Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

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, 19th November 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

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1.	Apologies for absence.	
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3.	To Approve and Sign as a Correct Record the Minutes of the meeting of Council held on 15th October 2026.	5-11
4.	Chair's Announcements.	
5.	Public Question Time. (10 Minutes)	
	Questions must relate to items listed on the agenda.	
6.	Community Reports.	
a)	Police Report on Local Matters. (Verbal)	
	Business to be Transacted: -	
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	b) Planning Applications for Consideration.	
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11.	**Outside Bodies.**	**56**
	Next Meetings: -	
	• **Extraordinary Council Meeting at 7 p.m. on Thursday, 10th December 2026 at Penclawdd Community Centre.**	
	• **Council Meeting at 7 p.m. on Thursday, 21st January 2027 at Penclawdd Community Centre.**	
	Jeremy Parkhouse	

Jeremy Parkhouse - Clerk to the Community Council
12th November 2026

Llanrhidian Higher Community Council	
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.

Item No. 3

Minutes of the Meeting of Council

Held at Penclawdd Community Centre

On Thursday, 15th October 2026 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Huw Davies, Russell Garrington, Sarah Hughes, Mike Sheehan, Andrew Williams and Adam Woolliscroft.

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

57. Apologies for Absence

Apologies for absence were received from Councillors Leanne Davies, James Matthews and Melissa Roberts.

58. To Receive Disclosures of Personal and Prejudicial Interests

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

59. Minutes

Resolved that the Minutes of the Meeting of Council held on 10th September 2026, be approved and signed as a correct record.

60. Chair's Announcements

The Chair announced the following: -

- Rhodri Davies – The Chair reported that Rhodri Davies from Llanmorlais had won two gold medals and one bronze medal at the recent British Kick Boxing Championships. He was due to compete at the World Championships in France on 16th October 2026 and offered his congratulations on behalf of the Community Council.

61. Public Question Time

None.

62.	**Community Reports – South Wales Police**
	A written report from the Police was presented which outlined the crime and non-crime statistics within the Ward for the previous three months.
	Issues discussed included: -
	• Fly-tipping – a person had been fined £300 in respect of the recent fly-tipping at Mount Hermon Cemetery Car Park. Swansea Council had proceeded with the prosecution.
	• Fly-tipping at Graig Y Coed – The vehicle had been identified and the firm involved contacted. However, no follow-up had been provided.
63.	**Reports of the Clerk**
	a) Accounts for Payment / Quotations
	The accounts for payment were provided at Appendix A.1 of the report.
	The following were discussed: -
	<u>Amendments</u>
	• Salary Costings – The correct amount was £5,934.35.
	<u>Additional Expenditure</u>
	• £25.20 – Crofty Supermarket & Post Office – postage.
	• £3.98 - Crofty Supermarket & Post Office – envelopes.
	• £600 – J K Gardening Services – clearance of fly-tipping at Foreshore Car Park.
	• £90 – SLCC / One Voice Wales Joint Event – 18th November 2026 – Clerk to attend.
	• £439 – SLCC Principal Membership for the Clerk / Council.
	• £350 – The Somerset Trust – Lease of Foreshore Car Park and Playground.
	• £1,625 – Life Support & Safety – Defibrillator and Cabinet – Foreshore Car Park.
	<u>Additional Income</u>
	• £26.40 – Reserve Account Interest.
	• £2.08 – Projects Account Interest.
	• £135.45 – Wayleaves.

Quotations

A list of quotations was provided at Appendix A.3.

Resolved that: -

1) The payments / additional payments / amendments / payments made in October 2026, be approved.
2) The payments paid since 10th September 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.	Replacement of tennis court fencing at Llanmorlais / Clearance of vegetation between the tennis courts and MUGA at Llanmorlais Recreation Ground.	Awaiting quotations.
2.	Clearance of run-off ditch at Llanmorlais Recreation Ground.	Quotation on hold.
3.	Repair of Metal Door at Bowls Pavilion.	Awaiting quotation.
4.	Cloudy IT – Gov meetings.	Councillor Adam Woolliscroft would seek an alternative option and the Clerk would speak with other Council's in Wales who use the service.
5.	Celtic Wildflowers – Maintenance of seawall at Foreshore Car Park.	**Resolved** that the quotation for £302.66 plus VAT, 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. No further communications had been received.

	Resolved that the report be approved.
	c) Correspondence
	The correspondence reported by the Clerk was provided at Appendix C of the report.
	Additional Correspondence
	• Wales Air Ambulance – Request for funding - Forwarded to Finance & Events Committee.
	• One Voice Wales – Politically restricted posts – Noted that the Section 151 Officer role of the Clerk would be added to the list of politically restricted posts.
	• Swansea Council – Contributing to the Gower Management Plan.
	• One Voice Wales – Training certificate for Councillor Russell Garrington – Module 31 – Introduction to Cultural Change.
	d) Work Plan 2026/2027
	The report was provided for information.
	The dates for meetings to approve the Draft Budget 2027-2028 and Ground Maintenance Contract 2027-2030 were provided as follows: -
	• Finance & Events Committee – 3rd November 2026 at 7 p.m. (To approve the Draft Budget 2027-2028).
	• Finance & Events Committee – 3rd December 2026 at 7 p.m. (To open tenders for the Ground Maintenance Contract 2027-2030).
	• Extraordinary Council – 10th December 2026 at 7 p.m. (To approve the Ground Maintenance Contractor 2027-2030).
	• Extraordinary Council – 7th January 2027 at 7 p.m. (To approve the Draft Budget 2027-2028).
	e) Community Council Action Tracker
	The report was provided for information.
64.	**Committee / Working Group Reports**
	a) Finance & Events Committee – Terms and Conditions for Sports Teams using Community Council Facilities.

	Resolved that the Terms and Conditions for Sports Teams using Community Council Facilities, be approved.
	b) Finance & Events Committee – Financial Report – Quotations.
	The list below was provided: -

	Quotation Details	Quotation Amount / Supplier
1.	Repair of grave at Parc Hendy Cemetery - 6 Quotations were considered.	£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.	£955 plus VAT – J Davis & Son.
3.	Ivy treatment at Parc Dan Y Graig – 1 quotation was considered.	£234.50 plus VAT – J Davis & Son.
4.	Skip Hire – 1 quotation for a 4-yard skip was considered.	£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.	£450 plus VAT – JK Gardening Services.
6.	Purchase of a tablet to assist with grave memorial testing. 1 quotation was considered.	£292.75 plus VAT – Edge IT Systems Ltd.
7.	AdvantEDGE & Epitaph – 5-year contract renewal. 1 quotation was considered.	£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.	£120 plus VAT for the sign & post / £2.50 pus VAT for the A5 notices – Marneon Signs, Swansea.
9.	SLCC & One Voice Wales Joint Event 2026 - Online event.	£75 plus VAT – Society of Local Council Clerks.

	Resolved that the above list be approved

65.	**Council Property / Community Projects / Burial Grounds**
	The Clerk presented a report regarding Community Council property, community projects and burial grounds. The following were discussed: -
	• Graig Y Coed Pavilion – The Community Shed had requested use of the storage area at the side of the Pavilion which was currently used by Penclawdd AFC. It was requested that the Clerk discusses the sharing of the storage area with Penclawdd AFC and the Community Shed.
	Resolved that the request be approved, subject to discussions with both parties, as outlined above.
	• Use of Classroom at Penclawdd Community Centre - The Chair stated that the Community Centre Committee would consider the option of the Community Council using Classroom 1 as an office. He requested that the Clerk writes to the Secretary of the Community Centre outlining the position of the Council.
66.	**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. The period of legal notice ended on 15th October 2026.
	• Defibrillator at Foreshore Car Park – The Community Council would pay £1,000 and Councillor Andrew Williams would pay £625 towards the cost of a new defibrillator and cabinet.
	• Community Shed – Had been awarded a £2,000 grant by Swansea Council.
	c) Footpaths
	No report.
67.	**Outside Bodies**
	A report regarding Councillor / the Clerk attendance at outside bodies was provided.

	Resolved that the contents of the report be noted.
68.	**Exclusion of the Public**
	Resolved that 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.
	(Closed Session)
69.	**Committee / Working Group Reports**
	a) Finance & Events Committee – Ground Maintenance Contract 2027-2030.
	The report sought approval to proceed with the procurement of the Ground Maintenance Contract for the period 2027–2030, following detailed consideration by the Finance & Events Committee.
	Resolved that: -
	1) The procurement process for the Ground Maintenance Contract 2027–2030 be approved, noting that the detailed documentation had already been scrutinised and endorsed by the Finance & Events Committee.
	2) Council authorises the Clerk to publish the Contract Notice on Sell2Wales and issue the tender documentation to prospective bidders.
	3) The final tender documentation be made available to Councillors upon request.
	The meeting ended at 8.10 p.m.
	Chair

Item No. 7a)

Report of the Finance & Events Committee

Council – 19th November 2026

To Monitor the Council Budget 2026-2027

& to Approve the Draft Council Budget 2027-2028

Purpose:	To present at Appendix A, the current position of expenditure and income against the approved 2026/27 budget and to present the draft budget for the financial year 2027/28, attached at Appendix B.
Report Author:	Jeremy Parkhouse
Recommendation(s):	It is recommended that Council: -

1) Notes the budget monitoring position for 2026/27 as detailed in Appendix A.
2) Notes that the Finance & Events Committee considered the Draft Budget 2027/28.
3) Agrees the recommendation to approve the Draft Budget 2027/28, attached at Appendix B.

1) Background

The Council is required each year to determine its budget requirement and set an appropriate precept for the forthcoming financial year.

The Draft Budget for 2027/28 has been prepared following a review of anticipated expenditure commitments, projected income, earmarked reserve requirements, asset maintenance obligations and the Council's strategic priorities.

In addition, Councillors are requested to note the current financial position against the approved 2026/27 budget, as detailed within Appendix A. The monitoring information provides an overview of expenditure incurred to date together with projected year-end positions and enables Councillors to assess the financial assumptions underpinning the proposed budget for 2027/28.

In line with its terms of reference, the Finance & Events Committee discussed the progress made with the 2026-2027 budget and the draft 2027-2028 budget, at its meeting held on 3rd November 2026.

The Finance & Events Committee is scheduled to consider the Draft Budget on 7th January 2027. Subject to the Committee's review and recommendation, the budget is being presented to the Council for consideration and approval on 21st January 2027.

2) Legislative Framework

Under the Local Government Finance Act 1992, community councils are required to calculate their anticipated expenditure and income and determine a budget requirement sufficient to discharge their functions and responsibilities.

The Council must ensure that:

- The budget is balanced and financially sustainable.
- Adequate provision is made for known liabilities and committed expenditure.
- Sufficient resources are available to maintain and deliver Council services and assets.
- Appropriate reserve levels are maintained in accordance with statutory guidance, good practice and the Council's Financial Regulations.
- The precept is set at a level necessary to support the approved budget requirement.

The approval of a budget and associated precept is a reserved function of Council.

3) Budget Monitoring 2026/27

Councillors are asked to note the current budget monitoring position for 2026/27 as set out in Appendix A.

The monitoring report details:

- Approved budget allocations.
- Expenditure incurred to 31st October 2026.
- Anticipated year-end expenditure.
- Variances against approved budgets.
- Current reserve positions.

Monitoring the current year's budget performance assists the Council in ensuring that expenditure remains within approved limits and informs financial planning for future years.

4) Draft Budget 2027/28

The proposed budget has been prepared having regard to:

- Existing service commitments.
- Asset maintenance and operational requirements.
- Community and environmental initiatives.
- Staffing and administrative costs.

- Contractual obligations.
- Inflationary and market pressures.
- Reserve requirements and financial resilience.

The Draft Budget seeks to provide sufficient resources to enable the Council to continue delivering its statutory responsibilities and agreed priorities throughout 2027/28.

A copy of the Draft Budget is attached at Appendix B.

5) Financial Implications

Approval of the Draft Budget will assist the Council in determining the precept requirement for 2027/28 and comply with statutory deadlines for submission to the billing authority.

It should be noted that failure to approve a budget could result in delays to the precept-setting process and create uncertainty regarding the Council's ability to meet future expenditure commitments.

6) Well-being of Future Generations (Wales) Act 2015

The proposed budget supports the Council's ability to deliver services, maintain community assets and undertake activities that contribute towards the long-term well-being of the community in a sustainable and financially responsible manner.

Appendices: -

Appendix A – Budget Monitoring 2026-2027.

Appendix B - Draft Budget 2027-2028.

Jeremy Parkhouse
Clerk to the Council
12th November 2026

Financial Budget Comparison

Comparison between 01/04/26 and 12/11/26 inclusive. Includes due and unpaid transactions.

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

		2026/27	Actual Net	Actual Net (year to date)	Balance
INCOME					
Administration					
100	Precept	£194,872.17	£129,914.78	£129,914.78	-£64,957.39
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	£849.06	£849.06	-£750.94
122	Bank Interest	£1,000.00	£16.97	£16.97	-£983.03
150	Grants received	£1,500.00	£3,013.00	£3,013.00	£1,513.00
155	PWLB Loan	£0.00	£0.00	£0.00	£0.00
250	Miscellaneous Income	£8,000.00	£0.00	£0.00	-£8,000.00
251	Miscellaneous Income - Current Account	£20,000.00	£0.00	£0.00	-£20,000.00
252	Miscellaneous Income - Projects Account	£1,000.00	£0.00	£0.00	-£1,000.00
Total Administration		£227,972.17	£133,793.81	£133,793.81	-£94,178.36
Outside Services					
300	Cemetery Income	£14,500.00	£7,260.00	£7,260.00	-£7,240.00
320	Wayleaves	£130.00	£135.45	£135.45	£5.45
330	Recreation Grounds	£6,650.00	£18,616.77	£18,616.77	£11,966.77
Total Outside Services		£21,280.00	£26,012.22	£26,012.22	£4,732.22
Total Income		£249,252.17	£159,806.03	£159,806.03	-£89,446.14
EXPENDITURE					
Administration					
1001	Salaries	£60,500.00	£34,400.51	£34,400.51	£26,099.49
1002	Clerks Expenses	£550.00	£411.22	£411.22	£138.78
1010	Subscriptions	£1,500.00	£753.32	£753.32	£746.68
1015	Office Costs	£4,300.00	£2,059.43	£2,059.43	£2,240.57
1020	Web Site	£290.00	£327.50	£327.50	-£37.50
1025	Advertising	£150.00	£85.00	£85.00	£65.00

Financial Budget Comparison

Comparison between 01/04/26 and 12/11/26 inclusive. Includes due and unpaid transactions.

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

		2026/27	Actual Net	Actual Net (year to date)	Balance
1030	Insurance	£8,300.00	£9,179.11	£9,179.11	-£879.11
1040	Bank Charges	£100.00	£58.74	£58.74	£41.26
1045	Audit Fees	£1,250.00	£1,603.53	£1,603.53	-£353.53
1046	Accountancy Services	£260.00	£240.00	£240.00	£20.00
1050	Legal Costs	£4,500.00	£0.00	£0.00	£4,500.00
1060	Loan Repayments	£5,844.62	£2,922.31	£2,922.31	£2,922.31
1065	Training	£400.00	£304.00	£304.00	£96.00
1070	ICO Fee	£35.00	£47.00	£47.00	-£12.00
1075	Consultancy Costs	£0.00	£0.00	£0.00	£0.00
1076	Signage	£500.00	£0.00	£0.00	£500.00
Total Administration		£88,479.62	£52,391.67	£52,391.67	£36,087.95
Outside Services					
3000	Cemeteries	£5,790.00	£1,338.37	£1,338.37	£4,451.63
3001	Grounds Maintenance	£86,000.00	£41,984.02	£41,984.02	£44,015.98
3010	Playgrounds	£5,100.00	£380.00	£380.00	£4,720.00
3030	Recreation Grounds	£22,200.00	£25,243.08	£25,243.08	-£3,043.08
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00	£0.00
3050	Other Outside services	£23,350.00	£10,421.98	£10,421.98	£12,928.02
3051	Remembrance Sunday Service	£2,000.00	£685.50	£685.50	£1,314.50
3052	War Memorial Charity	£1.00	£0.00	£0.00	£1.00
3055	Defibrillators	£2,000.00	£0.00	£0.00	£2,000.00
Total Outside Services		£146,441.00	£80,052.95	£80,052.95	£66,388.05
Civic					
2000	Councillor Expenses	£2,400.00	£0.00	£0.00	£2,400.00
2005	Councillor Training	£500.00	£132.00	£132.00	£368.00
2010	Meeting Costs	£450.00	£0.00	£0.00	£450.00

Financial Budget Comparison

Comparison between 01/04/26 and 12/11/26 inclusive. Includes due and unpaid transactions.

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

		2026/27	Actual Net	Actual Net (year to date)	Balance
2030	Election Costs	£5,000.00	£0.00	£0.00	£5,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00	£0.00
Total Civic		£8,350.00	£132.00	£132.00	£8,218.00
Grants					
4046	Donations	£600.00	£0.00	£0.00	£600.00
4047	Section 137 Payments	£0.00	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£2,788.34	£2,788.34	£2,211.66
Total Grants		£5,600.00	£2,788.34	£2,788.34	£2,811.66
Total Expenditure		£248,870.62	£135,364.96	£135,364.96	£113,505.66
Total Income		£249,252.17	£159,806.03	£159,806.03	-£89,446.14
Total Expenditure		£248,870.62	£135,364.96	£135,364.96	£113,505.66
Total Net Balance		**£381.55**	**£24,441.07**	**£24,441.07**	

Financial Budget Comparison

Comparison between 01/04/26 and 12/11/26 inclusive. Includes due and unpaid transactions.

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

		Previous Year's Net	2026/27	Actual Net	Balance	2027/28
INCOME						
Administration						
100	Precept	£184,051.68	£194,872.17	£129,914.78	-£64,957.39	£204,615.77
105	Refund of bank charges	£0.00	£0.00	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00	£0.00	£0.00
121	Bank Interest	£1,312.75	£1,600.00	£849.06	-£750.94	£1,700.00
122	Bank Interest	£32.97	£1,000.00	£16.97	-£983.03	£25.00
150	Grants received	£25,000.00	£1,500.00	£3,013.00	£1,513.00	£1,500.00
155	PWLB Loan	£0.00	£0.00	£0.00	£0.00	£0.00
250	Miscellaneous Income	£173.99	£8,000.00	£0.00	-£8,000.00	£8,000.00
251	Miscellaneous Income - Current Account	£3,099.12	£20,000.00	£0.00	-£20,000.00	£20,000.00
252	Miscellaneous Income - Projects Account	£0.00	£1,000.00	£0.00	-£1,000.00	£500.00
Total Administration		£213,670.51	£227,972.17	£133,793.81	-£94,178.36	£236,340.77
Outside Services						
300	Cemetery Income	£11,220.00	£14,500.00	£7,260.00	-£7,240.00	£24,000.00
320	Wayleaves	£133.34	£130.00	£135.45	£5.45	£130.00
330	Recreation Grounds	£7,796.12	£6,650.00	£18,616.77	£11,966.77	£8,150.00
Total Outside Services		£19,149.46	£21,280.00	£26,012.22	£4,732.22	£32,280.00
Total Income		£232,819.97	£249,252.17	£159,806.03	-£89,446.14	£268,620.77
EXPENDITURE						
Administration						
1001	Salaries	£34,828.16	£60,500.00	£34,400.51	£26,099.49	£66,948.00
1002	Clerks Expenses	£612.20	£550.00	£411.22	£138.78	£700.00
1010	Subscriptions	£1,384.79	£1,500.00	£753.32	£746.68	£1,890.00
1015	Office Costs	£3,883.81	£4,300.00	£2,059.43	£2,240.57	£4,800.00

Financial Budget Comparison

Comparison between 01/04/26 and 12/11/26 inclusive. Includes due and unpaid transactions.

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

		Previous Year's Net	2026/27	Actual Net	Balance	2027/28
1020	Web Site	£290.00	£290.00	£327.50	-£37.50	£400.00
1025	Advertising	£85.00	£150.00	£85.00	£65.00	£150.00
1030	Insurance	£9,377.14	£8,300.00	£9,179.11	-£879.11	£9,500.00
1040	Bank Charges	£90.32	£100.00	£58.74	£41.26	£100.00
1045	Audit Fees	£1,855.00	£1,250.00	£1,603.53	-£353.53	£1,270.00
1046	Accountancy Services	£420.00	£260.00	£240.00	£20.00	£280.00
1050	Legal Costs	£850.00	£4,500.00	£0.00	£4,500.00	£3,000.00
1060	Loan Repayments	£5,844.62	£5,844.62	£2,922.31	£2,922.31	£5,844.62
1065	Training	£212.00	£400.00	£304.00	£96.00	£600.00
1070	ICO Fee	£47.00	£35.00	£47.00	-£12.00	£50.00
1075	Consultancy Costs	£650.00	£0.00	£0.00	£0.00	£0.00
1076	Signage	£0.00	£500.00	£0.00	£500.00	£400.00
Total Administration		£60,430.04	£88,479.62	£52,391.67	£36,087.95	£95,932.62
Outside Services						
3000	Cemeteries	£8,264.74	£5,790.00	£1,338.37	£4,451.63	£17,080.00
3001	Grounds Maintenance	£83,348.69	£86,000.00	£41,984.02	£44,015.98	£90,000.00
3010	Playgrounds	£533.00	£5,100.00	£380.00	£4,720.00	£4,100.00
3030	Recreation Grounds	£14,302.19	£22,200.00	£25,243.08	-£3,043.08	£18,450.00
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00	£0.00	£1,500.00
3050	Other Outside services	£52,124.73	£23,350.00	£10,421.98	£12,928.02	£21,800.00
3051	Remembrance Sunday Service	£1,284.00	£2,000.00	£685.50	£1,314.50	£1,700.00
3052	War Memorial Charity	£0.00	£1.00	£0.00	£1.00	£1.00
3055	Defibrillators	£2,950.00	£2,000.00	£0.00	£2,000.00	£2,000.00
Total Outside Services		£162,807.35	£146,441.00	£80,052.95	£66,388.05	£156,631.00
Civic						
2000	Councillor Expenses	£0.00	£2,400.00	£0.00	£2,400.00	£3,800.00

Financial Budget Comparison

Comparison between 01/04/26 and 12/11/26 inclusive. Includes due and unpaid transactions.

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

		Previous Year's Net	2026/27	Actual Net	Balance	2027/28
2005	Councillor Training	£210.00	£500.00	£132.00	£368.00	£1,000.00
2010	Meeting Costs	£504.00	£450.00	£0.00	£450.00	£100.00
2030	Election Costs	£4,349.02	£5,000.00	£0.00	£5,000.00	£5,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00	£0.00	£0.00
Total Civic		£5,063.02	£8,350.00	£132.00	£8,218.00	£9,900.00
Grants						
4046	Donations	£500.00	£600.00	£0.00	£600.00	£600.00
4047	Section 137 Payments	£0.00	£0.00	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£1,140.00	£5,000.00	£2,788.34	£2,211.66	£5,000.00
Total Grants		£1,640.00	£5,600.00	£2,788.34	£2,811.66	£5,600.00
Total Expenditure		£229,940.41	£248,870.62	£135,364.96	£113,505.66	£268,063.62
Total Income		£232,819.97	£249,252.17	£159,806.03	-£89,446.14	£268,620.77
Total Expenditure		£229,940.41	£248,870.62	£135,364.96	£113,505.66	£268,063.62
Total Net Balance		**£2,879.56**	**£381.55**	**£24,441.07**		**£557.15**

Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Item No. 7b)

Report of the Finance & Events Committee

Council – 19th November 2026

Financial Report – Quotations

Purpose:	To update Council on current quotations and procurement activity and to seek any necessary approvals.
Report Author:	Jeremy Parkhouse
Recommendation(s):	It is recommended that Council: -

1) Notes the current position regarding quotations and procurement activity.
2) Authorises the Clerk to proceed with those works where quotations received fall within the delegated financial limits prescribed by the Council's Financial Regulations.
3) Authorises the Clerk to obtain quotations for the repainting of the names on the Memorial Gardens memorial stone.
4) Receives a further report as additional quotations and costings become available.

1) Introduction

The Finance & Events Committee provides the following update to Council regarding quotations obtained and procurement activity undertaken since the previous meeting.

2) Quotations

The following were discussed and progress is reported in the action column: -

	Quotation Details	Action	Quotation Amount / Supplier
1.	Skip Hire – 4-yard skip at Penclawdd Recreation Ground.	The Clerk advised that skip hire arrangements will be aligned with planned rubbish collection schedules. Dates will be agreed with the Ground Maintenance Contractor as part of an ongoing programme of site maintenance.	£195 plus VAT – Dyfed Recycling Services

		Council is asked to note the quotation received.	
2.	Clearance of the run-off ditch at Llanmorlais Recreation Ground.	Quotations are currently being sought. A further update will be presented to Council once quotations have been received and assessed. The item requires the field below the Recreation Ground to have its run-off drain cleared to enable the work at the ground to be effective. The Ground Maintenance Contractor is liaising with the landowner.	Awaiting quotation(s).
3.	Memorial Testing Programme.	The Council continues to consider the options available in respect of memorial testing and associated inspection arrangements. Council is asked to note that one quotation has been received and is under consideration.	One quotation was received.
4.	GovMeeting Software	A quotation has been received for the provision of GovMeeting software. Subject to availability, a representative of the company will be invited to provide a demonstration to Councillors prior to any decision being made.	One quotation was received.
5.	Removal of radiator within Graig Y Coed storage room.	Quotations are currently being sought. Authority is delegated to the Clerk to proceed should the preferred quotation fall within the financial thresholds contained within the Council's Financial Regulations.	Awaiting quotation(s).
6.	Storage within Graig Y Coed storage room.	Material costs are currently being sought. Authority is delegated to the Clerk to proceed should expenditure fall within the limits prescribed by the Council's Financial Regulations.	Awaiting cost of materials.

3) Additional Quotations

The Council is also requested to note the following outstanding matters which were not considered by the Finance & Events Committee at its meeting held on 3rd November 2026. Several of the items have previously been reported to Council and remain ongoing: -

	Quotation Details	Action	Quotation Amount / Supplier
1.	Replacement of tennis court fencing at Llanmorlais.	The item has been discussed with the Ground Maintenance Contractor and requires further consideration.	Awaiting quotation(s).
2.	Repair of Metal Door at Bowls Pavilion.	The metal storage room door has deteriorated through normal wear and tear and requires repair. The proposed works would avoid the need for complete replacement of the door.	Awaiting quotation(s).
3.	Clearance of vegetation between the tennis courts and MUGA at Llanmorlais Recreation Ground.	The Ground Maintenance Contractor has partially cleared the vegetation and further discussions are needed.	Awaiting quotation(s).
4.	Repair of supporting column at Penclawdd Recreation Ground Rugby Pavilion.	A contractor previously visited the site and provided a verbal quotation; however, no progress has been made. The repair remains necessary and includes the replacement of a damaged rainwater downpipe.	Awaiting quotation(s).
5.	New plinth on memorial stone at Memorial Gardens.	The item has remained outstanding	Awaiting quotation(s).

		for some time. A metal plinth or fixing arrangement is required to support commemorative wreaths placed at the memorial.	
6.	Refreshing of paint on the list of names on the memorial stone.	The Clerk is seeking authority to proceed with obtaining quotations.	For discussion.

Jeremy Parkhouse,

Clerk to the Community Council,

9th November 2026

Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Item No. 7c)

Report of the Finance & Events Committee

Council – 19th November 2026

Grants & Donations

Purpose:	The report seeks the approval of grant and donations agreed by the Finance & Events Committee.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that a donation be made to the following under the Power of Well-being (Local Government Act 2000): -
	1) Wales Air Ambulance - £250.

1. Introduction

This report outlines the Community Council powers to make grants, donations, and payments. A new Grants and Donations Policy was agreed in March 2025 and is available on the Council website.

2. Grants Awarded

The Community Council agreed that £5,000 for grants and £600 for donations be allotted within the budget and has awarded the following in the 2026-2027 financial year: -

Organisation	Amount Awarded	Power
Penclawdd Brass Band	£920	Power of Well-being (Local Government Act 2000)
Llanmorlais Community Hall	£1,000	Power of Well-being (Local Government Act 2000)
Graig Y Coed Community Shed	£868.34	Power of Well-being (Local Government Act 2000)
Budget	£5,600	
Remaining Budget	£2811.66	

3. Applications Received

A report was presented to the Finance & Events Committee on 3rd November 2026. The Committee discussed one application received and recommended it to Council for approval. The application received was as follows: -

Organisation	Reason(s)	Amount to be Awarded
Wales Air Ambulance	General Funding Request	£250

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
7th November 2026

Item No. 7d)

Report of the Finance & Events Committee

Council – 19th November 2026

Burial & Cremation Charges 2027

Purpose:	To consider the level of burial and cremation charges for the 2027 calendar year and to determine whether any amendments should be made to the current schedule of fees.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that Council: -

1) Notes the consideration given by the Finance & Events Committee at its meeting held on 3rd November 2026.
2) Approves the existing burial and cremation charges for the 2027 calendar year without amendment.
3) Authorises the Clerk to publish and implement the approved schedule of charges with effect from 1 January 2027.

1. Introduction

The Council is responsible for setting and reviewing fees and charges associated with burials, cremated remains interments and related cemetery services provided at the Council's cemeteries.

It is good practice for fees and charges to be reviewed annually to ensure that income levels remain appropriate and that services continue to represent value for money for residents whilst contributing towards the ongoing maintenance and upkeep of cemetery facilities.

The current schedule of charges has been in place throughout 2026.

2. Finance & Events Committee Consideration

The Finance & Events Committee considered the burial and cremation charges at its meeting held on 3 November 2026.

The Committee reviewed the current scale of charges and considered the financial implications of any amendments. Following discussion, the Committee concluded that the existing charges remain appropriate and proportionate and noted that maintaining the current fee levels would continue to support residents whilst providing certainty and consistency for cemetery users.

The Committee therefore agreed to recommend to Council that all burial and cremation charges remain unchanged for the 2027 calendar year.

Attached for consideration at Appendix A are the Burial & Cremation Charges agreed by the Community Council for 2026. The definition of a local resident is attached at Appendix B.

3. Financial Implications
Retaining the existing charges will maintain consistency with the current budget assumptions and avoids placing additional financial pressures on service users. Income generated through cemetery fees will continue to contribute towards the costs associated with operating, maintaining and administering the Council's cemetery facilities.

4. Legal Implications
The Council has the power to set fees and charges for the provision of cemetery services in accordance with the relevant legislation governing burial authorities.

5. Equality & Community Impact
Maintaining the current fee structure will ensure that cemetery services remain accessible and affordable to residents and service users.

Appendices: -
Appendix A – Proposed Burials & Cremations Charges 2027.
Appendix B – Definition of a local resident.

Jeremy Parkhouse
Clerk to the Community Council
9th November 2026

LLANRHIDIAN HIGHER COMMUNITY COUNCIL
BURIAL AND CREMATION CHARGES 2027

Burials and Cremation Charges for Mount Hermon Cemetery, Parc Hendy Cemetery & St. Gwynour's Church Cemetery (When transferred) 2027

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

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

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

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

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

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

***Please note that the Council will not be selling any pre-purchased plots**
***The Community Council does not charge for burials / cremations for children under the age of 18**

Appendix B

Definition of Local Resident

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

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

Please Note

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

Item No. 8

Council – 19th November 2026

Reports of the Clerk

a) Accounts for Payment / Financial Report
The report detailing payment for November 2026 is attached for approval at Appendix A.

b) Well-being of Future Generations (Wales) Act 2015 - Council Responsibilities and Future Generations Annual Plan.
The report is attached for approval at Appendix B.

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

d) Work Programme
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
9th November 2026

Appendix A

ACCOUNTS FOR PAYMENT – 19th November 2026

Salary Costings	£5,383.57
Clerks Expenses	£112.98
Pinnacle - Printing costs - Invoice POE101909 (£177.42 Net) (£35.48 VAT)	£212.90
EDF Energy - Electricity at Bowls Pavilion - 1st to 31st October 2026 (£49.91 Net) (£0 VAT)	£49.91
Penclawdd Community Centre - Hire of meeting room	£312.00
Celtic Mowers - Pitchmarker 10 litres x 2 (£59.80 Net) (£11.96 VAT)	£71.76
Jonathan Davis & Son - Invoice 26/100 - Monthly Costing October 2026 - Additional Works - Monthly Additional Works - Felling & Removal of 2 no. elm trees from Penclawdd Recreation Ground as per Quotation 99/26 (£955), Works Carried Out on 14/10/2026. Supply of 3 no. additional padlock keys for Llanmorlais Recreation Ground as per Request (£18). Removal of Cut Grass from Parc Dan Y Graig and transport to Penclawdd Recreation Ground, Works Carried Out on 2/10/26 (No charge) - Total = (£6891.58 Net) (£1378.31 VAT)	£8,269.89
Total Payments	**£14,413.01**

Invoices paid since 15th October 2026	
SSE Energy Solutions - Electricity Charge for Memorial Gardens - 1st August to 30th September 2026 - (£62.24 Net) (£3.11 - 5% VAT)	£65.35
SSE Energy Solutions - Electricity at Graig Y Coed - 1st to 30th September 2026 (£199.23 Net) (£9.96 - 5% VAT)	£209.19
Gower Events & Equipment Hire Ltd - Marquee and plastic flooring for Remembrance Sunday 2026 (£550 Net) (£110 VAT)	£660.00
Swansea Timber & Plywood Co. Ltd - Locksmith labour charge to replace lock at Parc Dan Y Graig Changing Rooms (£71 Net) (£14.29 VAT)	£85.20
Celtic Wildflowers - Management of wildflower strip at sea wall, Foreshore Car Park (£296.66 Net) (£59.33 VAT)	£355.99
Total Sound Solutions - Sound provision for Remembrance Sunday Service on 8th November 2026 ((£769 Net) (£153.80 VAT)	£922.80
Crofty Post Office & Supermarket - Printing paper - 20th October 2026	£5.39
Crofty Post Office & Supermarket - Printing paper - 28th October 2026	£5.39
Crofty Post Office & Supermarket - Postage	£21.00
Councillor Wendy Lewis (Swansea Council & Armed Forces Champion) - Wreath for Remembrance Sunday Service	£30.50
SSE Energy Solutions - Electricity Charge for Llanmorlais Pavilion - (£38.35 Net) (£1.92 - 5% VAT)	£40.27
Dwr Cymru - Water charges at Graig Y Coed Pavilion - 17th April to 22nd October 2026	£399.14
Dyfed Recycling - Skip Hire (£195 Net) (£39 VAT)	£234.00
Swansea Council - Charge for trade waste services for the period 28th September 2026 to 31st March 2027	£3,286.00

Kingsbridge Print Ltd - Order of Service for Remembrance Sunday	£105.00
Dwr Cymru - Water charges at Penclawdd Recreation Ground - 17th April to 22nd October 2026	£1,416.67
Dwr Cymru - Water charges at Llanmorlais Changing Rooms - 1st May to 27th October 2027	£103.42
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£10.00
Total	**£7,975.28**
Total Outgoings	**£22,388.29**
Income since 15th October 2026	
Councillor Andrew Williams - CommunityFund contribution towards the cost of a defibrillator and cabinet at Foreshore Car Park	£600.00
Blue Anchor Men Bowls Club - Annual Fee for 2027	£350.00
Parc Hendy Cemetery - New Cremated Remains Plot (Resident)	£250.00
Reserve Account Interest - November 2026	£27.51
Projects Account Interest - November 2026	£2.15
CCLA - Interest for November 2026	£82.11
Total Income	**£1,311.77**

TRANSFERS:	
None	
RECONCILIATION:	
Current Account Balance – 12th November 2026	**£20,937.70**
Less Approved Payments (November 2026)	**£14,413.01**
Total	**£6,524.69**
BANK ACCOUNTS	
Current Account Balance – 12th November 2026	**£20,937.70**
Reserve Account Balance - 12th November 2026	**£65,323.71**
CCLA Investment - 12th November 2026	**£25,000.00**
Memorial Gardens Charity Account - 12th November 2026	**£1.00**
Projects Account Balance - 12th November 2026	**£5,063.63**
Total	**£116,326.04**

Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Appendix B

Report of the Clerk

Council – 19th November 2026

Well-being of Future Generations (Wales) Act 2015 - Council Responsibilities and Future Generations Annual Plan

Purpose:	The report provides the Council with an overview of the Council's responsibilities in respect of the Well-being of Future Generations (Wales) Act 2015.
Report Author:	Jeremy Parkhouse
Recommendation(s):	It is recommended that Council: -

1) Notes the contents of this report.
2) Acknowledges the relevance of the Well-being of Future Generations (Wales) Act 2015 principles to the Council's decision-making and service delivery activities.
3) Notes the inclusion of future generations and sustainability provisions within the Ground Maintenance Contract 2027-2030.
4) Approves the preparation of a Future Generations Annual Plan and implementation timetable.
5) Instructs the Clerk to prepare a draft Future Generations Annual Plan for consideration during the 2027/28 municipal year.
6) Confirms that the Future Generations Annual Plan shall be presented for formal adoption at the Annual Meeting of Council on 20 May 2027.

1. Introduction

The purpose of the report is to: -

- To provide Councillors with an overview of the Council's responsibilities in respect of the Well-being of Future Generations (Wales) Act 2015.
- To highlight the inclusion of sustainability and future generations provisions within the Ground Maintenance Contract 2027-2030 procurement documentation.
- To seek Council approval for the preparation of a Future Generations Annual Plan and implementation timetable for consideration during the 2027/28 municipal year.

2. Background

The Well-being of Future Generations (Wales) Act 2015 establishes a framework for improving the social, economic, environmental and cultural well-being of Wales.

Whilst Community and Town Councils are not amongst the public bodies directly subject to the full statutory duties imposed by the Act, there is an increasing expectation that local councils will demonstrate how their decision-making contributes towards the sustainable development principle and the seven national well-being goals.

The seven well-being goals are:

- A Prosperous Wales;
- A Resilient Wales;
- A Healthier Wales;
- A More Equal Wales;
- A Wales of Cohesive Communities;
- A Wales of Vibrant Culture and Thriving Welsh Language; and
- A Globally Responsible Wales.

Public bodies subject to the Act are required to apply five ways of working when making decisions:

- Long-Term;
- Prevention;
- Integration;
- Collaboration; and
- Involvement.

Although these duties do not apply directly to Community Councils, the principles provide a useful framework for local decision-making, service delivery, procurement, environmental management and community engagement.

3. Current Position

The Council already contributes towards a number of the Act's well-being objectives through the delivery of its functions and services.

Examples include:

- Maintenance of parks, recreation grounds, cemeteries and public open spaces;
- Provision and upkeep of community facilities;
- Support for community organisations and events;
- Environmental and biodiversity initiatives;
- Community consultation and engagement activities;
- Sustainable procurement practices; and
- Responsible stewardship of public assets and resources.

These activities contribute directly towards healthier communities, environmental resilience, community cohesion and the long-term sustainability of Council assets.

4. Ground Maintenance Contract 2027-2030

Councillors will be aware that the Council has recently completed a procurement exercise for its Ground Maintenance Contract 2027-2030.

As part of the procurement documentation, a dedicated section has been incorporated requiring the Contractor to undertake the Services in a manner consistent with the principles of sustainable development and the Well-being of Future Generations (Wales) Act 2015.

The contract provisions require the Contractor, where reasonably practicable, to:

- Minimise environmental impacts;
- Support biodiversity and ecological resilience;
- Reduce waste;
- Promote efficient use of resources;
- Maintain high-quality public open spaces for current and future generations; and
- Support the Council's wider environmental and community well-being objectives.

Inclusion of these provisions ensures that the Council's largest service contract reflects Welsh Government policy objectives and demonstrates the Council's commitment to sustainable service delivery.

5. Future Generations Annual Plan

In order to provide a structured and measurable approach to future generations considerations, it is proposed that the Council develop a Future Generations Annual Plan for implementation from the 2027/28 Municipal year.

The Plan would:

- Establish local well-being objectives;
- Identify annual actions and performance measures;
- Set measurable targets;
- Include arrangements for quarterly monitoring and reporting;
- Demonstrate how the Council is applying the five ways of working; and
- Provide evidence of the Council's contribution to the seven well-being goals.

The Plan would complement the Council's Annual Report and other governance documents and provide a framework for monitoring performance throughout the year.

6. Proposed Timetable

Action	Target Date
Initial framework prepared by Clerk	January 2027
Draft Annual Plan presented to Finance & Events Committee	February 2027
Draft Plan reported to Council	March / April 2027
Final Plan presented to Annual Council Meeting	20 May 2027
Implementation commences	May 2027
Quarterly monitoring reports introduced	From Quarter 1 2027/28

7. Financial Implications

There are no direct financial implications arising from this report.

Any future actions requiring expenditure will be considered through the Council's normal budget setting and approval processes.

8. Legal and Governance Implications

The Council is not a designated public body under the Well-being of Future Generations (Wales) Act 2015 and is therefore not subject to the full statutory duties imposed by the Act.

Nevertheless, adoption of a Future Generations Annual Plan would demonstrate good governance, support sustainable decision-making and align the Council's activities with Welsh Government well-being principles.

Jeremy Parkhouse
Clerk to the Community Council
9th November 2026

Appendix C

Correspondence – 19th November 2026

1.	Swansea Council – Advice on Vacancies.
2.	Swansea Council – Gower National Landscape – Support for Small Abattoirs.
3.	Institute of Cemetery and Crematorium Management (ICCM) - Memorial Management Inspection Workshop Certificate for the Clerk.
4.	One Voice Wales – Training Opportunities.
5.	Swansea Council - Annual Employer Meeting – 1st December 2026.
6.	Swansea Council – Local Access Forum.
7.	Heartbeat Trust – Defibrillators in Llanrhidian Higher Ward.
8.	BRAMM – Parc Hendy Cemetery – Mr D Rees.
9.	ICCM - South Wales Online Branch Meeting – Friday 27th November 2026.
10.	Swansea Council - Gower Forum 2027 - Save the Date – 9.30 a.m. - Wednesday 27th January 2027 at Reynoldston Village Hall.
11.	Penclawdd Community Centre – Use of Classroom 1.
12.	SLCC - Regional Training Seminar – Wales – 20th January 2027 at the Swansea.com Stadium in Swansea.
13.	Samantha Hughes – North Gower Food Hub.

Jeremy Parkhouse
Clerk to the Community Council
9th November 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.

19 November 2026

Audit, Governance & Finance

- Audit Wales: Completion of the audit of the Annual Return 2022/23 & 2025/26.
- To Monitor the Council Budget 2026-2027 and to Agree the Draft Council Budget 2027-2028.

- Financial Report – Quotations.
- Grants & Donations.
- Burial & Cremation Charges 2027.
- Well-being of Future Generations (Wales) Act 2015 - Council Responsibilities and Future Generations Annual Plan.

10 December 2026 - Extraordinary

- Approval of Ground Maintenance Contractor 01/04/2027 to 31/03/2030.
- Memorial Inspection, Testing & Maintenance Policy.
- Memorial Testing Communication Plan.

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.

Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Appendix e)

Report of the Clerk

Council – 19th November 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.	**CLOSED** – Files removed to Penclawdd Community Centre in March 2026 and chairs collected by Salvation Army on 27/10/26.
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)	**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**
7)	**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.	**CLOSED** – Duplicate with No.21.
8)	**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.	**CLOSED –** New units have been purchased for the Foreshore Car Park and Station Square, Penclawdd. A review will take place in the next financial year.

9)	**11/06/26 – Personnel Committee - Minute No. 8 – Personnel Matters**	
	• To organize CPR training and to monitor the defibrillators within the Ward.	**CLOSED: -** 1) Agreed to proceed with the option at Station Square. 2) Arranged for CPR / Fire training on 23/11/26.
10)	**11/06/26 – Finance & Events Committee - Minute No. 7 – Gower Nature Communities - Graig y Coed Community Woodland – Biodiversity Improvement Plan**	
	• 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.
11)	**11/06/26 – Finance & Events Committee - Minute No.10 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan**	
	• Llanmorlais Tennis Courts.	**CLOSED –** Duplicate with No.21.
	• Repair of Metal Door at Bowls Pavilion.	**CLOSED** – Duplicate with No.21.
12)	**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.	**CLOSED**
	• 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**
13)	**18/06/26 – Council - Minute No.32 – Swansea Council Issues**	
	• 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.	**CLOSED** – Duplicate with No.21.
	• 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.	**CLOSED** – Duplicate with No.21.
	• 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.
14)	**29/06/26 – Finance & Events Committee - Minute No.23 – Events & Projects Report**	
	• Newsletter - Councillor Adam Woolliscroft would progress the newsletter with a delivery target of autumn 2026.	**CLOSED** – Duplicate with No.31.
15)	**01/09/26 – Finance & Events Committee – Minute No.32 – Quarterly Discussion with the Grounds Maintenance Contractor – Q2 2026/27**	
	JD would scarify, roll and seed the ground and monitor to see if the areas recover.	**ONGOING**
16)	**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.
17)	**10/09/26 – Council – Minute No.52 – Reports of the Clerk – Correspondence**	
	Penclawdd AFC – Parc Dan Y Graig Project.	**CLOSED - T**he Clerk forwards the request for additional parking along Gowerton Road, to Swansea Council. Request turned down.
18)	**10/09/26 – Council – Minute No.54 – Council Property / Community Projects / Burial Grounds**	
	Wildflowers at Seawall	**CLOSED –** Quotation from Celtic Wildflowers approved.
	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.	**CLOSED –** Duplicate with No.31.
19)	**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**
20)	**15/10/26 – Council – Minute No.62 – Community Reports – South Wales Police**	
	Fly-tipping at Graig Y Coed – The vehicle had been identified and the firm involved contacted. However, no follow-up had been provided.	**CLOSED –** Follow-up completed involving Swansea Council's enforcement Team.
21)	**15/10/26 – Council – Minute No.63 – Reports of the Clerk - a) Accounts for Payment / Quotations**	
	• Replacement of tennis court fencing at Llanmorlais / Clearance of vegetation between the tennis courts and MUGA at Llanmorlais Recreation Ground.	**ONGOING**
	• Clearance of run-off ditch at Llanmorlais Recreation Ground.	**ONGOING**
	• Repair of Metal Door at Bowls Pavilion.	**ONGOING**
	• Cloudy IT – Gov meetings.	**ONGOING** – Discussed by Finance & Events Committee. Possible presentation to be requested from the company in the future.
	• Celtic Wildflowers – Maintenance of seawall at Foreshore Car Park.	**CLOSED -** the quotation for £302.66 plus VAT, was approved. Work completed and invoice paid.
22)	**15/10/26 – Council – Minute No.63 – Reports of the Clerk - c) Correspondence**	
	• Wales Air Ambulance – Request for funding - Forwarded to Finance & Events Committee	**CLOSED** – Approved by Finance & Events Committee on 3rd

		November 2026.
23)	**15/10/26 – Council – Minute No.63 – Reports of the Clerk - d) Work Plan 2026-2027**	
	The dates for meetings to approve the Draft Budget 2027-2028 and Ground Maintenance Contract 2027-2030 were provided as follows:	
	• Finance & Events Committee – 3rd November 2026 at 7 p.m. (To approve the Draft Budget 2027-2028).	**CLOSED –** Meeting held.
	• Finance & Events Committee – 3rd December 2026 at 7 p.m. (To open tenders for the Ground Maintenance Contract 2027-2030).	**ONGOING**
	• Extraordinary Council – 10th December 2026 at 7 p.m. (To approve the Ground Maintenance Contractor 2027-2030).	**ONGOING**
	• Extraordinary Council – 7th January 2027 at 7 p.m. (To approve the Draft Budget 2027-2028).	**ONGOING**
24)	**15/10/26 – Council – Minute No.64 – Committee / Working Group Reports - Finance & Events Committee – Terms and Conditions for Sports Teams using Community Council Facilities**	
	• The Terms and Conditions for Sports Teams using Community Council Facilities, be approved.	**CLOSED** – The Clerk has informed all clubs.
25)	**15/10/26 – Council – Minute No.64 – Committee / Working Group Reports - Finance & Events Committee – Financial Report – Quotations**	
	• Repair of grave at Parc Hendy Cemetery - 6 Quotations were considered.	**ONGOING** – Quote Approved. £3,995 plus VAT – Tree & Gubb T/A G. Williams & Son.
	• 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.	**CLOSED -** £955 plus VAT – J Davis & Son – Work completed.
	• Ivy treatment at Parc Dan Y Graig – 1 quotation was considered.	**CLOSED -** £234.50 plus VAT – J Davis & Son – work completed.
	• Skip Hire – 1 quotation for a 4-yard skip was considered.	**CLOSED -** £195 plus VAT – Dyfed Recycling Services. Invoice paid.
	• 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.	**CLOSED** – Work completed. Invoice paid.
	• Purchase of a tablet to assist with grave memorial testing. 1 quotation was considered.	**CLOSED -** £292.75 plus VAT – Edge IT Systems Ltd. Tablet purchased.
	• AdvantEDGE & Epitaph – 5-year contract renewal. 1 quotation was considered.	**CLOSED -** £1,267.80 – Edge IT Systems Ltd. Invoice paid.
	• Sign & post for Parc Hendy Cemetery / 100 x A5 notices with eyelet for fixing. 1 quotation was considered.	**ONGOING -** £120 plus VAT for the sign & post / £2.50 pus VAT for the A5 notices – Marneon Signs, Swansea.
	• SLCC & One Voice Wales Joint Event 2026 - Online event on 18th November 2026.	**CLOSED -** £75 plus VAT – Society of Local Council Clerks.
26)	**15/10/26 – Council – Minute No.65 – Council Property / Community Projects / Burial Grounds**	
	Graig Y Coed Pavilion – The Community Shed had requested use of the storage area at the side of the Pavilion which was currently	**CLOSED** – The meeting with the Shed /

	used by Penclawdd AFC. It was requested that the Clerk discusses the sharing of the storage area with Penclawdd AFC and the Community Shed.	Penclawdd AFC took place on 26/10/26. Agreed to clear unwanted items and proceed with installing a storage area. Duplicate with No. 30.
	Use of Classroom at Penclawdd Community Centre - The Chair stated that the Community Centre Committee would consider the option of the Community Council using Classroom 1 as an office. He requested that the Clerk writes to the Secretary of the Community Centre outlining the position of the Council.	**CLOSED –** Request approved.
27)	**15/10/26 – Council – Minute No.66 – Swansea Council Issues**	
	Double-yellow lines – would be installed shortly on Hendy Road and the entrance to Cae Folland, Penclawdd. The period of legal notice ended on 15th October 2026.	**ONGOING**
	Defibrillator at Foreshore Car Park – The Community Council would pay £1,000 and Councillor Andrew Williams would pay £625 towards the cost of a new defibrillator and cabinet.	**ONGOING**
28)	**15/10/26 – Council – Minute No.69 – Committee / Working Group Reports - Finance & Events Committee – Ground Maintenance Contract 2027-2030**	
	The report sought approval to proceed with the procurement of the Ground Maintenance Contract for the period 2027–2030, following detailed consideration by the Finance & Events Committee.	**CLOSED –** Report approved and contract published.
	• The procurement process for the Ground Maintenance Contract 2027–2030 be approved, noting that the detailed documentation had already been scrutinised and endorsed by the Finance & Events Committee.	**CLOSED** – Report approved.
	• Council authorises the Clerk to publish the Contract Notice on Sell2Wales and issue the tender documentation to prospective bidders.	**CLOSED** – Contract published**.**
	• The final tender documentation be made available to Councillors upon request.	**CLOSED** – Contract published.
29)	**03/11/26 – Personnel Committee – Minute No.14 – Personnel Matters**	
	A draft Councillors' Training Programme for the new Council term, including reference to the date the training was completed, be reported to Council for approval.	**ONGOING**
30)	**03/11/26 – Finance & Events Committee – Minute No.56 – Financial Report**	
	The draft Council budget for 2027-28 be agreed and forwarded to Council on 19th November 2026 with a recommendation of approval.	**CLOSED –** Included on the Council agenda – 19th November 2026
	Removal of radiator in Graig Y Coed storage room - The Clerk proceeds if the quotation is within the required amounts listed in the Model Financial Procedure Rules.	**CLOSED –** Work completed on 14th November 2026
	Storage within Graig Y Coed storage room - The Clerk proceeds if the quotation is within the required amounts listed in the Model Financial Procedure Rules.	**ONGOING**
	The Clerk be authorised to submit a Memorial Testing Policy and accompanying Communication Plan to Council for approval.	**ONGOING**
31)	**03/11/26 – Finance & Events Committee – Minute No.57 – Events and Projects Report**	
	• Parc Hendy Cemetery - The Clerk was requested to arrange a site visit.	**ONGOING**
	• Newsletter - Councillor Adam Woolliscroft advised that work on the newsletter was ongoing and requested that suitable	**ONGOING**

	photographs be provided for inclusion.	
32)	**03/11/26 – Finance & Events Committee – Minute No.58 – Burial & Cremation Charges 2027**	
	The Burial & Cremation Charges for 2027 remain the same as 2026 and the report be forwarded to Council with a recommendation of approval.	**CLOSED** – Included on the Council agenda for 19th November 2026.
33)	**03/11/26 – Finance & Events Committee – Minute No.59 – Grants & Donations**	
	• A donation of £250 be made to Wales Air Ambulance. • The donation be made under the Power of Well-being (Local Government Act 2000). • The item be forwarded to Council with a recommendation of approval.	**CLOSED** – Included on the Council agenda for 19th November 2026.
34)	**03/11/26 – Finance & Events Committee – Minute No.60 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan**	
	The installation of a bandstand at the Memorial Gardens be removed from the 5-Year Capital Works Programme.	**CLOSED**
35)	**03/11/26 – Finance & Events Committee – Minute No.61 – Finance & Events Committee Work Plan**	
	The Ground Maintenance Contract 2027-2030 was due to be published on 6th November 2026	**CLOSED** – Published on Sell2Wales on 6th November 2026.
	The deadline for receipt of tenders at 5 p.m. on Friday, 27th November 2026	**CLOSED** – The deadline is included in the contract paperwork.

Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Item No. 9

Council – 19th November 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 new floor within the building has been laid and the Community Council Community Council agreed to cover the cost of installation.

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.

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.

The old chairs belonging to Llanmorlais Hall have finally been removed and were donated to the Salvation Army.

d) Graig Y Coed Playing Fields
The new rugby posts have been installed.

The Clerk has been liaising closely with Swansea Council enforcement officers regarding the fly-tipping at the car park. The person accused has been spoken to by the enforcement officers but has denied any wrongdoing.

e) Foreshore Car Park
The flower bed at the Sea wall has been cleared by Celtic Wildflowers.

A new defibrillator and cabinet have been installed near the entrance of the car park.

f) Penclawdd Playground
The actions coming from the annual playground inspection report have been completed. The faulty spring on one of the entrance gates has been replaced.

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. The owner is waiting for the sale of another strip of land at the site to be completed before proceeding with the sale of Dinan Green.

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

Training has been organised for 6 p.m. on Monday, 23rd November 2026.

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.

n) Penclawdd Community Centre
The Community Centre Committee has approved the Council's request to rent a classroom at the Community Centre as an office. The Council is actively seeking furniture / supplies for the office.

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).

A quotation has been sought from a qualified memorial masons to undertake memorial testing. Representatives from Cardiff Council met the Clerk on 10th November 2026 regarding providing an SLA. The Council is considering its options.

The Clerk attended the following: -

- Memorial testing course in Bude, Cornwall on Friday, 30th October 2026.

The Clerk is also booked onto the following courses: -

- 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 Council approved the request made by the Community Shed to have shared use of the storage area at the side of the Pavilion and to build an internal storage area which will be locked and storage sections for Penclawdd AFC junior teams.

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. The Shed also provided wooden replicas of the soldier figures in the Memorial Gardens.

The Shed has purchased a new storage container, which was delivered on 10th November 2026 and will be used to store wood.

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
11th November 2026

Item No. 10

Council – 19th November 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 regarding a serious incident of anti-social behaviour in Penclawdd.
4)	The double yellow lines for Hendy Road and Cae Folland have had legal approval. Installation is awaited.
5)	Litter picking continues throughout the Ward, with help from the local community.
6)	The CWOT's Team have completed more work in the Ward.
7)	I attended a governor meeting at Penclawdd Primary School.
8)	I attended the Remembrance Sunday Service organised by the Community Council.
9)	A donation has been made to the sharing table to support some local families during the Christmas period.
10)	I have agreed to hold a Christmas dinner for OAPs in need at Penclawdd RFC in December.

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.

10th November 2026

Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Item No. 11

Council – 19th November 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 15th October 2026, no meetings have been held.

3. Outside Bodies - Clerk

The Clerk has attended / will attend the following.

- 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
9th November 2026