parkhouse**  
**Clerk to Llanrhidian Higher Community Council**  
**8<sup>th</sup> June 2026**

## Item No. 11

Council – 18<sup>th</sup> June 2026

### 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 and Cabinet.
2)	I have met with the Local Area Co-ordinator (LAC) to discuss local issues.
3)	A £300 donation has been made to Llanmorlais Hall for a hearing loop.
4)	A £950 donation has been made to Penclawdd Brass Band for a building inspection.
5)	A £1,500 donation has been made to Penclawdd RFC for exterior maintenance.
6)	Litter picking has been carried out in the Ward on a regular basis.
7)	Patch works to roads have been completed within the Ward.
8)	Wildflower preparation and planting have been completed in the Ward by Swansea Council.
9)	Swansea Council CWOT's Team have carried out work in Llanmorlais and on Gowerton Road, Penclawdd.
10)	Additional road patchworks have been carried out adjacent to Crofty Playground.
11)	Hendy Cottages are now operational.
12)	Swansea Council Highways have been requested to clean the base of the sea wall, opposite Seaview Terrace.
13)	I have arranged for weed clearance to be undertaken along the sea wall, from West End to Graig Y Coed.

#### 2) Planning Applications.

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

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

The Clerk has contacted West Wales Rivers Trust to establish if they have the work capacity to manage the River Morlais. Community interest would also have to be established.

8<sup>th</sup> June 2026