Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

To: All Members of Llanrhidian Higher Community Council Finance Committee

Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL FINANCE & EVENTS COMMITTEE to be held at 7.00 p.m. on Tuesday, 3rd November 2026 at Penclawdd Community Centre, Penclawdd, Swansea.

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

AGENDA

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2.	Disclosures of Personal and Prejudicial Interests.	3-4
3.	To Approve and Sign as a Correct Record the Minutes of the Finance Committee Meeting held on 6th October 2026.	5-9
4.	Public Question Time (Must be related to items listed on the agenda – 10 Minutes). (Verbal)	
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	Next Meeting: - 7 p.m. on Thursday, 3rd December 2026.	
	Jeremy Parkhouse	

Jeremy Parkhouse PSLCC
Clerk to the Community Council
26th October 2026

Finance & Events Committee

Councillor Huw Davies **(Vice-Chair)**	Councillor Melissa Roberts
Councillor Russell Garrington	Councillor Paul Tucker
Councillor Sarah Hughes	Councillor Adam Woolliscroft **(Chair)**

Quorum – 3

Item No. 2

Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

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

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

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.

2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the City and County of Swansea's Standards Committee)

3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).

4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.

5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:

   i) Disclose orally both the interest concerned and the existence of the dispensation; and
   ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

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

Officers

Financial Interests

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.

2. A “financial interest” is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration.

Llanrhidian Higher Community Council

Minutes of the Finance & Events Committee Meeting

Held at Penclawdd Community Centre

on Tuesday, 6th October 2026 at 7.00 p.m.

Present: Councillor Adam Woolliscroft (Chair) presided.

Councillors: Huw Davies, Russell Garrington, Sarah Hughes and Paul Tucker

Officers: Jeremy Parkhouse – Clerk to the Community Council

Also Present: Maureen Lewis & Rita Ridgeway – Share a Skill Group

40. Apology for Absence

An apology for absence was received from Councillor Melissa Roberts.

41. Disclosures of Personal and Prejudicial Interests

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

42. Minutes

Resolved that the Minutes of the Finance & Events Committee meeting held on 1st September 2026 be signed and approved as a correct record.

43. Public Question Time

None.

44. Events & Projects Report

The Clerk presented a report which provided a progress update on events and projects. The following issues were discussed: -

- **Remembrance Sunday**
  - Councillor Huw Davies had clarified that Penclawdd Primary School had clarified that they would attend. The Clerk added that the school would be signing two songs, which had been added to the draft Order of Service.
  - Marquee location – It was decided that the marquee would remain in the same position as last year.

- Remembrance decorations – Share a Skill Group would arrange for the poppies to be positioned in the tree / on the fence. A soldier figure had also been provided to Graig Y Coed Community Shed, who would create wooden copies which would be fixed to the Memorial Gardens fence.
- Readings – Rita Ridgeway confirmed the readings and requested that the Clerk forwards a reading to the Scouts.
- Councillor welcome – Councillor Adam Woolliscroft confirmed that he would provide the welcome to the service.
- List of timings / Order of Service – the Clerk circulated the draft list of timings and Order of Service, which were approved. The list / Order of Service would be circulated to everyone involved in the service.

- **St Gwynour's Church First World War Memorial** – The Clerk reported that Father Tim Ardouin had asked the Community Council if it could accommodate the memorial. It was suggested that the memorial be moved to St David's Church Wernffrwd or Llanrhidian Church but if neither were suitable, the memorial could be housed in Penclawdd Community Centre.

- **Newsletter** – Councillor Adam Woolliscroft stated that he would aim to complete the newsletter before the end of November 2026.

Resolved that the progress be noted and the above actions be approved.

45. Financial Report

The Clerk presented a report which detailed the up-to-date budget spend for 2026-27.

The following quotations were 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 pus 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.

Resolved that: -

1) The Council budget for 2026-27, be noted.
2) The quotations provisionally agreed above be forwarded to Council for discussion on 15th October 2026 with a recommendation of approval.

46. Risk Management Schedule

The Clerk presented a report which sought the approval of the updated Risk Management Schedule.

Resolved that the Risk Management Schedule be approved.

47. Terms and Conditions for Sports Teams Using Community Council Facilities

The report sought Committee approval of the Terms of Reference governing the use of Llanrhidian Higher Community Council (LHCC) managed facilities and to obtain Council approval for their adoption.

The Committee requested that users 'be respectful when parking' be added to the terms of reference.

Resolved that the Terms of Reference be agreed and forwarded to Council with a recommendation of approval.

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

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

It was requested that the potential cost of grave memorial testing be included in the draft budget for 2027-28.

Resolved that the contents of the report be noted.

49. Finance & Events Committee Work Plan

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

It was noted that the meeting scheduled for Tuesday, 20th October 2026 was no longer required due to the Ground Maintenance Contract 2027-2030 being reported at Minute No.51.

It was proposed that the next scheduled meetings be as follows: -

- 7 p.m. on 10th November 2026.
- Special Committee at 7 p.m. on 3rd December 2026.
- Special Committee at 7 p.m. on 7th January 2027.

The proposed list of meetings was agreed.

50. 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)

51. Ground Maintenance Contract (GMC) 2027-2030

The report presented the proposed procurement process, tender documentation and schedule of works for the Llanrhidian Higher Community Council Ground Maintenance Contract covering the period 1 April 2027 to 31 March 2030.

The Committee considered the report in detail and discussed the following: -

- Include Dinan Green, Llanmorlais Cross to the contract with the same number of cuts as the cemeteries.

- Update the minor amendments highlighted.

Resolved that: -

1) The report be agreed and recommended to Council for approval, subject to the above actions being completed.

The meeting ended at 9.06 p.m.

Chair

Item No. 5

Finance & Events Committee – 3rd November 2026

Financial Report

a) To Monitor the Council Budget 2026-2027 and to Agree the Draft Council Budget 2027-2028.

- **Appendix A** – Budget report (30th September 2026) and draft Community Council budget 2027-2028.

b)

- Quotations Received.

	Quotation Details	Action
1.	Skip hire.	**For Decision**
2.	Clearance of the run-off ditch at Llanmorlais Recreation Ground.	**For Decision**
3.	Memorial testing.	**For Decision**
4.	Gov meetings.	**For Decision**
5.	Removal of radiator in Graig Y Coed storage room.	**For Decision**
6.	Storage within Graig Y Coed storage room.	**For Decision**

Jeremy Parkhouse
Clerk to the Community Council
26th October 2026

Financial Budget Comparison

Comparison between 01/04/26 and 26/10/26 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	£633.75	-£966.25	£1,700.00
122	Bank Interest	£32.97	£1,000.00	£12.74	-£987.26	£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	£133,574.27	-£94,397.90	£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	£0.00	-£130.00	£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	£25,876.77	£4,596.77	£32,280.00
Total Income		£232,819.97	£249,252.17	£159,451.04	-£89,801.13	£268,620.77
EXPENDITURE						
Administration						
1001	Salaries	£34,828.16	£60,500.00	£28,470.06	£32,029.94	£66,948.00
1002	Clerks Expenses	£612.20	£550.00	£368.24	£181.76	£700.00
1010	Subscriptions	£1,384.79	£1,500.00	£297.68	£1,202.32	£1,890.00
1015	Office Costs	£3,883.81	£4,300.00	£644.86	£3,655.14	£4,800.00

Financial Budget Comparison

Comparison between 01/04/26 and 26/10/26 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	£50.41	£49.59	£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	£44.00	£356.00	£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	£44,279.70	£44,199.92	£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	£32,545.84	£53,454.16	£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	£22,822.84	-£622.84	£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	£4,598.74	£18,751.26	£21,800.00
3051	Remembrance Sunday Service	£1,284.00	£2,000.00	£0.00	£2,000.00	£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	£61,685.79	£84,755.21	£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 26/10/26 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	£88.00	£412.00	£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	£88.00	£8,262.00	£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	£108,841.83	£140,028.79	£268,063.62
Total Income		£232,819.97	£249,252.17	£159,451.04	-£89,801.13	£268,620.77
Total Expenditure		£229,940.41	£248,870.62	£108,841.83	£140,028.79	£268,063.62
Total Net Balance		**£2,879.56**	**£381.55**	**£50,609.21**		**£557.15**

Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Item No. 6

Finance & Events Committee – 3rd November 2026

Events & Projects

Purpose:	The report provides a progress update on the Council's current events and projects.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: -

1) The progress update be noted.
2) Approved actions be included in the Committee Work Plan / Community Council Action Tracker.

1) Events

Item	Action(s)	Progress / Outcome
a) Remembrance Sunday Service 2026 – Sunday, 8th November 2026		
Sound System	Book with contractor	Quotation approved by Council on 15th January 2026.
Readings	The Clerk contacts Rita Ridgeway regarding the readings.	Rita Ridgeway would organize the reading as in previous years.
Participation	The Clerk / Council contacts the following: - • Penclawdd Brass Band. • Veterans – Including Clive Francis, Mark Hayes. • Penclawdd Cubs / Scouts / Brownies / Guides. • Penclawdd Primary School. • Churches / Chapels.	• Penclawdd Brass Band, veterans – Including Clive Francis, Mark Hayes, Share a Skill Group, Penclawdd Cubs / Scouts, Churches / Chapels, Penclawdd W.I. and Penclawdd Primary School have all confirmed. •

Item	Action(s)	Progress / Outcome
Order of Service	Order of Service to be agreed as soon as possible.	Order of Service printed and delivered.
Post event reception	A post event function will be held / organised. Clerk to contact Penclawdd WI as per last year.	WI have confirmed they will arrange the post event.
Marquee / Flooring / Stage	A quotation has been submitted for discussion.	Quotation approved by Council on 18th June 2026.
Share a Skill Group	The Group has confirmed that they will be providing plastic poppies and knitted poppies for the tree / perimeter fence.	Ongoing.
Remembrance Figures for Memorial Gardens	The Community Shed had made the wooden cut out figures matching the current figures. These would be fixed to the perimeter fence.	Ongoing.

2) Projects

Item	Action(s)	Progress / Outcome
a) Parc Dan Y Graig Improvements		
Decorating the shower / toilet room.	Penclawdd AFC will paint the old changing rooms and the Community Council will cover the cost of materials.	Ongoing – Clerk to liaise with Penclawdd AFC representatives.
Grant funding application for spectator stand / dugouts / path.	Applications have been submitted for planning approval and grant funding.	**Closed**. The planning application was approved. The grant funding application was turned down. A further application will be submitted for the next round of funding.
Item	**Action(s)**	**Progress / Outcome**
b) Newsletter		
Newsletter - 2026	Discussed at Finance & Events Committee on 11th June 2026.	Councillor Adam Woolliscroft is proceeding with the newsletter and hoped to print it during autumn 2026.

c) Parc Hendy Cemetery		
Drainage work to lower area	A design was approved in 2023.	On hold.
Repair of collapsing grave.	Quotation approved and awaiting work to be completed.	Ongoing
Site Visit to look at unstable graves.	This would be organised once the Clerk had attended the Memorial Testing training on 30th October 2026.	Ongoing
Repair of boundary wall.	Discussed at the site visit on 4th June 2026.	Ongoing
d) St Gwynour's Cemetery		
Transfer of Cemetery to the Community Council	Solicitors appointed and documentation is awaited from the Church in Wales.	Ongoing
Continued maintenance of the Cemetery	Church in Wales to continue to maintain the ground until the transfer is complete.	**Closed** – Position of the Council has been confirmed to the Church in Wales.
Transfer of documentation / Future administration	The up-to-date burials / cremation book would be kept by the Church until the transfer is completed. The original documentation is stored with West Glamorgan Archives.	The Clerk would continue to liaise with the Church. The Council approved the mapping quote provided by Pear Technology, which also includes the current records being scanned.
New signage	New signage is to be installed following transfer of ownership.	Clerk to progress / obtain quotations once the transfer is confirmed.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
26th October 2026

Item No. 7

Report of the Clerk

Finance & Events Committee – 3rd November 2026

Burial & Cremation Charges 2027

Purpose:	To review and agree the Council's Burial and Cremation Charges for 2027.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: -

1) The Burial & Cremation Charges 2027, be agreed.
2) The report be forwarded to Council for approval.

1. Introduction

The Terms of Reference of the Finance & Events Committee includes reviewing the Council's Burial and Cremation Charges.

2. Burial & Cremation Charges

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. Decision

The Committee is asked to discuss the charges and forward a report to Council with a recommendation of approval.

Jeremy Parkhouse
Clerk to the Community Council
26th October 2026

LLANRHIDIAN HIGHER COMMUNITY COUNCIL
BURIAL AND CREMATION CHARGES 2026

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

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

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

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

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

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

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

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

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.

Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Item No. 8

Report of the Clerk

Finance & Events Committee – 3rd November 2026

Grants & Donations

Purpose:	The report presents applications for grants and donations.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: -

1) The applications received be considered.
2) Approved application(s) be forwarded to Council for approval.

1. Introduction

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

2. Grants & Donations Budget

The Community Council approved the following grants and donations budget for 2026-2027: -

Type	Amount
Donations	£600
Grant Funding	£5,000

3. Powers Available

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

a)	Section 137(4) (A) of the Local Government Act 1972	Section 137(1) of the 1972 Act permits each Community or Town Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all

		or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes. Often referred to as the "Power of last resort", when there are no other powers available to incur expenditure, but where the Council can justify its use in benefitting all or some of the inhabitants or the area.
b)	Power of Well-being (Local Government Act 2000)	The Power of Well-being gives all Community Councils in Wales the power to do anything they consider is likely to achieve any one or more of the following objectives: i) The promotion or improvement of the economic well-being of their area. ii) The promotion or improvement of the social well-being of their area. iii) The promotion or improvement of the environmental well-being of their area. The power may be used in relation to or for the benefit of i) the whole or any part of the Community Council's area, or ii) all or any persons resident or present in its area. Section 2(5) of the Local Government Act 2000 enables a Community Council to use the Power of Well-being to do anything in relation to, or for the benefit of, any person or area situated outside its area if it considers that it is likely to achieve any one or more of the above.
c)	Local Government (Miscellaneous Provisions) Act 1976 s.19.	Grants or Donations to Organisations that provide Recreational Facilities in or outside the Council's area.
	Summary of Powers	Should the Council determine to make any payments then it should always seek to state the specific power under legislation that it is relying on to make the payment. If the expenditure is under Section 137 of the Local Government Act 1972 or under the Power of Well-being (Local Government Act 2000) then its subject to a maximum spend of £11.10 per elector in 2025-2026.

		If any grants / donations are agreed, the Finance Committee will recommend to Council a list for approval. The decision to award grant money will be made by the Community Council and that decision shall be final.

4. Remaining Budget

The grants awarded to date in 2026-2027 are as follows: -

Penclawdd Brass Band	£920
Llanmorlais Community Hall	£1,000
Graig Y Coed Community Shed	£868.34
Balance	**£2,788.34**

5. Applications Received

A general funding request has been received for grant funding from the following: -

Organisation
a) Wales Air Ambulance – Fuel Appeal.

6. Recommendations

It is recommended that: -

1) The applications received be considered.
2) Approved application(s) be forwarded to Council for approval.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
26th October 2026

Appendix A

Grants and Donations Policy

1. Introduction

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

2. Budget Setting for Grants & Donations

2.1 The maximum sum set aside each financial year for grants & donations, shall be agreed annually at the Council meeting in which the precept is set.

2.2 All applications must be made in writing (preferably via email) and submitted to the Clerk.

2.3 All donation applications must be decided by Council.

2.4 The Council must satisfy itself that the donation will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed activity.

3. Applications & Supporting Documentation

3.1 Each application must be accompanied by supporting documents:

- Summary of the applicant's accounts for the last financial year.
- Details of the applicant's organization, Committee, and meeting structure, appointed officers, etc. Councillors must feel confident that appropriate management mechanisms and financial controls are in place within the applicant's Organization.
- Other funding sources applied for in relation to the donation concerned.

3.2 If the donation requests received exceed the donation monies available in a financial year, then Councillors will target donations which benefit as many people as possible within the Community.

3.3 Council shall consider Requests for Grants or Donations shall be considered on a four-monthly basis.

4. Donations Conditions

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

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

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

Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Item No. 9

Report of the Clerk

Finance & Events Committee – 3rd November 2026

Property Maintenance Schedule, 5-Year Capital Works Programme & Health & Safety Action Plan

Purpose:	The report presents for review the Council's Property Maintenance Schedule, 5-Year Capital Works Programme & Health & Safety Action Plan.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: -

1) The Property Maintenance Schedule, 5-Year Capital Works Programme and Health & Safety Action Plan progress be approved.
2) Agreed action be added to the Community Council Action Tracker.

1. Introduction

The report presents for review the Council's Property Maintenance Schedule, 5-Year Capital Works Programme & Health & Safety Action Plan. The Committee is asked to note the progress made since the previous meeting.

2. Property Maintenance Schedule

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

3. 5-Year Capital Works Programme

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

4. Action Plan – Health & Safety Report

Attached for discussion at Appendix C.

Jeremy Parkhouse

Clerk to the Community Council

26th October 2026

Appendix A

Draft Property Maintenance Programme

	Date Checked	By Whom	Arrangement	Planned Check / Maintenance
Llanmorlais				
Pavilion Roof	01/07/2026	A Evans	Emergency	Jul-26
Fascias / Guttering	Periodically		Contract	Jul-26
Doors / Windows	Periodically		Contract	
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Jan-25
Showers / Toilets	Annually	Active HSE	Contract	Aug-26
Fire Check	Annually	CCTV Wales	Contract	01/08/2026
H & S Checks	Quarterly	Active HSE	Contract	01/08/2026
Building Structure	Annually			
Car Park	Annually			
MUGA Lights	Nov-22	Rob Watkins	Contract	Oct-23
MUGA Fencing	Monthly	J Davis	GMC	Monthly
MUGA Surface	Monthly	J Davis	GMC	Monthly
Tennis Courts Surface	Monthly	J Davis	GMC	Monthly
Tennis Courts Nets / Fence	Monthly	J Davis	GMC	Monthly
Boundary	Monthly	J Davis	GMC	Monthly
Pavilion Painting	5 Years	D J Williams	Contract	Jul-19
Pavilion Flooring	5 Years	D J Williams	Contract	Jul-19
Councillor Check	Periodically	Cllr M Roberts	Risk Inspection	01/05/2026
Electrics	3-year	J Davis (R Watkins)	Contractor	01/02/2025
Graig Y Coed				
Pavilion Roof	Annually			01/02/2026
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Jan-25
Showers / Toilets	Annually	Active HSE	Contract	Aug-26
Pavilion Painting	5 Years			
Flooring	5 Years			
Fire Check	Annually	CCTV Wales	Contract	Sep-26
H & S Checks	Quarterly	Active HSE	Contract	01/08/2026
Building Structure	Periodically			
Car Park	Monthly	J Davies	Contract	Monthly
Fencing	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Electrics	3-Year	J Davis (R Watkins)	Contractor	01/02/2025
CCTV	Annually	PES	Contractor	31/08/2026
Community Shed				
External Check	Weekly	Volunteers		
Electrics Check	3-year	Rawelec	Contract	01/07/2025
Plumbing Check	Annual	P Sims	Contract	01/07/2025
Doors / Windows	Weekly	Volunteers	Voluntary	01/09/2025
Painting	Annually	Volunteers	Voluntary	01/07/2025
Fire Check	Annually	CCTV Wales	Contract	01/08/2026
Health and Safety	Quarterly	Active HSE	Contract	01/08/2026
Crofty Playground				
Boundary	Weekly	J Davis	GMC	Weekly
Equipment	Weekly	J Davis	GMC	Weekly
Picnic Bench	Weekly	J Davis	GMC	Weekly
Equipment / H & S Check	Annually	Play Inspection Co.	Completed	Jun-26

Penclawdd Playground

Boundary	Weekly	J Davis	GMC	Weekly
Equipment	Weekly	J Davis	GMC	Weekly
Picnic Bench	Weekly	J Davis	GMC	Weekly
Equipment / H & S Check	Annually	Play Inspection Co.	Completed	Jun-26

Foreshore Car Park

Car Park Surface	Monthly	J Davis	GMC	Monthly
Benches	Periodically	Clerk / J Davis	Requested	Periodically
Councillor Check	Quarterly	Cllr R Garrington	Risk Inspection	Aug-26

Recreation Ground

Entrance Gates	Monthly	J Davis	GMC	Monthly
Rugby Pavilion Roof	Periodically	A Evans	Repair	Sep-26
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	P Sims	Contract	May-25
Showers / Toilets	Annually	Active HSE	Contract	Jan-26
Painting Rugby Pavilion	Annually	Penclawdd RFC	Agreement	01/07/2024
Rugby Pavilion Flooring	Periodically			
Fire Check	Annually	CCTV Wales	Contract	Sep-26
H & S Checks	Quarterly	Active HSE	Contract	01/09/2026
Rugby Pavilion Structure	Periodically			
Boundary	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Bowls Pavilion Roof	Annually		Requested	
Fascias / Guttering	Periodically			
Doors / Windows	Periodically			
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Jan-25
Bowls Showers / Toilets	Annually	Active HSE	Contract	Sep-26
Bowls Pavilion Painting	5 Year			01/12/2023
Bowls Pavilion Flooring	5 Year			
Fire Check	Annually	CCTV Wales	Contract	Jun-26
H & S Checks	Quarterly	Active HSE	Contract	01/09/2026
Bowls Pavilion Structure	Periodically	Contractors	Insurance	01/03/2025
Electrics	3-year	J Davis (R Watkins)	Contractor	01/02/2025
CCTV	Annually	PES	Contractor	25/08/2026

Memorial Gardens

Boundary	Monthly	J Davis	GMC	Monthly
Memorial Stone	Periodically			
Picnic Bench	Monthly	J Davis	GMC	Monthly
Trees	Monthly	J Davis	GMC	Monthly
Benches	Oct-18	J Davis	GMC	Monthly
Noticeboards	Monthly	Clerk	Employee	Monthly
Electrics	3-year	J Davis (R Watkins)	Contract	01/02/2025
Councillor Check	Periodically	Cllr S Hughes	Risk Inspection	01/05/2026

Dan Y Graig

Pavilion Roof	Periodically		Contract	
New Container Changing Rooms	Periodically		Contract	
Fascias / Guttering	Periodically		Contract	
Doors / Windows	Periodically		Contract	
Boiler / Heating	Annually	J Davis (P Sims)	Contract	Jan-25
Showers / Toilets	Annually	Active HSE	Contract	Aug-26
Pavilion Painting	Weekly	Penclawdd AFC	Club to Manage	Annually
Flooring	Periodically			
Fire Check	Annually	CCTV Wales	Contract	Jun-26
H & S Checks	Quarterly	Active HSE	Contract	01/09/2026
Building Structure	Periodically			
Fencing	Monthly	J Davis	GMC	Monthly
Electrics	3-Year	J Davis (R Watkins)	Contract	01/02/2025

Parc Hendy Cemetery

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

Mount Hermon Chapel, Cemetery & Car Park

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

Old Station Platform

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

Benches

List as per Asset List				Quarterly

Appendix B

5-Year Capital Works Programme

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

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

LLANRHIDIAN HIGHER COMMUNITY COUNCIL
ACTION PLAN
HEALTH & SAFETY REPORT

	RECOMMENDATION(S)	CLASS (HR; MR; LR; GP)	AGREED ACTIONS / COMMENTS	PERSONS RESPONSIBLE	Update as at 3rd June 2026
Parc Dan Y Graig					
	Emergency lighting to be installed as follows: - • Emergency lighting to be installed in the new changing rooms. • Emergency lighting to be installed above the exit doors.	Medium Risk	Contractor(s) quote approved by Council.	JP / KB	**Closed – Works completed by RAWELEC**
Penclawdd Recreation Ground					
	Rugby Pavilion: - • Emergency light not working. • Emergency lighting certification is overdue. • The rear pillar on the outside of the building is rusted through - risk of cuts, especially to children and may be structurally unsound with a risk of collapse of the overhanging part of the roof. • No PAT testing of Electrical Items in the Kitchen (belonging to Penclawdd RFC).	Medium Risk	Contractor(s) quote approved by Council.	JP / KB	• Installed by RAWELEC • Undertaken by RAWELEC • Quotation approved, awaiting work to be completed. • Items PAT tested and work completed by RAWELEC.

	RECOMMENDATION(S)	CLASS (HR; MR; LR; GP)	AGREED ACTIONS / COMMENTS	PERSONS RESPONSIBLE	Update as at 3rd June 2026
	Bowls Pavilion: - • The under-sink water heater for the kitchen sink is not working. • The toilet in the ladies' toilets is running continuously. • The emergency lighting Annual Certificate is overdue. • PAT testing is required on the electrical items in the pavilion.	LR	Contractor(s) quote approved by Council.	JP / KB	**CLOSED** • Repaired by RAWELEC • Repaired by P Sims • Work completed by RAWELEC • Work completed by RAWELEC
Graig Y Coed					
	Pavilion: - • There are doors being stored in the lobby preventing access to Disabled toilet. • The doors hinder the safe evacuation route from the building. • Quite a bit of mess and clutter in the officials' changing room which could cause trips etc. and hinder evacuation. The shower is also being used for storage.	Low Risk	• Doors to be safely removed. • Officials changing room to be cleared, especially equipment being stored in the shower.	JP	• The items have been cleared. • Room had been cleaned by Penclawdd AFC volunteers.
Recreation Ground Llanmorlais					
	• As before issue with the electric being off all the time. Many systems. not working – including emergency lighting and Fire Alarm.	Low Risk	• Works approved by Council.	Finance & Events Committee	• Works completed by RAWELEC.

	RECOMMENDATION(S)	CLASS (HR; MR; LR; GP)	AGREED ACTIONS / COMMENTS	PERSONS RESPONSIBLE	Update as at 3rd June 2026
	• There is a lot of equipment being stored within the older changing rooms, which would hinder safe evacuation and is a risk to trips etc. • Chairs, which belong to Llanmorlais Hall, are still being stored within the newer changing rooms. • Llanmorlais Carnival equipment is being stored within the newer changing rooms. • Some equipment for the Community Shed is also being stored in the newer changing rooms. • Community Council files are to be relocated to Penclawdd Community Centre.	Low Risk	• Finance Committee approved actions.	Finance & Events Committee	• Awaiting works to be completed. • Files were moved to Penclawdd Community Centre in March 2026.

Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Item No. 10

Report of the Clerk

Finance & Events Committee – 3rd November 2026

Finance & Events Committee Workplan 2026/2027

Purpose:	This report details the Committee Work Plan to May 2027.
Report Author:	Jeremy Parkhouse
For Information	

1. Introduction

1.1 The Committee Workplan to May 2027 is attached at Appendix 1 for information.

1.2 The dates included for the meetings in 2026/27 are approximate / subject to change.

Appendix 1 – Finance & Events Committee Workplan 2026/27.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
26th October 2026

Appendix 1

Finance & Events Committee Workplan 2026/2027

Date of Meeting	Reports
11th June 2026	1. To Elect the Chair of the Finance & Events Committee for the 2026-2027 Municipal Year. 2. To Elect the Vice-Chair of the Finance & Events Committee for the 2026-2027 Municipal Year. 3. Gower Nature Communities - Graig y Coed Community Woodland – Biodiversity Improvement Plan. 4. Financial Report. 5. Events & Projects Report. 6. Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan. 7. Finance & Events Committee Work Plan. 8. Grants & Donations.
29th June 2026	1. Quarterly Discussion with the Grounds Maintenance Contractor – Q1 2026/27. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan. 3. To Agree Sports Pitch Hire Fees 2026/27. 4. To Monitor the Risk Management Schedule. 5. Financial Report. 6. Events & Projects Report. 7. Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan. 8. To Discuss the Renewal of the Grounds Maintenance Contract 2027-2030. 9. Finance & Events Committee Work Plan.
1st September 2026	1. Quarterly Discussion with the Grounds Maintenance Contractor – Q2 2026/27. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan. 3. Financial Report. 4. Events & Projects Report. 5. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 6. Grants & Donations. 7. Finance & Events Committee Work Plan. 8. Grounds Maintenance Contract 2027-2030.
6th October 2026	1. Events & Projects Report. 2. Financial Report. 3. Risk Management Schedule. 4. Terms and Conditions for Sports Teams Using Community Council Facilities. 5. Property Maintenance Schedule, Capital Works

	Programme and Health & Safety Acton Plan. 6. Finance & Events Committee Work Plan. 7. Ground Maintenance Contract 2027-2030.
3rd November 2026	1. Financial Report. 2. Events & Projects Report. 3. Burial & Cremation Charges 2027. 4. Grants and Donations. 5. Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan. 6. Finance Committee Work Plan.
3rd December 2026	1. To Agree the Grounds Maintenance Contractor 2027-2030 and Recommend to Council.
7th January 2027	1. To Agree the Draft Council Budget 2027-2028.
26th January 2027	1. Quarterly Discussion with the Grounds Maintenance Contractor – Q3 2026/27. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan. 3. Financial Report. 4. Events & Projects Report. 5. The Finance & Governance Toolkit for Community and Town Councils – To Review Part 1, The Health Check - Themes A & B – Update Report. 6. Grants and Donations. 7. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 8. Finance & Events Committee Work Plan. 9. To Discuss the Renewal of the Grounds Maintenance Contract 2027-2030.
March 2027	1. Quarterly Discussion with the Grounds Maintenance Contractor – Q4 2026/27. (Verbal) 2. To Monitor the Biodiversity and Environment Development Action Plan 3. Financial Report. 4. Events & Projects Report. 5. Items Referred by Council. 6. Grants and Donations. 7. To Monitor the Risk Management Schedule. 8. Property Maintenance Schedule, Capital Works Programme and Health & Safety Acton Plan. 9. To approve Council Assets. 10. Finance & Events Committee Work Plan.