

To: All Members of Llanrhidian Higher Community Council

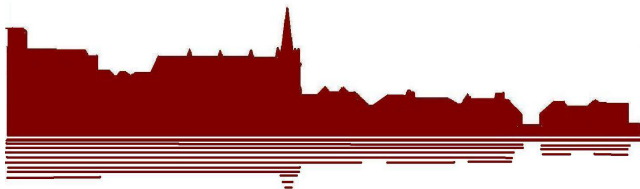
Dear Councillor,

You are hereby summoned to attend the COUNCIL MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 15th October 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 two working days before the day of the meeting to receive an invitation.

AGENDA

		Page No.
1.	Apologies for absence.	
2.	To receive Disclosures of Personal and Prejudicial Interests.	3-4
3.	To Approve and Sign as a Correct Record the Minutes of the meeting of Council held on 10 th September 2026.	5-11
4.	Chair's Announcements.	
5.	Public Question Time. (10 Minutes) <i>Questions must relate to items listed on the agenda.</i>	
6.	Community Reports.	
a)	Police Report on Local Matters. (Verbal)	
	Business to be Transacted: -	
7.	Reports of the Clerk.	12
a)	Accounts for Payment / Quotations.	13-17
b)	Budget Monitoring 2026/27.	18-20
c)	Correspondence.	21
d)	Work Plan 2026/2027.	22-25
e)	Community Council Action Tracker.	26-33
8.	Committee Reports – Finance & Events Committee.	
a)	Terms and Conditions for Sports Teams Using Community Council Facilities.	34-41
b)	Financial Report – Quotations.	42-43



9.	Council Property, Burial Grounds & Community Projects.	44-47
10.	City and County of Swansea Issues.	48
	a) Report of the Pen-clawdd Ward Member.	
	b) Planning Applications for Consideration.	
	c) Footpaths, Cycle Paths and Bridleways.	
11.	Outside Bodies.	49
12.	Exclusion of the Public.	50
13.	Committee Reports – Finance & Events Committee.	
	a) Ground Maintenance Contract 2027-2030.	51-52
	Next Meeting: - Council Meeting at 7 p.m. on Thursday, 19 th November 2026 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council
8th October 2026

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

Item No. 2

Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

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

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

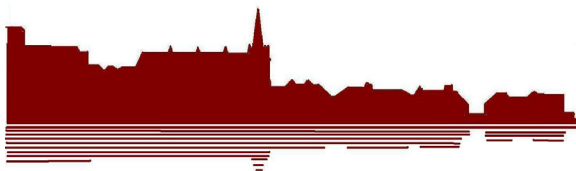
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3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

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

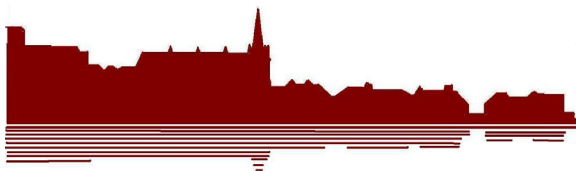
Officers

Financial Interests

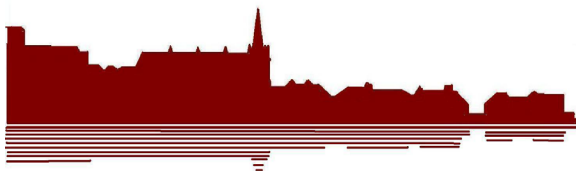
1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part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



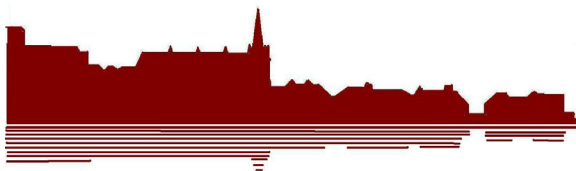
Minutes of the Meeting of Council	
Held at Penclawdd Community Centre	
On Thursday, 10th September 2026 at 7.00pm.	
Present:	Councillor Paul Tucker (Chair) presided
Councillors: Russell Garrington, James Matthews, Melissa Roberts, Mike Sheehan, Andrew Williams and Adam Woolliscroft.	
Officers:	Jeremy Parkhouse - Clerk to the Community Council
46. Apologies for Absence	
	Apologies for absence were received from Councillors Huw Davies, Leanne Davies and Sarah Hughes.
47. To Receive Disclosures of Personal and Prejudicial Interests	
	In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, the following interests were declared: -
	Councillor Melissa Roberts declared a personal and prejudicial interest in Minute No.54 - Council Property / Community Projects / Burial Grounds – Land at Llanmorlais Cross and left the meeting prior to discussions on the item.
	The Clerk declared a personal and prejudicial interest in Minute No.52 – Reports of the Clerk – Accounts for Payment and left the meeting prior to any discussions on the item.
48. Minutes	
	Resolved that the Minutes of the Meeting of Council held on 16 th July 2026, be approved and signed as a correct record, subject to Councillor Adam Woolliscroft being added to the list of attendees.
49. Chair's Announcements	
	The Chair announced the following: -
	Graig Y Coed Community Shed – The Chair had attended the recent open day, which was a big success. A number of people attended the event and the Shed received quite a few orders.



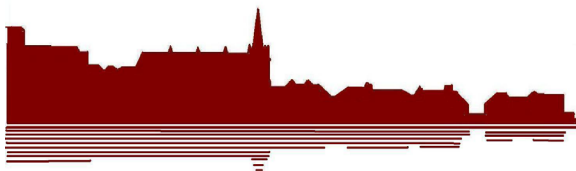
	Penclawdd AFC – The Chair attended the first game of the season and commented on how good the Parc Dan Y Graig pitch looked, considering the drought conditions during the summer months.
	Penclawdd Community Centre – The Community Centre had received 3 swift boxes from Swansea Council.
50. Public Question Time	
	None.
51. Community Reports – South Wales Police	
	There were no South Wales Police officers present.
52. Reports of the Clerk	
	a) Accounts for Payment / Quotations
	The accounts for payment were provided at Appendix A.1 of the report. Payments made during August 2026 were provided at Appendix A.2.
	The following were also discussed: -
	<u>Additional Expenditure</u>
	£70 – One Voice Wales – Clerk’s attendance at Innovative Practice Conference.
	£25.20 – Crofty Supermarket & Post Office - postage.
	<u>Additional Income</u>
	£24.88 – Reserve Account Interest.
	£2.08 – Projects Account Interest.
	£700 – New Cremated Remains Plot and Permit at Mount Hermon Ceremony (Non-Resident).
	<u>Quotations</u>
	A list of quotations was provided at Appendix A.3.
	Resolved that: -
	1) The payments / additional payments / amendments / payments made in August 2026, be approved.



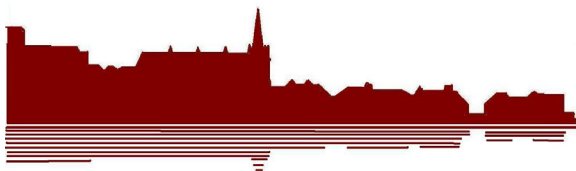
	2) The payments paid since 16 th July 2026 meeting be noted and agreed.	
	3) The income / additional income be noted.	
	4) The bank reconciliation, bank transfers and bank account balances be noted and agreed.	
	5) The CCLA investment income be noted.	
	6) The actions in respect of the following quotations be approved / noted: -	
	Quotation Details	Action
1.	Repair of grave at Parc Hendy Cemetery.	Awaiting quotations.
2.	Replacement of tennis court fencing at Llanmorlais / Clearance of vegetation between the tennis courts and MUGA at Llanmorlais Recreation Ground.	Awaiting quotations.
3.	Clearance of run-off ditch at Llanmorlais Recreation Ground.	Quotation on hold.
4.	Repair of Metal Door at Bowls Pavilion.	Awaiting quotation.
5.	Mapping for St Gwynour's Cemetery.	Resolved that the quotation provided by Pear Technology for: - -1st Year - £2,845.00 -2nd Year - £95.00, be approved, subject to the cemetery transfer being completed.
6.	Playground annual inspection 2027.	Resolved that the quotation provided by The Play Inspection Company for £470.40, be approved.
7.	Flooring – Parc Dan Y Graig Old Football Pavilion.	3 quotations were presented. Resolved that the quotation provided by Scott Davies for £1,690, be approved.
8.	Purchase of land at Llanmorlais Cross.	Resolved that the Clerk, in conjunction with the Chair, proceeds with obtaining a legal quotation to act on behalf of the Council in the purchase.
9.	Removal of dead elm trees at the Recreation Ground, Penclawdd.	One quotation was received. The Clerk was requested to obtain additional quotation(s).



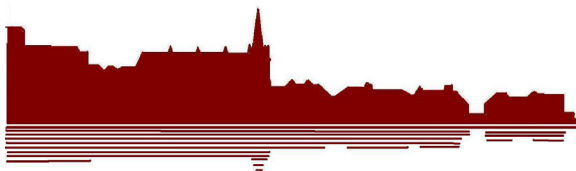
	10. Printing of the Remembrance Sunday Order of Service.	Resolved that the quotation provided by Kingsbridge Print for £105.00, be approved.	
	b) To Monitor the Council Budget 2026-2027		
	The Clerk presented the up-to-date Council budget spends for 2026-2027.		
	He added that the 2025-2026 files had been transported to Audit Wales in Cardiff early in August 2026. Audit Wales had been in contact with the Clerk and their questions had been answered.		
	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) National Association of Local Councils 2026/27 – National Salary Award. Resolved that the 3.3% increase be approved and back pay be applied from 1 st April 2026.		
	2) Penclawdd AFC – Parc Dan Y Graig Project. Resolved that the Clerk forwards the request for additional parking along Gowerton Road, to Swansea Council.		
	<u>Additional Correspondence</u>		
	One Voice Wales – Community Boundary Reviews.		
	d) Work Plan 2026/2027		
	The report was provided for information.		
	It was noted that reference to the extension of the ground maintenance contract be amended to renewal of the ground maintenance contract.		
	The Clerk added that he would work out the timescales for the tender contract renewal process.		



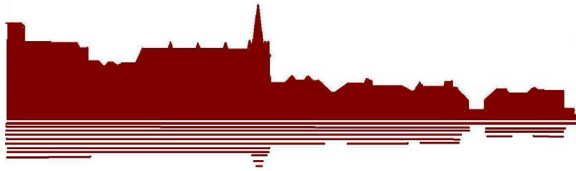
	e) Community Council Action Tracker
	The report was provided for information. The following were discussed: -
	• Penclawdd Primary School attendance at Remembrance Service – The Clerk stated that Councillor Huw Davies had confirmed that the school would attend and had asked to sing two songs as in previous years.
	• Disabled Parking Spaces at Llanmorlais Hall – Councillor Melissa Roberts asked when the spaces would be installed.
	• WIFI at Penclawdd Community Centre – Councillor James Matthews stated that progress was being made regarding the installation of WIFI. A contract would be forwarded to the Clerk shortly.
	53. Committee / Working Group Reports
	a) Finance & Events Committee – Grants & Donations
	The Finance & Events Committee presented a report which sought approval of grants and donations previously agreed by the Committee.
	Resolved that grants be made to the following under the Power of Well-being (Local Government Act 2000): -
	1) Graig Y Coed Community Shed - £.868.34.
	54. Council Property / Community Projects / Burial Grounds
	The Clerk presented a report regarding Community Council property, community projects and burial grounds. The following were discussed: -
	• Land at Llanmorlais Cross – The Clerk reported that the landowner had offered the Community Council ownership of the area of land up to the woodland and the road up to No.7, Riverside. There would also be a restrictive covenant on the land. Councillors discussed the offer and the options available.
	Resolved that: -
	1) The offer be approved.
	2) The Clerk, in conjunction with the Chair / Vice-Chair, proceeds with appointing solicitors to representative the Community Council in this matter.



	Wildflowers at Seawall – The Clerk would contact Celtic Wildflowers regarding maintenance of the bed going forward.
	Gower / SA4 Magazines – Councillor Mike Sheehan referred to an article in the Gower Magazine regarding a neighbouring Community Council and the opportunity for the Council to highlight some of its work.
	Bench at Foreshore Car Park – The Clerk stated that the Ground Maintenance Contractor had removed a rusted bench due to its condition. A quotation was requested to purchase a recycled plastic bench.
	- Memorial Safety Testing – The Clerk outlined the situation regarding available training, which would only inform of the process and would not allow the trainee to undertake the testing. Resolved that: - 1) The Clerk proceeds with organizing a tender process for Memorial Safety Testing at Community Council cemeteries. 2) A site visit to Parc Hendy Cemetery be arranged to observe the condition of the gravestones. 3) The Clerk obtains a quotation from Edge IT in respect of the iPad to manage memorial safety testing. 4) The Clerk contacts Swansea Council for advice regarding memorial safety testing.
	55. Swansea Council Issues
	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: -
	Double-yellow lines – would be installed shortly on Hendy Road and the entrance to Cae Folland, Penclawdd.
	Cycle track – Gradual progress had been made on the missing link and proposals for the cycle track
	Estuary Pickers – All the volunteer litter pickers were thanked for their work and commitment, which was making a difference.
	Band Room Lease – A 32-year lease had been confirmed, which would allow the Brass Band to access more funding options.
	Layby opposite Graig Y Coed – It was confirmed that the CWOTS Team had been requested to cut the overgrowth. They had also been asked to cut remove weeds on Beach Road and at the top of Victoria Road, Penclawdd.



	c) Footpaths
	No report.
56.	Outside Bodies
	No reports.
	The meeting ended at 8.46 p.m.
	Chair



Item No. 7

Council – 15th October 2026

Reports of the Clerk

- a) **Accounts for Payment / Financial Report**
The report detailing payment for October 2026 is attached at Appendix A.1 for approval. The list of quotations is attached at Appendix A.2.
- b) **To Monitor the Council Budget 2026-2027**
The report up to 30th September 2026 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.

Jeremy Parkhouse
Clerk to the Community Council
7th October 2026

Appendix A.1

ACCOUNTS FOR PAYMENT – 15th October 2026

Salary Costings	£5,930.45
Clerks Expenses	£42.98
Pinnacle - Printing costs - Invoice 101337 (£6.16 Net) (£1.23 VAT)	£7.39
EDF Energy - Electricity at Bowls Pavilion - 1st to 30th September 2026 (£54.51 Net) (£2.73 VAT)	£57.24
ICCM - Management of memorials workshops training for Clerk - Bude, Cornwall on 30th October 2026 (£185.00 Net) (£37.00 VAT)	£222.00
Edge IT Systems Ltd - AdvantEDGE & Epitaph - 5 year contract renewal (£1096.25 Net) (£219.25)	£1,315.50
Edge IT Systems Ltd - InspectEDGE Tablet for memorial testing (£253.00 Net) (£50.60)	£303.60
Celtic Mowers - Pitchmarker 10 litres x 2 (£59.80 Net) (£11.96 VAT)	£71.76
One Voice Wales - Councillor training - Introduction to cultural change - Module 31 - Councillor Russell Garrington	£44.00
Jonathan Davis & Son - Invoice 26/100 - Monthly Costing September 2026 - Additional Works - Supply & Install 1no Set of 5m Aluminium Rigby Goal Posts to Graig y Coed Rugby, Works Carried out on 25/8/2026 & 11/9/2026 as per Quotation 37/26 (£Supply £1,595.00 & Install £1,343.20) - Additional Fence Posts to Stock Fence & Topsoil & Seed to Vehicle Ruts on Verge as per Quotation 79/26, Works Carried Out on 14/9/2026 (£341.60) - Re Paint Parking Bays & Disabled Bay at Llanmorlais Hall, Works Carried Out on 28/9/2026 (£180) - Total = (£9,378.38 Net) (£1,785.67 VAT)	£11,254.05
<u>Total Payments</u>	<u>£19,248.97</u>

Invoices paid since 10th September 2026	
SSE Energy Solutions - Electricity Charge for Llanmorlais Pavilion - (£143.72 Net) (£7.56 - 5% VAT)	£151.28
EDF Energy - Electricity at Bowls Pavilion - 1st to 31st August 2026 (£62.32 Net) (£3.27 VAT)	£65.59
PWLB Loan repayment - Parc Dan Y Graig	£1,634.13
Matthews Confidential Shredding - Disposal of confidential waste (£8.33 Net) (£1.67 VAT)	£10.00
Graig Y Coed Community Shed - Grant Funding - LGA 2000 Power of Wellbeing payment	£868.34
JK Gardening Services Ltd - Removal of ivy from fence at Parc Dan Y Graig (£1,950.00 Net) (£390.00 VAT)	£2,340.00
One Voice Wales - Councillor training - Introduction to cultural change - Module 31 - Councillor Russell Garrington	£44.00
SSE Energy Solutions - Electricity Charge for Graig Y Coed Pavilion - (£137.92 Net) (£6.90 - 5% VAT)	£144.82
Dyfed Recycling - Skip Hire (£195 Net) (£39 VAT)	£234.00
Amazon - Red rubbish bags for litter picking (£20.23 Net) (£4.05 VAT)	£24.28
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£10.00
<u>Total</u>	<u>£5,546.41</u>
<u>Total Outgoings</u>	<u>£24,795.38</u>
<u>Income since 10th September 2026</u>	
Cremated remains new plot and new permit (Non-resident)	£700.00
Mount Hermon Cemetery - Cremated remains re-opener (Resident)	£170.00
Mount Hermon Cemetery - Additional Inscription (Resident)	£150.00

Reserve Account Interest - September 2026	£24.88
Projects Account Interest - August 2026	
CCLA - Interest for October 2026	£79.29
<u>Total Income</u>	<u>£1,124.17</u>

TRANSFERS:	
None	
RECONCILIATION:	
Current Account Balance – 15th October 2026	£52,095.26
Less Approved Payments (October 2026)	£19,248.97
<u>Total</u>	<u>£32,846.29</u>
<u>BANK ACCOUNTS</u>	
Current Account Balance – 7th October 2026	£52,095.26
Reserve Account Balance - 7th October 2026	£64,452.24
CCLA Investment - 7th October 2026	£25,000.00
Memorial Gardens Charity Account - 7th October 2026	£1.00
Projects Account Balance - 7th October 2026	£5,059.40
<u>TOTAL</u>	<u>£146,607.90</u>

1) Quotations

Below is the list of quotations for discussion and decision.

	Quotation Details	Action
1.	Replacement of tennis court fencing at Llanmorlais.	Awaiting quotation
2.	Clearance of run-off ditch at Llanmorlais Recreation Ground.	On Hold.
3.	Repair of Metal Door at Bowls Pavilion.	Awaiting quotation
4.	Clearance of vegetation between the tennis courts and MUGA at Llanmorlais Recreation Ground.	Awaiting quotation

Financial Budget Comparison

Comparison between 01/04/26 and 07/10/26 inclusive. Includes due and unpaid transactions.

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

		2026/27	Actual Net	Balance	Variance
INCOME					
Administration					
100	Precept	£194,872.17	£129,914.78	-£64,957.39	-50.00%
105	Refund of bank charges	£0.00	£0.00	£0.00	0.00%
120	Bank Interest	£0.00	£0.00	£0.00	0.00%
121	Bank Interest	£1,600.00	£633.75	-£966.25	-152.47%
122	Bank Interest	£1,000.00	£12.74	-£987.26	-7749.29%
150	Grants received	£1,500.00	£3,013.00	£1,513.00	50.22%
155	PWLB Loan	£0.00	£0.00	£0.00	0.00%
250	Miscellaneous Income	£8,000.00	£0.00	-£8,000.00	100.00%
251	Miscellaneous Income - Current Account	£20,000.00	£0.00	-£20,000.00	100.00%
252	Miscellaneous Income - Projects Account	£1,000.00	£0.00	-£1,000.00	100.00%
Total Administration		£227,972.17	£133,574.27	-£94,397.90	-70.67%
Outside Services					
300	Cemetery Income	£14,500.00	£7,260.00	-£7,240.00	-99.72%
320	Wayleaves	£130.00	£0.00	-£130.00	100.00%
330	Recreation Grounds	£6,650.00	£18,616.77	£11,966.77	64.28%
Total Outside Services		£21,280.00	£25,876.77	£4,596.77	17.76%
Total Income		£249,252.17	£159,451.04	-£89,801.13	-56.32%
EXPENDITURE					
Administration					
1001	Salaries	£60,500.00	£28,470.06	£32,029.94	-112.50%

Financial Budget Comparison

Comparison between 01/04/26 and 07/10/26 inclusive. Includes due and unpaid transactions.

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

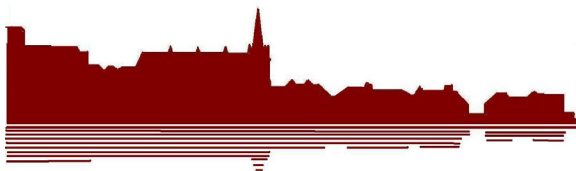
		2026/27	Actual Net	Balance	Variance
1002	Clerks Expenses	£550.00	£368.24	£181.76	-49.36%
1010	Subscriptions	£1,500.00	£297.68	£1,202.32	-403.90%
1015	Office Costs	£4,300.00	£644.86	£3,655.14	-566.81%
1020	Web Site	£290.00	£327.50	-£37.50	11.45%
1025	Advertising	£150.00	£85.00	£65.00	-76.47%
1030	Insurance	£8,300.00	£9,179.11	-£879.11	9.58%
1040	Bank Charges	£100.00	£50.41	£49.59	-98.37%
1045	Audit Fees	£1,250.00	£1,603.53	-£353.53	22.05%
1046	Accountancy Services	£260.00	£240.00	£20.00	-8.33%
1050	Legal Costs	£4,500.00	£0.00	£4,500.00	100.00%
1060	Loan Repayments	£5,844.62	£2,922.31	£2,922.31	-100.00%
1065	Training	£400.00	£44.00	£356.00	-809.09%
1070	ICO Fee	£35.00	£47.00	-£12.00	25.53%
1075	Consultancy Costs	£0.00	£0.00	£0.00	100.00%
1076	Signage	£500.00	£0.00	£500.00	100.00%
Total Administration		£88,479.62	£44,279.70	£44,199.92	-49.95%
Outside Services					
3000	Cemeteries	£5,790.00	£1,338.37	£4,451.63	-332.62%
3001	Grounds Maintenance	£86,000.00	£32,545.84	£53,454.16	-164.24%
3010	Playgrounds	£5,100.00	£380.00	£4,720.00	-1242.11%
3030	Recreation Grounds	£22,200.00	£22,822.84	-£622.84	2.73%
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00	100.00%

Financial Budget Comparison

Comparison between 01/04/26 and 07/10/26 inclusive. Includes due and unpaid transactions.

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

		2026/27	Actual Net	Balance	Variance
3050	Other Outside services	£23,350.00	£4,598.74	£18,751.26	-407.75%
3051	Remembrance Sunday Service	£2,000.00	£0.00	£2,000.00	100.00%
3052	War Memorial Charity	£1.00	£0.00	£1.00	100.00%
3055	Defibrillators	£2,000.00	£0.00	£2,000.00	100.00%
Total Outside Services		£146,441.00	£61,685.79	£84,755.21	-57.88%
Civic					
2000	Councillor Expenses	£2,400.00	£0.00	£2,400.00	100.00%
2005	Councillor Training	£500.00	£88.00	£412.00	-468.18%
2010	Meeting Costs	£450.00	£0.00	£450.00	100.00%
2030	Election Costs	£5,000.00	£0.00	£5,000.00	100.00%
2040	Financial Settlement	£0.00	£0.00	£0.00	100.00%
Total Civic		£8,350.00	£88.00	£8,262.00	-98.95%
Grants					
4046	Donations	£600.00	£0.00	£600.00	100.00%
4047	Section 137 Payments	£0.00	£0.00	£0.00	100.00%
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£2,788.34	£2,211.66	-79.32%
Total Grants		£5,600.00	£2,788.34	£2,811.66	-50.21%
Total Expenditure		£248,870.62	£108,841.83	£140,028.79	-128.65%
Total Income		£249,252.17	£159,451.04	-£89,801.13	-177.56%
Total Expenditure		£248,870.62	£108,841.83	£140,028.79	-77.73%
Total Net Balance		£381.55	£50,609.21		



Correspondence – 15th October 2026

1.	Active HS – Legionella Certificates.
2.	One Voice Wales – Practice Development Note 23 “Martyn’s Law”.
3.	One Voice Wales – Innovative Practice Conference Agenda.
4.	Gower National Landscape Advisory Group - Monday, 21 September 2026.
5.	Swansea Council - Re: Footpath LH21 Future Cutting.
6.	The Play Inspection Company – Order Acknowledgement for June 2027.
7.	Persimmon Homes – CCTV Drainage Surveys.
8.	Swansea Council – Memorial Testing.
9.	Agenda - Meeting between the Community and Town Council’s Forum and the One Voice Wales Swansea Area Committee - Monday 12 October 2026 at 7pm at the Guildhall, Swansea.
10.	Tonner, Johns, Ratti – Purchase Letter – Dinan Green, Llanmorlais Cross.
11.	Welsh Government - Burry Inlet October Restrictions.
12.	Democracy and Boundary Commission Cymru - Draft Annual Remuneration Report 2027–28.
13.	John Davies MS – Election Study Roadshow.
14.	P Richardson – Fly-tipping in Foreshore Car Park.
15.	ICCM – Confirmation of training - Management of Memorial Workshop - Friday, 30th October 2026 - Bude-Stratton Town Council.
16.	One Voice Wales – Training dates – October to December 2026.
17.	One Voice Wales - Welsh Government: Vision for Culture & Sport in Wales – Call for Evidence.

Jeremy Parkhouse

Clerk to the Community Council

7th October 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**
- **Community Council Property, Burial Grounds & Community Projects**
- **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

- Approval of grant payments.
- Approval of the annual charges for the use of Community Council facilities by sports clubs.

10 September 2026

Finance

- Approval of grant payments.

15 October 2026

Audit, Finance and Governance

- Approval of the terms & conditions for clubs paying annual charges for the use of Community Council facilities.
- Approval of Ground Maintenance Contract 01/04/2027 to 31/03/2030 Tender Documents.

20 November 2026

Audit & Finance

- Audit Wales: Completion of the audit of the Annual Return 2022/23 & 2025/26.
- Approval of the draft budget 2027/28.
- Approval of the annual burial charges 2027.

10 December 2026

- Approval of Ground Maintenance Contractor 01/04/2027 to 31/03/2030.

January 2027

- Approval of the draft budget 2027/28.

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.

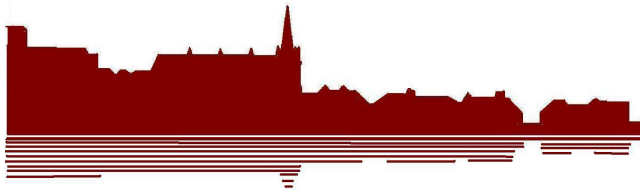
18 March 2027

Annual Business and Finance

- Approval of the draft Annual Report.
- Approval of the draft Annual Plan.
- Consideration of the Employers' Data Retention Policy.
- Approval of Councillor Training Programme for the new Council term.

15 April 2027

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



Report of the Clerk

Council – 15th October 2026

Community Council Action Tracker

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

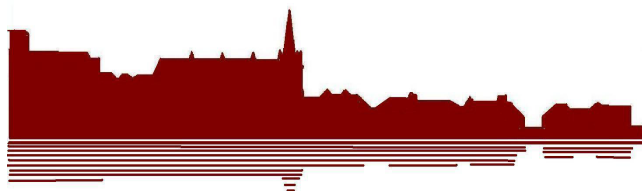
Report Author: Jeremy Parkhouse

For Information

1. Introduction

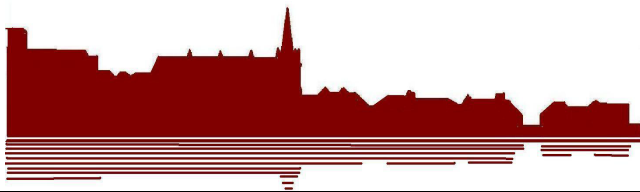
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken 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

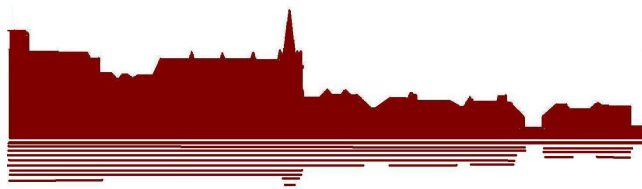
Action Tracker		
	Details	Outcome / Action
1)	12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Drainage at Graig Y Coed	ONGOING 2) Manhole covers to be replaced. Boulders are now in place.
	Crofty Playground Lease	ONGOING Awaiting confirmation of registration from Land Registry via solicitors.
2)	03/06/25 – Finance Committee – Minute No.11 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	
	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.	ONGOING – Files removed to Penclawdd Community Centre in March 2026.
3)	03/06/25 – Events & Projects Committee – Minute No. – 7 – Projects	
	Hopscotch - A stencil was required to re-instate the hopscotch. A favour was owed to Jonathan Davis which would allow the hopscotch to be reinstalled. The work was included into the GMC work programme.	ONGOING
4)	07/10/25 – Events & Projects Committee – Minute No.12 – Events & Projects Report – Parc Dan Y Graig	
	Steps into new changing / officials' rooms.	ONGOING
5)	16/10/25 – Council – Minute No.64c – Clerks Reports – Correspondence	
	Mid & West Wales Fire Authority – Training be organised in the New Year.	ONGOING
6)	20/11/25 – Council – Minute No. – 73 - Public Question Time	
	Painting Football Pavilion (internally and externally) – The Community Council pays for the paint / painting equipment and Penclawdd AFC carries out the works.	CLOSED – Internal painting completed & club to complete external painting.
7)	20/11/25 – Council – Minute No. 78 – Swansea Council Matters	
	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.	CLOSED
8)	15/01/26 – Council – Minute No. 87a – Accounts for Payment	
	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.	CLOSED – Quotation approved.
9)	15/01/26 – Council – Minute No. 89 – Council Property / Community Projects / Burial Grounds	
	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.	ONGOING



Llanrhidian Higher Community Council

Cyngor Cymuned Llanrhidian Uchaf

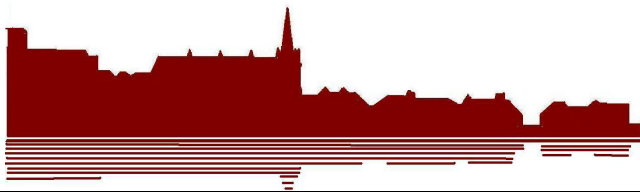
10)	03/03/26 – Finance Committee – Minute No. 54 – Financial Report	
	Councillor Paul Tucker would contact Penclawdd Forge regarding the required work at Penclawdd Rugby Pavilion.	ONGOING
11)	16/04/26 – Council – Minute No. 125 – Council Property / Community Projects / Burial Grounds	
	Memorial Gardens – The need for a new plinth to house the wreaths was highlighted. The Clerk would progress the issue.	ONGOING
	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.	ONGOING
12)	21/05/26 – Annual Council – Minute No. 14 – Reports of the Clerk - a) Accounts for Payment / Quotations	
	WIFI at Penclawdd Community Centre - 2 quotations were discussed. Agreed that the quotation provided by Uplands Radio be approved, subject to further discussions.	CLOSED – Duplicate with No.32.
13)	11/06/26 – Personnel Committee - Minute No. 8 – Personnel Matters	
	To organize CPR training and to monitor the defibrillators within the Ward.	ONGOING: - 1) Agreed to proceed with the option at Station Square. 2) The Clerk arranges suitable dates for CPR / Fire training.
14)	11/06/26 – Finance & Events Committee - Minute No. 7 – Gower Nature Communities - Graig y Coed Community Woodland – Biodiversity Improvement Plan	
	Hazel coppicing be commenced as soon as possible, including training for volunteers.	CLOSED – Ursula Jones is arranging the training.
	Signage / interpretation panels be erected at access points, including warning signage regarding the quarry.	ONGOING – The Clerk is liaising with Ursula Jones, Swansea Council regarding the signage.
15)	11/06/26 – Finance & Events Committee - Minute No.9 – Events & Projects Report	
	Marquee / Flooring / Stage.	CLOSED – Quotation approved. The position of the marquee will remain the same.
16)	11/06/26 – Finance & Events Committee - Minute No.10 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	
	Llanmorlais Tennis Courts.	ONGOING - The Clerk discusses the suggestion to remove the fence / foliage on the bank between the courts and the MUGA be removed during the winter months, with the Ground Maintenance Contractor.
17)	18/06/26 – Council - Minute No.29 – Reports of the Clerk - Accounts for Payment / Quotations	
	Repair of grave at Parc Hendy Cemetery.	CLOSED – Quotes received, approved by Finance & Events Committee and list provided to Council.



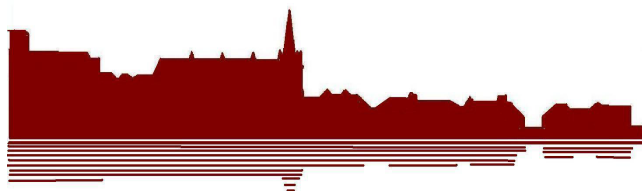
Llanrhidian Higher Community Council

Cyngor Cymuned Llanrhidian Uchaf

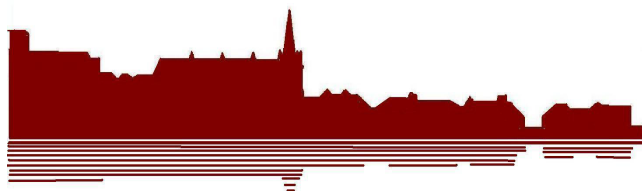
	Repair of Metal Door at Bowls Pavilion.	ONGOING – Awaiting quotation.
18)	18/06/26 – Council - Minute No.29 – Reports of the Clerk - Correspondence	
	Item 7 – One Voice Wales – Practice Development Notes	CLOSED - The Clerk research Martyn's Law / undertakes appropriate training in respect of future Remembrance Sunday services. It does not apply but good practice should be followed.
19)	18/06/26 – Council - Minute No.31 – Council Property / Community Projects / Burial Grounds	
	Community Shed – the Shed had recently completed and installed a new noticeboard at Crofty Supermarket & Post Office. A photograph of the new noticeboard to include Shed members and Councillors would be organised.	ONGOING
	Registration of Dunraven / Quarry at Victoria Road - Councillors highlighted that the land had been fenced off by neighbouring properties. The Clerk would query progress with the Council's Solicitors.	ONGOING
20)	18/06/26 – Council - Minute No.32 – Swansea Council Issues	
	Lay-by opposite Graig Y Coed – The Chair stated that the overgrowth surrounding the memorial bench needed cutting back. Councillor Andrew Williams would inform the CWOTS Team.	CLOSED – Request forwarded to CWOT's Team by Councillor Andrew Williams.
	Llanmorlais Tennis Courts – The findings of the site visit were discussed, particularly removing the fencing backing onto the MUGA and clearing the vegetation from the bank behind the fence.	ONGOING - Actions: 1) JD to provide a quotation to remove the vegetation on the bank between the tennis courts and MUGA. 2) JD to provide a quotation to replace the fencing.
	Graig Y Coed Woodland – The actions required following the survey by Swansea Council were noted.	CLOSED - Actions: 2) Path cutting x 3 per calendar year, be added to the GMC. 3) JD to provide a quotation to treat the knotweed on site. 4) Knotweed treatment at the woodland be added to the GMC.
	Llanmorlais Recreation Ground / Car Park – The request by a resident to clear the run-off ditch at the rear of Trem Y Mor was discussed. JD highlighted that the drainage in the field below the Recreation Ground would also have to be cleared if the drainage was to be effective. It was noted that the disabled sign had faded.	ON HOLD - Actions: 1) JD to provide a quotation to clear the run-off ditch. 2) JD to discuss the issue with the owner of the field below the Recreation Ground. 3) Clearance of the run-off ditch be added to the 5-year capital work



		programme. - CLOSED
	St Gwynour's Cemetery – JD highlighted that the operatives cutting the grass had encountered a lot of dog faeces within the cemetery.	ONGOING - Action: The Clerk obtains quotations for new signage once the transfer had been completed.
21)	29/06/26 – Finance & Events Committee - Minute No.22 - Financial Report	
	Treatment of the Community Shed roof.	CLOSED - The Council agrees in principle to cover the cost of the materials / job and the Clerk confirms the specifics of the job. Grant provided to Shed for another item.
22)	29/06/26 – Finance & Events Committee - Minute No.23 – Events & Projects Report	
	Remembrance Sunday	CLOSED - Councillor Huw Davies would clarify arrangements with Penclawdd Primary School. The school would attend.
	Newsletter	ONGOING - Councillor Adam Woolliscroft would progress the newsletter with a delivery target of autumn 2026.
23)	16/07/26 – Council – Minute No.41 – Reports of the Clerk - Quotations	
	New posts & topsoil at Parc Hendy Cemetery.	CLOSED - 1) the quotation provided by Jonathan Davis & Son for £341.60 plus VAT, be approved.
	New signpost at Parc Hendy Cemetery.	CLOSED - Quote for 'no parking on the verge' signage approved.
24)	16/07/26 – Council – Minute No.41 – Reports of the Clerk - Correspondence	
	Item 11 – Laugharne Township Community Council	CLOSED - The Clerk requests donations from the cockle buyer towards the upkeep and appearance of the local villages and includes a code of conduct in respect of use of the Foreshore Car Park. Beds closed for access from the car park for September / October.
25)	01/09/26 – Finance & Events Committee – Minute No.32 – Quarterly Discussion with the Grounds Maintenance Contractor – Q2 2026/27	
	Clerk was requested to draft terms & conditions to be forwarded to clubs who pay annual fees.	CLOSED – Report presented to Council on



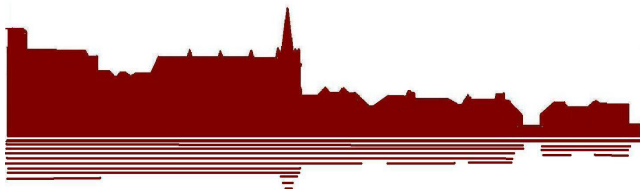
		15/10/26 for approval.
	JD would scarify, roll and seed the ground and monitor to see if the areas recover.	ONGOING
26)	01/09/26 – Finance & Events Committee – Minute No.34 – Financial Report	
	The following invoices were presented for approval: - •£240 – h3 Group – Fire extinguisher maintenance at various sites. •£254.20 – E Parkhouse – Inputting burial details.	CLOSED – Invoices paid.
	The following quotations were discussed: - a) Mapping of St Gwynour's Cemetery – The Clerk presented quotations in respect of mapping services provided by Pear Technology and CDS Group. b) Printing of Remembrance Sunday 2026 Order of Service – A quotation was provided by Kingsbridge Print. c) Skip Hire – A quotation was provided by Dyfed Recycling.	CLOSED - The quotations provided at a, b and c were approved by Council on 10th September 2026.
27)	01/09/26 – Finance & Events Committee – Minute No.37 – Finance & Events Committee Work Plan	
	It was agreed that the next meetings be scheduled for 7 p.m. on Tuesday, 6th October 2026 and Tuesday, 20th October 2026.	CLOSED
28)	01/09/26 – Finance & Events Committee – Minute No.39 – Grants & Donations	
	It was reported that one application for grant funding had been received from Graig Y Coed Community Shed.	CLOSED - the request made by Graig Y Coed Community Shed for £868.34 toward the cost of an extractor fan and associated parts, be agreed and forwarded to Council for approval.
29)	10/09/26 – Council – Minute No.52 – Reports of the Clerk – Accounts for Payment / Quotations	
	Mapping for St Gwynour's Cemetery.	ONGOING - The quotation provided by Pear Technology for: - -1st Year - £2,845.00 -2nd Year - £95.00, be approved, subject to the cemetery transfer being completed.
	Playground annual inspection 2027.	CLOSED - the quotation provided by The Play Inspection Company for £470.40, was approved.
	Flooring – Parc Dan Y Graig Old Football Pavilion.	CLOSED - 3 quotations were presented. The quotation provided by Scott Davies for £1,690, be approved.
	Purchase of land at Llanmorlais Cross.	CLOSED - the Clerk, in conjunction with the Chair, proceeds with obtaining a legal quotation to act on behalf of the Council in the purchase. Tonner,



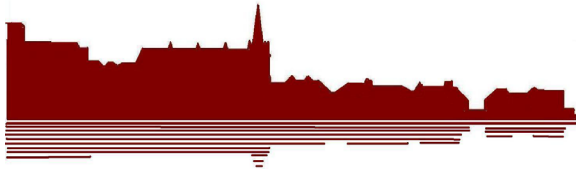
Llanrhidian Higher Community Council

Cyngor Cymuned Llanrhidian Uchaf

		Johns, Ratti Solicitors appointed.
	Removal of dead elm trees at the Recreation Ground, Penclawdd.	CLOSED – The quotation provided by Jonathan Davis was approved.
	Printing of the Remembrance Sunday Order of Service.	CLOSED - the quotation provided by Kingsbridge Print for £105.00, be approved.
30)	10/09/26 – Council – Minute No.52 – Reports of the Clerk – Correspondence	
	National Association of Local Councils 2026/27 – National Salary Award.	CLOSED - the 3.3% increase was approved and back pay be applied from 1st April 2026.
	Penclawdd AFC – Parc Dan Y Graig Project.	ONGOING - the Clerk forwards the request for additional parking along Gowerton Road, to Swansea Council.
31)	10/09/26 – Council – Minute No.52 – Reports of the Clerk – Work Plan	
	Reference to the extension of the ground maintenance contract be amended to renewal of the ground maintenance contract.	CLOSED – Work plan completed.
	The Clerk added that he would work out the timescales for the tender contract renewal process.	CLOSED – Tender documents contained in the agenda pack – 15/10/26.
32)	10/09/26 – Council – Minute No.52 – Reports of the Clerk – Community Council Action Tracker	
	Disabled Parking Spaces at Llanmorlais Hall – Councillor Melissa Roberts asked when the spaces would be installed.	CLOSED – Installed 28/09/26.
	WIFI at Penclawdd Community Centre – Councillor James Matthews stated that progress was being made regarding the installation of WIFI. A contract would be forwarded to the Clerk shortly.	CLOSED – Installed on 05/10/26.
33)	10/09/26 – Council – Minute No.53 – Committee / Working Group Reports	
	Grants be made under the Power of Well-being (Local Government Act 2000)	CLOSED - Graig Y Coed Community Shed - £.868.34.
34)	10/09/26 – Council – Minute No.54 – Council Property / Community Projects / Burial Grounds	
	Land at Llanmorlais Cross – The Clerk reported that the landowner had offered the Community Council ownership of the area of land up to the woodland and the road up to No.7, Riverside. There would also be a restrictive covenant on the land.	CLOSED – 1) The offer be approved. 2) Tonner, Johns, Ratti Solicitors appointed to represent the Council.
	Wildflowers at Seawall	ONGOING - The Clerk has contacted Celtic Wildflowers regarding maintenance of the bed going forward. No response received.



	Gower / SA4 Magazines – Councillor Mike Sheehan referred to an article in the Gower Magazine regarding a neighbouring Community Council and the opportunity for the Council to highlight some of its work.	CLOSED – The Council would have to work 2 months in advance to hit the deadlines required for the magazines.
	Bench at Foreshore Car Park – The Clerk stated that the Ground Maintenance Contractor had removed a rusted bench due to its condition.	CLOSED - Quotation was rejected due to the cost of purchasing benches at the car park and Hermon Cemetery.
	Memorial Safety Testing – The Clerk outlined the situation regarding available training, which would only inform of the process and would not allow the trainee to undertake the testing.	ONGOING – 1) The Clerk proceeds with organizing a tender process for Memorial Safety Testing at Community Council cemeteries – Tender issued. 2) A site visit be arranged to Parc Hendy Cemetery to observe the condition of the gravestones. 3) The Clerk obtains a quotation from Edge IT in respect of the iPad to manage memorial safety testing. Email sent 15/09/26. 4) The Clerk contacts Swansea Council for advice regarding memorial safety testing. Response provided.
35)	10/09/26 – Council – Minute No.55 – Swansea Council Issues	
	Double-yellow lines – would be installed shortly on Hendy Road and the entrance to Cae Folland, Penclawdd.	ONGOING
	Layby opposite Graig Y Coed – It was confirmed that the CWOTS Team had been requested to cut the overgrowth. They had also been asked to cut remove weeds on Beach Road and at the top of Victoria Road, Penclawdd.	CLOSED – Overgrowth cut.



Item No. 8a

Report of the Finance & Events Committee

Council – 15th October 2026

**Terms and Conditions for Sports Teams
Using Community Council Facilities**

Purpose:	The report requests that the Council considers the recommendations of the Finance & Events Committee in respect of the attached Terms of Reference governing the use of Llanrhidian Higher Community Council (LHCC) managed facilities.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: - 1) The Terms and Conditions for Sports Teams using Community Council Facilities, be approved.

1. Introduction

These Terms and Conditions apply to any sports team, club, association or organisation granted permission to use Community Council facilities, including sports pitches, bowling greens, changing areas, pavilions, car parks, storage areas and any related equipment or services made available by the Community Council.

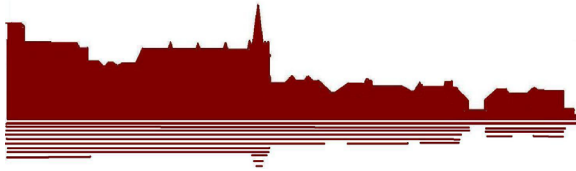
2. Annual Fee, Booking and Permission to Use Facilities

Clubs must pay the annual usage fee as set by the Community Council. Fees are due by the date specified in each club's individual agreement, provided at Appendix A.

Use of the facilities is permitted only where the Community Council has approved the booking or seasonal allocation. Clubs must use only the facilities, areas and times agreed by the Community Council and must not transfer, assign or sub-let their booking to any other person, team or organisation without prior written permission.

3. Authority Over Playing Surfaces

The Ground Maintenance Contractor shall have the final say on whether any pitch, bowling green or playing surface is fit for use. Where the Ground Maintenance Contractor determines that a surface is unsuitable due to weather, wear, safety,



maintenance requirements or any other relevant condition, the facility must not be used.

Clubs must comply promptly with any instruction from the Community Council, its authorised representatives or the Ground Maintenance Contractor regarding protection, closure, restricted use or relocation of play. The Community Council reserves the right to cancel, postpone or amend bookings where necessary to protect the condition of the facilities or to ensure user safety.

4. Respectful Use and Care of Facilities

Clubs must treat all Community Council facilities with respect and must ensure that players, coaches, officials, volunteers, visitors and spectators do the same. Facilities must be used responsibly and only for the agreed sporting purpose.

Clubs must not cause or permit damage, nuisance, unreasonable disturbance, unauthorised access, misuse of equipment, interference with services or any activity that may bring the Community Council or the facilities into disrepute.

Clubs are also requested to ensure that their members and visitors are respectful when parking.

5. Leaving Facilities in a Satisfactory Condition

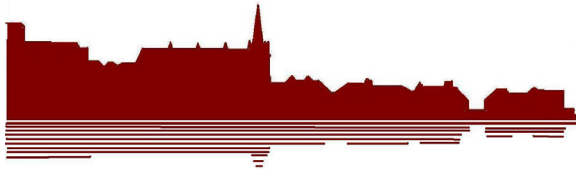
At the end of each use, clubs must leave the facilities in a clean, tidy and satisfactory condition. This includes returning any movable items to their agreed location, securing gates or doors where required, reporting damage or hazards, and ensuring that changing areas, toilets, spectator areas and playing surfaces are left fit for subsequent users.

All rubbish, litter, bottles, food waste, packaging, match-day materials and other waste generated by the club or its users must be collected and removed from the site immediately after use, unless the Community Council has expressly agreed alternative arrangements in writing.

6. Utilities and Seasonal Costs

Clubs are responsible for covering the cost of utilities used during their playing season, including water and electricity. The Community Council may recover these costs by seasonal charge, invoice, metered usage, agreed contribution or any other reasonable method notified to the club.

Clubs must use utilities responsibly and must not leave taps, showers, lights, heaters or electrical equipment running unnecessarily. Any unreasonable or excessive use may result in additional charges.



7. Damage, Loss and Additional Charges

Clubs shall be responsible for any damage, loss, excessive cleaning, unauthorised use or additional maintenance arising from their use of the facilities, including the actions of players, coaches, officials, volunteers, visitors and spectators. The Community Council may charge the club for repair, replacement, cleaning, reinstatement or other reasonable costs incurred.

8. Health, Safety and Conduct

Clubs are responsible for managing their activities safely and for ensuring that appropriate supervision, risk assessments, first aid arrangements, safeguarding measures and insurance are in place where applicable. Clubs must comply with all reasonable instructions issued by the Community Council or its authorised representatives.

Clubs must ensure that conduct on site is respectful, lawful and appropriate. The Community Council may suspend or withdraw permission to use the facilities where a club or its users breach these Terms and Conditions, behave in an unacceptable manner or fail to remedy concerns when requested.

9. Insurance & Liability

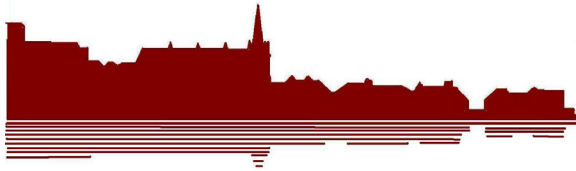
Clubs must hold appropriate public liability insurance for their activities. The Community Council accepts no responsibility for personal injury, loss, or damage to club property.

10. Compliance and Review

Acceptance of a booking or seasonal allocation confirms the club's agreement to comply with these Terms and Conditions. The Community Council may review, update or amend these Terms and Conditions from time to time and may require clubs to confirm continued acceptance as part of any future booking or seasonal renewal.

Appendices: - Appendix A - Individual Club Agreements.

Jeremy Parkhouse
Clerk to the Community Council
7th October 2026



Llanrhidian Higher Community Council - Individual Club Facility Use Agreements

(Issued under the Llanrhidian Higher Community Council (LHCC) Terms of Use for Council Facilities)

1. Penclawdd RFC – Facility Use Agreement

Parties

This agreement is made between **Llanrhidian Higher Community Council (LHCC)** and **Penclawdd RFC**.

Facilities Covered

- Penclawdd Recreation Ground and Graig Y Coed rugby pitches.
- Changing rooms
- Storage areas
- Associated amenities

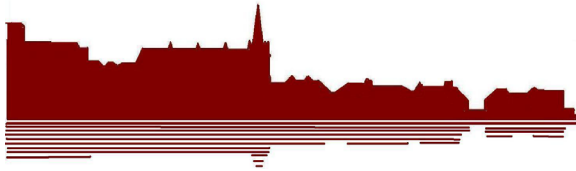
Club Obligations

Penclawdd RFC shall:

- Comply with the LHCC Terms of Use.
- Accept the Ground Maintenance Contractor's final authority on pitch condition and availability.
- Respect all facilities, ensuring they are cleaned after use and all rubbish is removed.
- Report any damage or issues to LHCC immediately.
- Pay all utility costs incurred at Penclawdd Recreation Ground rugby pavilion during the rugby season.
- Pay the annual usage fee as set by LHCC by 1st September.
- Sub-let their booking to any other person, team or organisation.

Duration

This agreement applies for one playing season and is renewable annually.



2. Penclawdd AFC – Facility Use Agreement

Parties

LHCC and **Penclawdd AFC**.

Facilities Covered

- Parc Dan Graig, Graig Y Coed and Llanmorlais football pitches
- Changing rooms
- Storage areas
- Associated amenities

Club Obligations

Penclawdd AFC shall:

- Comply with the LHCC Terms of Use.
- Accept the Ground Maintenance Contractor's final authority on pitch condition.
- Maintain cleanliness of all facilities and remove rubbish after use.
- Report any damage or issues promptly.
- Pay all utility costs incurred at Parc Dan Y Graig during the football season.
- Pay the annual usage fee as set by LHCC by 1st September.
- Sub-let their booking to any other person, team or organisation.

Duration

Valid for one playing season; renewable annually.

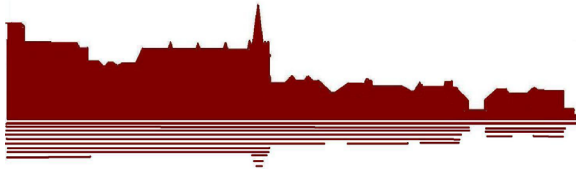
3. Blue Anchor Men's Bowls Club – Facility Use Agreement

Parties

LHCC and **Blue Anchor Men's Bowls Club**.

Facilities Covered

- Bowls green
- Pavilion
- Associated amenities



Club Obligations

The club shall:

- Comply with the LHCC Terms of Use.
- Accept the Ground Maintenance Contractor's final authority on bowls green condition.
- Keep the pavilion, green surrounds, and changing areas clean and free of rubbish.
- Report any damage or issues immediately.
- Pay all utility costs for usage only incurred during the bowls season (April-September).
- Pay the annual usage fee as set by LHCC by 1st January.
- Sub-let their booking to any other person, team or organisation.

Duration

Valid for one bowls season; renewable annually.

4. Blue Anchor Ladies Bowls Club – Facility Use Agreement

Parties

LHCC and **Blue Anchor Ladies Bowls Club**.

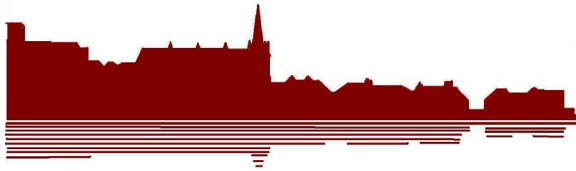
Facilities Covered

- Bowls green
- Pavilion
- Associated amenities

Club Obligations

The club shall:

- Comply with the LHCC Terms of Use.
- Accept the Ground Maintenance Contractor's final authority on bowls green condition.
- Maintain cleanliness of all facilities and remove rubbish after use.
- Report any damage or issues promptly.
- Pay all utility costs for usage only incurred during the bowls season (April-September).
- Pay the annual usage fee as set by LHCC by 1st January.
- Sub-let their booking to any other person, team or organisation.



Duration

Valid for one bowls season; renewable annually.

5. Penclawdd RFC Weights Club – Facility Use Agreement

Parties

LHCC and **Penclawdd RFC Weights Club**.

Facilities Covered

- Weights room
- Indoor training facilities
- Associated amenities

Club Obligations

The club shall:

- Comply with the LHCC Terms of Use.
- Maintain cleanliness of the weights room and remove rubbish after use.
- Report any damage or issues immediately.
- Pay all utility costs for usage only incurred during the operating period.
- Pay the annual usage fee as set by LHCC by 1st January.
- All users must be members of Penclawdd RFC.
- Not sub-let their booking to any other person, team or organisation.

Duration

Valid for one calendar year; renewable annually.

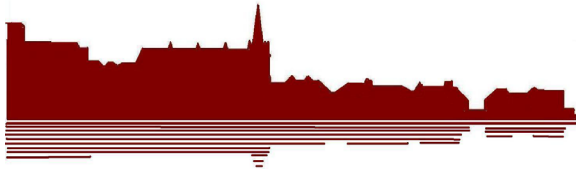
6. Llchwyr Schools Under 11's Rugby Team – Facility Use Agreement

Parties

LHCC and **Llchwyr Schools Under 11's Rugby Team**.

Facilities Covered

- Graig Y Coed rugby pitch (training on Monday evenings only)
- Changing rooms
- Associated amenities



Team Obligations

The team shall:

- Comply with the LHCC Terms of Use.
- Accept the Ground Maintenance Contractor's final authority on pitch condition.
- Keep facilities clean and remove rubbish after use.
- Report any damage or issues promptly.
- Utility payments are not required.
- Pay the annual usage fee 1st January.
- Not sub-let their booking to any other person, team or organisation.

Duration

Valid for one calendar year; renewable annually.

Item No. 8b

Report of the Finance & Events Committee

Council – 15th October 2026

Financial Report - Quotations

Purpose:	The report presents the quotations considered and agreed by the Finance & Events Committee at its meeting on 6 th October 2026 and requests Council approval.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: - 1. The quotations listed below, be approved.

1. Introduction

The Finance & Events Committee discussed a number of quotations at the Committee meeting held on 6th October 2026 and fully considered the quotations provided.

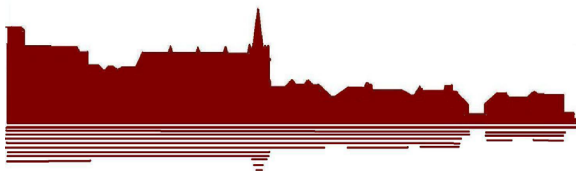
2. Quotations

Below is the list of quotations for discussed: -

	Quotation Details	Action	Quotation Amount / Supplier
1.	Repair of grave at Parc Hendy Cemetery - 5 Quotations were considered.	Quotation 5 was approved.	£3,995 plus VAT – Tree & Gubb T/A G. Williams & Son.
2.	Felling and removal of 2 dead elm trees at Penclawdd Recreation Ground 1 quotation was considered and 1 contractor declined to quote due to the work involved.	Quotation 1 was approved.	££955 plus VAT – J Davis & Son.
3.	Ivy treatment at Parc Dan Y Graig – 1 quotation was considered.	Quotation 1 was approved.	£234.50 plus VAT – J Davis & Son.
4.	Skip Hire – 1 quotation for a 4-yard skip was considered.	Quotation 1 was approved.	£195 plus VAT – Dyfed Recycling Services.
5.	Clearance of fly-tipping at Foreshore Car Park – 1 quotation and the additional option of hiring a larger skip at the end of October 2026 were considered.	Quotation 1 was approved.	£450 plus VAT – JK Gardening Services.
6.	Purchase of a tablet to assist with grave memorial testing. 1 quotation was considered.	Quotation 1 was approved.	£292.75 plus VAT – Edge IT Systems Ltd.

7.	AdvantEDGE & Epitaph – 5-year contract renewal. 1 quotation was considered.	Quotation 1 was approved.	£1,267.80 – Edge IT Systems Ltd.
8.	Sign & post for Parc Hendy Cemetery / 100 x A5 notices with eyelet for fixing. 1 quotation was considered.	Quotation 1 was approved.	£120 plus VAT for the sign & post / £2.50 plus VAT for the A5 notices – Marneon Signs, Swansea.
9.	SLCC & One Voice Wales Joint Event 2026 – The Clerk requested that he books the online event.	N/A	£75 plus VAT – Society of Local Council Clerks.

Jeremy Parkhouse
Clerk to the Community Council
7th October 2026



Item No. 9

Council – 15th October 2026

Community Council Property, Burial Grounds & Community Projects

Purpose:	The report provides information regarding Community Council property, burial grounds and community projects.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: - 1) The report be approved. 2) Any additional actions discussed be included in the Community Council Action Tracker.

1. Introduction

The report provides the Community Council with information in respect of the various sites under its ownership or control, progress in respect of community projects and any issues regarding its burial grounds.

2. Community Council Property

a) Dan Y Graig

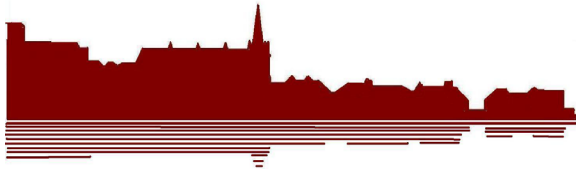
Penclawdd AFC volunteers have plastered the inside of the café area has been painted. The Community Council has agreed to cover the cost of installing a new floor.

The planning application in respect of the path, stand and dugouts has been approved. Unfortunately, the submitted grant application was turned down and will be resubmitted next year.

The Football Club has provided feedback regarding the parking suggestions made by South Wales Police and have stated that they do not have sufficient volunteers to be able to organise additional parking.

b) Penclawdd 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. Skips are being hired on an as and when basis and the usage will be regularly monitored.



c) Llanmorlais Recreation Ground / Changing Rooms / MUGA

Parking lines have been installed in the car park, including a disabled parking bay.

The drainage of the car park will be monitored over the next year. The sandbags have been moved into the storage room at the end of the changing rooms.

d) Graig Y Coed Playing Fields

The new rugby posts have been installed.

e) Foreshore Car Park

Items had been fly-tipped at the end of the car park, including old tyres, a trailer and pipes. The main thoroughfare to the car park has also been redressed.

John Davies MS met with the Chair, Councillor Andrew Williams and the Clerk to discuss the launching of boats from the car park to gather cockles. The Clerk forwarded a letter and the issue will be raised with Llyr Gruffydd, Welsh Government Cabinet Minister for Rural Resilience and Sustainability.

A metal bench situated beyond the boulders has been removed and scrapped by the Ground Maintenance Contractor due to its condition. A price for a replacement bench is awaited.

f) Penclawdd Playground

The actions coming from the annual playground inspection report have been completed.

g) Memorial Gardens

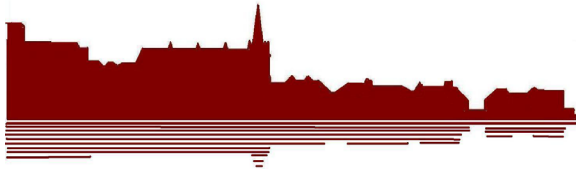
The noticeboard is in a poor state of repair owing to a broken seal / lock following storm damage. The Community Shed will examine it to see if it is repairable.

The Clerk is seeking quotes to install a new plinth to hold wreaths on the Memorial stone.

h) 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.

The actions coming from the annual playground inspection report have been completed.



i) Dunraven / Quarry at Victoria Road

The Clerk has instructed the Tonner, John & Ratti Solicitors to register the land at Dunraven and the Quarry with the Land Registry.

j) 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.

k) Dinan Green, Llanmorlais Cross

The owner of the land at Llanmorlais Cross has contacted the Community Council with an offer, which was approved by the Council on 10th September 2026. Tonner, John & Ratti Solicitors have been appointed to act for the Council.

l) Defibrillators

An additional defibrillator and cabinet will be added at Station Square, Penclawdd by David Nicholas, Life Support Training and Safety.

The Clerk has been requested to establish the ownership of land at Llotrog as a potential site for a new defibrillator. A quotation has also been requested for a defibrillator at the Foreshore Car Park.

m) 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 took place in June 2026 and have been booked for June 2027.

3. Burial Grounds / Administration

a) Mount Hermon Cemetery & Car Park

The missing part on the handrail along the access path has been replaced.

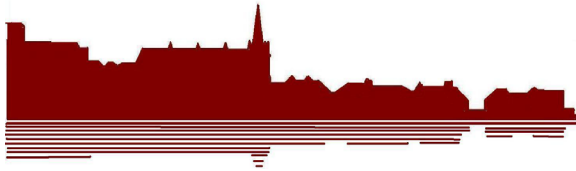
b) Parc Hendy Cemetery

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.

c) St Gwynour's Cemetery

The transfer of ownership to the Community Council is ongoing and is being dealt with by Tonner, Johns and Ratti Solicitors.

The Clerk has been requested to obtain quotations for signage at the site, including dog waste signs.



The Council approved the quotation from Pear Technology to provide graveyard mapping.

d) Administration

The Community Council is now BRAMM registered, which requires all memorial masons working within the Council's cemeteries to also be BRAMM registered.

The Council is also a member of the Institute of Cemetery and Crematorium Management (ICCM).

Quotations have been sought from qualified memorial masons to undertake memorial testing.

The Clerk is booked onto the following courses: -

- Memorial testing course in Bude, Cornwall on Friday, 30th October 2026.
- Cemetery Operations and Regulatory Compliance (Online) – 9.30-12.30 on Wednesday, 13th January and Thursday, 14th January 2027.
- Exclusive Rights of Burial (Online) – 9.30-12.30 on Wednesday, 27th January and Thursday, 28th January 2027.

4. Community Projects

a) Graig Y Coed Community Shed

The Community Shed have requested shared use of the storage area at the side of the Pavilion. The members would build in separate storage areas to ensure security. **For Discussion**

The Shed has completed the new noticeboard for Crofty Supermarket & Post Office. The Clerk has been asked to arrange a photograph to publicise the work.

b) Graig Y Coed Woodland Project

Ursula Jones, Swansea Council presented the Gower Nature Communities - Graig y Coed Community Woodland – Biodiversity Improvement Plan to Finance & Events Committee on 11th June 2026. There are several recommendations contained in the report and the Clerk is liaising with the Officer regarding their delivery.

Jeremy Parkhouse

Clerk to Llanrhidian Higher Community Council

5th October 2026

Item No. 10

Council – 15th October 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)	I met with the local Police team. There are no problems to report at the moment.
4)	Fly-tipping at Benson Street, Penclawdd has been reported.
5)	The bus shelter opposite the Royal Oak has been repaired.
6)	The CWOT's team have cleared the layby opposite Graig Y Coed and the weeds on Beach Road, Penclawdd.
7)	Litter picking has been carried out in the Ward.
8)	Funding for Penclawdd Primary School's forest school has been supported by my community budget.
9)	I attended a meeting to discuss the latest position in respect of the cycle track (missing link) between Penclawdd and Gowerton.
10)	I attended Penclawdd Brass Band Tony Small Memorial Concert in St Mary's Church, Swansea.

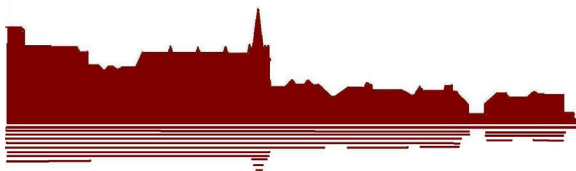
2) Planning Applications.

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

3) Footpaths, Cycle Paths and Bridleways.

The footpaths within Graig Y Coed Woodland were cut in August.

5th October 2026



Item No. 11

Council – 15th October 2026

Outside Bodies

Purpose:	To note the reports of Councillors / Clerk who are members of outside bodies.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: - 1) The report(s) be noted. 2) Any actions be added to the Community Council Action Tracker.

1. Introduction

The report provides the Community Council with feedback of Councillors / Clerk who are members of outside bodies.

2. Outside Bodies - Councillors

Since the previous Council meeting on 10th September 2026, the following meetings have been held / are scheduled as follows: -

- Gower National Landscapes Advisory Group – 21st September 2026 – Councillor Paul Tucker.
- Joint One Voice Wales Swansea Area Cttee & Swansea Council Community Town Council Forum - 12th October 2026 – Councillors Russell Garrington and Mike Sheehan.

3. Outside Bodies - Clerk

The Clerk has attended / will attend the following.

- One Voice Wales – Innovative Practice Conference at Builth Wells on 30th September 2026.
- Society of Local Council Clerks (SLCC) – West Wales Branch meeting – St Clears on 21st October 2026.
- Joint SLCC and One Voice Wales Virtual Conference – Online on 18th November 2026.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
5th October 2026

Item No. 12

Report of the Clerk

Council – 15th October 2026

Exclusion of the Public

Purpose:	To consider whether the Public should be excluded from the following items of business.
Reason for Decision:	To comply with legislation.
Recommendation(s):	It is recommended that:
1)	The public be excluded from the meeting during consideration of the following item(s) of business on the grounds that that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted as set out in the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.
	Item No's.
	12.

1. Introduction

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

2. Exclusion of the Public / Public Interest Test

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

3. Legal Implications

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