

To: All Members of Llanrhidian Higher Community Council

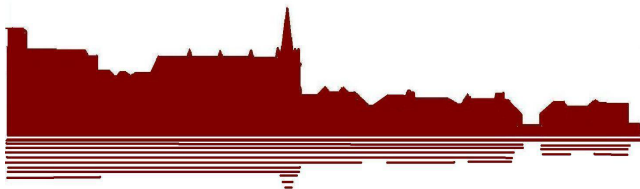
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 19th September 2024 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.	
2.	To receive Disclosures of Personal and Prejudicial Interests.	3-4
3.	To Approve and Sign as a Correct Record the Minutes of the meeting of Council held on 18 th July 2024.	5-9
4.	Chair's Announcements.	
5.	Public Question Time. (10 Minutes) <i>Questions must relate to items listed on the agenda.</i>	
6.	Community Reports.	
a)	Police Report on Local Matters. (Verbal)	
	Business to be Transacted: -	
7.	To Review and Adopt the Model Standing Orders (Wales) 2023.	10-35
8.	Reports of the Clerk.	36
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e)	Community Council Action Tracker.	46-54
9.	Committee Reports - None.	
10.	Council Property / Community Projects / Burial Grounds.	55-57



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

11.	City and County of Swansea Issues.	58
	a) Report of the Pen-clawdd Ward Member.	
	b) Planning Applications for Consideration.	
	c) Footpaths, Cycle Paths and Bridleways.	
12.	Reports of Delegate's on Outside Bodies. (Verbal)	
	Next Meeting: - Council Meeting at 7 p.m. on Thursday, 17th October 2024 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council
12th September 2024

Llanrhidian Higher Community Council

Councillor Huw Davies	Councillor Melissa Roberts
Vacant	Councillor Mike Sheehan (Vice-Chair)
Councillor Leanne Davies	Councillor Paul Tucker (Chair)
Councillor Sarah Hughes	Councillor Andrew Williams
Councillor James Matthews	Councillor Adam Woolliscroft

Quorum – 4

Item No. 2

Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

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

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

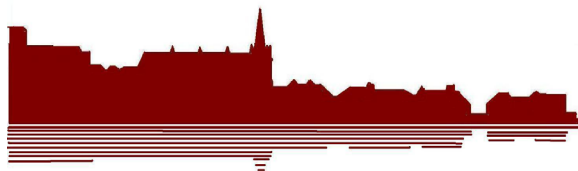
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3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

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

Officers

Financial Interests

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



Minutes of the Meeting of Council

Held at Penclawdd Community Centre

On Thursday, 18th July 2024 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Huw Davies, John Davies, Leanne Davies, James Matthews, Adam Woolliscroft

Officers: Jeremy Parkhouse – Clerk to the Community Council

33. Apologies for Absence

Apologies for absence were received from Councillors Sarah Hughes, Mike Sheehan, Melissa Roberts and Andrew Williams. Also, from PC Simon Chaddwick, South Wales Police.

34. Disclosures of Personal and Prejudicial Interests

In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, the following interests were declared: -

The Clerk declared a personal and prejudicial interest in Minute No.41 – Reports of the Clerk – Accounts for Payment and left the meeting during discussion of this item.

35. Minutes

Resolved that the Minutes of the Council meeting held on 20th June 2024 be approved and signed as a correct record.

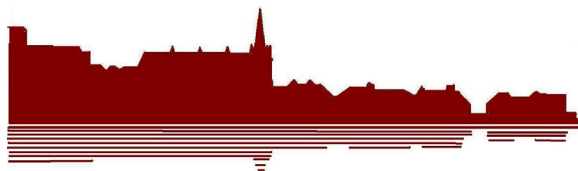
36. Chairs Announcements

The Chair made the following announcements: -

- Graig Y Coed Woodland Project – The volunteers met last week and received machinery use training off Jonathan Davis, a history talk whilst walking the site and viewed the kitchen and storage areas at Graig Y Coed. The Clerk had been tasked with contacting Swansea Council regarding the next options available, including seating, Japanese knotweed treatment and tree planting.

37. Public Question Time

None.



38. Community Reports

a) Police Report

None.

39. Council Property / Community Projects / Burial Grounds

The Clerk presented a report regarding Community Council property, community projects and burial grounds. The following were discussed: -

- Penclawdd Playground – The final arrangements for the formal opening at 4.30 p.m. on Friday, 19th July 2024 were discussed. Snacks and prizes for the children would be purchased by Councillor Leanne Davies and the Clerk.
- Signage at Playground – The quotations were noted and it was agreed that alternative options be sought.
- Foreshore Car Park – The Clerk provided an update on the situation in the car park and highlighted the next steps. **Resolved** that the authority be given to remove the items within the car park, if required.
- Community Fun Day – The Chair highlighted that the event had been a success. **Resolved** that the Clerk forwards a letter of congratulations to Alison Evans, Penclawdd RFC.
- Llanmorlais Carnival – The Chair also highlighted the success of the carnival in June 2024. **Resolved** that the Clerk forwards a letter of congratulations to Sarah Nicholas, Chair of the Carnival Committee.

40. Reports of the Clerk

The Clerk reported the following: -

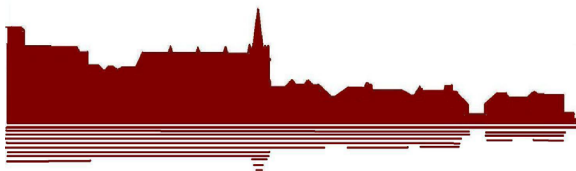
a) Accounts for Payment

- The accounts for payment were provided at Appendix A of the report.

The following were also highlighted: -

Additional Invoices

- a) £3,360.00 – Jonathan Hardy Contractors – New tarmac strip in playground.
- b) £8.99 – Amazon – Ballons.
- c) £8.70 – Amazon – Cable ties.
- d) £13.99 – Amazon – Bunting.
- e) £11.21 – Amazon – Ribbon.
- f) £32.49 – Amazon – Ceremonial scissors and ribbon.
- g) £69.98 – Amazon – Tennis net.
- h) £12.40 – Post Office – Postage.
- i) £1,558.80 – Noticeboards Online.
- j) £217.36 – E Parkhouse – Burials / Finance administration (19 hours).



- k) £1,794.00 – Tonner, Johns and Ratti Solicitors – Professional fees and advice.

Additional Income

- a) £6.08 – Projects Bank Account interest.
- b) £1,000 – Gower Society Grant Funding – Penclawdd Playground.
- c) £25.54 – Reserve Bank Account Interest.
- d) £180 – Mount Hermon Cemetery – Cremated remains permit – additional inscription (Non-resident).
- e) £427 – Parc Hendy Cemetery – New Cremated remains plot / permit (resident).

Transfers

None.

Quotations

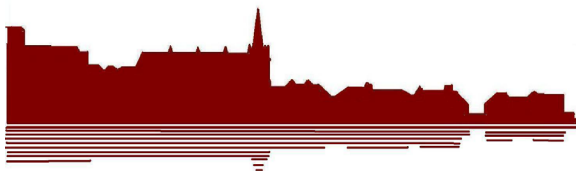
- a) Finishing shower area at disabled toilet at Parc Dany Y Graig – not received.
- b) CCTV Extension at Penclawdd Recreation Ground – not received.
- c) Quotations for materials to complete café area at Parc Dan Y Graig Changing Rooms – List previously provided was noted / further discussions to occur.
- d) Works to improve Crofty Playground following inspection.
- e) Line markings at Foreshore Car Park (approval provided by Chair / Chair of Events and Projects Committee).
- f) Tarmac strip within Penclawdd Playground (approval provided by Chair / Chair of Events and Projects Committee).
- g) Noticeboard at Penclawdd Playground (approval provided by Chair / Chair of Events and Projects Committee).
- h) Signage at Penclawdd Playground.
- i) Enforcement services at Foreshore Car Park.

Resolved that: -

- 1) The payments / additional payments / amendments be approved.
- 2) The accounts paid since 20th June 2024 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) Quotation e listed above, provided by Jonathan Davis for £971.76, be approved.
- 7) Quotations e, f and g listed above, be noted / approved.
- 8) Alternative options be sought in respect of signage at Penclawdd Playground.
- 9) Additional quotations be sought in respect of enforcement services at Foreshore Car Park.
- 10) The Clerk submits a VAT repayment at the end of July 2024.

b) Budget Monitoring 2024/25

The Clerk presented ‘for information’ the up-to-date budget spend for 2024-25 at Appendix B.



c) Correspondence

The correspondence reported by the Clerk was provided at Appendix C of the report. All correspondence was noted, and actions / comments were made in respect of the following: -

	Details	Action / Comments
1.	S Pritchard – Request regarding Foreshore Car Park.	Resident to be requested to remove the vehicle within 2 weeks.
3.	P Bevan – Request for memorial bench at Foreshore Car Park.	Resolved that the request be approved to install a recycled plastic bench / full costs be borne by the applicant.
	Additional Correspondence	
7.	M Lovering – Request to plant roses at Memorial Gardens.	Resolved that the request be approved.

Resolved that:

- 1) All correspondence be noted.
- 2) The actions outlined in the list of correspondence be completed.

d) Work Plan 2024/25

The Clerk reported the up-to-date Work Programme 2024-25 ‘for information’.

e) Community Council Action Tracker

The Community Council Action Tracker was provided ‘for information’. All completed actions would be deleted.

41. Committee Reports

None.

42. Swansea Council Matters

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:

- Verge Cutting – The Ward Member be asked to request the verge from Crofty Industrial Estate to Llanmorlais Cross be cut.



b) Planning – No discussion.

c) Footpaths

- Footpath in Llanmorlais – Councillor James Matthews / the Clerk to establish the process of footpath registration.

43.	Outside Bodies
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- Gower National Landscape Advisory Group – The Chair attended the latest meeting on 26th June 2024.
- One Voice Wales Swansea Area Committee – Councillor Huw Davies attended the meeting on 15th July 2024 and provided an update on the discussions that took place.

The meeting ended at 8.45 p.m.

Chair



Item No. 7

Council – 19th September 2024

To Review and Adopt the Model Standing Orders (Wales) 2023

1. Review of Standing Orders

The Model Standing Orders (Wales) 2023 as drafted by One Voice Wales are presented for review and adoption. The document has been amended slightly to reflect local choice. The Model Standing Orders are attached at **Appendix A**.

It is recommended that:

- 1) The Model Standing Orders (Wales) 2023 provided at **Appendix A**, be adopted.
- 2) The Model Standing Orders be published on the Council website.

Jeremy Parkhouse
Clerk to the Community Council
12th September 2024

Appendix A

MODEL STANDING ORDERS 2023 (WALES)

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INTRODUCTION

This is a new version of the model standing orders designed to comply with all relevant legislation including the Local Government and Elections (Wales) Act 2021. (May 2023)

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. These model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of One Voice Wales (OVW).

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is OVW's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the

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mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of

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the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a Notices of meetings
 - i. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
 - ii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
 - iii. The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means

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only.

- iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

b Multi-location meetings

- i. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.
- ii. The minimum requirement is that members are able to hear and be heard by others.

Meetings Generally – Other.

- a **The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- b **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.**
- d The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about

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business to be discussed.

- e The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not exceed 10 minutes unless directed otherwise by the chair of the meeting.
- f Subject to standing order 3(e), a member of the public shall not speak for more than 10 minutes.
- g In accordance with standing order 3(d), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- h A person shall raise their hand when requesting to speak.
- i A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- k **Photographing, recording, broadcasting or transmitting the**
• **proceedings of a meeting by any means is not permitted without**
the Council's consent.
- l **The press shall be provided with reasonable facilities for the**
• **taking of their report of all or part of a meeting at which they are**
entitled to be present.
- m **Subject to standing orders which indicate otherwise, anything**
authorised or required to be done by, to or before the Chair of the
Council may in their absence be done by, to or before the Vice-
Chair of the Council (if there is one).
- n **The Chair of the Council, if present, shall preside at a meeting. If**
the Chair is absent from a meeting, the Vice-Chair of the Council
(if there is one), if present, shall preside. If both the Chair and the
Vice-Chair are absent from a meeting, a councillor as chosen by
the councillors present at the meeting shall preside at the
meeting.
- o **Subject to a meeting being quorate, all questions at a meeting**
• **shall be decided by a majority of the councillors and non-**
• **councillors with voting rights present and voting.**
- p **The chair of a meeting may give an original vote on any matter**
• **put to the vote, and in the case of an equality of votes may**

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- **exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- r The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- s **A councillor or a non-councillor with voting rights who has a**
- **personal or prejudicial interest in a matter being considered at a**
- **meeting which limits or restricts their right to participate in a**
- **discussion or vote on that matter is subject to obligations in the**
- **code of conduct adopted by the Council.**

- t **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.

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- u **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
-

v A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

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- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g The Vice-Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been**

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elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of the eligibility criteria for the use of the general power of competence
 - xi. Review and adoption of the council's annual report
 - xii. Review and adoption of the council's training plan
 - xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;

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- xiv. Review of representation on or work with external bodies and arrangements for reporting back;
- xv. Review of inventory of land and other assets including buildings and office equipment;
- xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure;
- xix. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xx. Review of the Council's policy for dealing with the press/media;
- xxi. Review of the Council's employment policies and procedures;
- xxii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
- xxiii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 10 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

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7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting,

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to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

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xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. Such data will include recordings of meetings held by the Council.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order **10**(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

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- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Subject to standing order **20(a)** and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- f) **no later than seven working days of a council meeting, the council must publish electronically a note setting out:**
- **The names of the members who attended the meeting, and any apologies for absence;**
 - **Any declarations of interest; and**
 - **Any decisions taken at the meeting, including the outcomes of any votes.**

The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**
- b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c **Dispensation requests shall be in writing and submitted to the standards committee of the [County Borough] OR [County Council] as soon as possible before the meeting that the dispensation is required for.**

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14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order **13**, report this to the Council.
- b Where the notification in standing order **14(a)** relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - iii. indemnify the councillor or non-councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
 - i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee** or a sub-committee:
 - a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
 - b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
 - c) The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
 - d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public

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notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

See standing order 3 (a) and (b) (Meetings Generally – Other) for the meaning of clear days for a meeting of a full council and for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests where the Council has resolved to require councillors to declare interests upfront;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g., the Limitation Act 1980).
- xii. arrange for legal deeds to be executed;

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See also standing order 23;

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book or file for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

See also standing order 23.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide."
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

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- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for

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fitness of purpose.

- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 17(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper or in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council**

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must comply with procurement rules. OVW can supply Council's with further information in this regard.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the Personnel Committee] OR a sub-committee is subject to standing order **11**.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of Council or the Personnel Committee or, if they are not available, the vice-chair (if there is one) of Council or the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to the Council or Personnel Committee at its next meeting.
- c The chair of the Personnel Committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair of Council or the Personnel Committee or in their absence, the vice-chair of Council or the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk relates to the chair or vice-chair of Council or the Personnel Committee, this shall be communicated to another member of the Council or the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order **11(a)**, persons with line management responsibilities shall have access to staff records referred to in standing order **19(f)**.

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20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(a)(xii) and 15(a)(xvii)

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

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- b **Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCILLORS

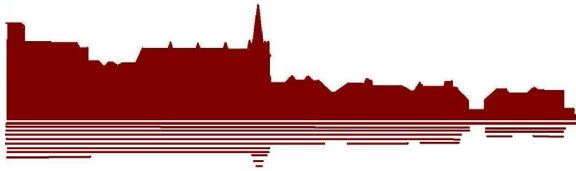
- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order **9**.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



Item No. 8

Council – 19th September 2024

Reports of the Clerk

Attached at the appendices are the following: -

a) Accounts for Payment / Financial Report

- Appendix A – Accounts for Payment / Financial Report – July 2024.
- Quotations / requests reported.
 - Finishing shower area at disabled toilet at Parc Dan Y Graig.
 - Quotations for materials to complete café area in Parc Dan Y Graig Changing Rooms.
 - CCTV Extension at Penclawdd Recreation Ground.
 - Enforcement services at Foreshore Car Park.
 - Goal Post Removal at Graig Y Coed.

b) Budget Monitoring 2024/25

Attached at Appendix B.

c) Correspondence

Attached at Appendix C.

d) Work Programme 2024-2025

Attached at Appendix D.

e) Community Council Action Tracker

Attached at Appendix E.

Jeremy Parkhouse
Clerk to the Community Council
12th September 2024

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ACCOUNTS FOR PAYMENT – 19th September 2024

Salaries	£1,181.87
Clerks Expenses	£50.97
Pinnacle - Printing costs - Invoice 122438 (£6.54 Net) (£1.31 VAT)	£7.85
Jonathan Davis & Son - Invoice 24/76 - Monthly Costing August 2024 and Additional Works - Fungicide Applied to Penclawdd RFC 18/8/2024 (£6,238.58 Net) (£1,247.71 VAT)	£7,486.29
Jonathan Davis & Son - Invoice 24/93 - Supply of Materials to Penclawdd RFC for Painting of the Rec Changing Rooms by Club Members (£169.22 Net) (£33.84 VAT)	£203.06
PWLB - Repayment of loan - Parc Dan Y Graig Project (Balance - £24,040.87)	£1,634.13
PWLB - Repayment of loan - Mount Hermon Cemetery (Balance - £17,140.79)	£1,288.18
Celtic Mowers - Pitchmarker (£114 Net) (£22.80 VAT)	£136.80
E Parkhouse - Inputting Burial / Cremations / Finance into Edge IT – 20 Hours	£228.80
Swansea Council Pension Fund	£492.32
HMRC - PAYE	£474.14
Total Payments	£13,184.41
Invoices paid since 15th August 2024	
Scottish Power - Electricity at Bowls Pavilion (£66.50) (£3.50 VAT @ 5%)	£70.00
Adobe Systems Software - Acrobat Pro	£19.97
Crofty Supermarket and Post Office - Stapler	£6.65
Bank Service Charges	£7.00
Total	£103.62
Total Outgoings	£13,288.03
Income since 15th August 2024	
CCLA - Interest - September 2024	£106.96
Swansea Council - Precept Payment	£60,149.05
HMRC - VAT Repayment - July 2024	£6,185.14
Amazon - Refund of Amazon Prime Annual Fee	£114.00
Reserve Account Interest - September 2024	£24.77
Penclawdd AFC - Annual Fees 2024-2025	£1,500.00
Projects Account Interest - September 2024	£0.86
Cremated Remains Burial (Resident)	£168.00
Total Income	£68,248.78
TRANSFERS:	
None.	
RECONCILIATION:	
Current Account Balance – 10th September 2024	£13,981.33
Less Approved Payments (September 2024)	£13,184.41
Total	£796.92
BANK ACCOUNTS	
Current Account Balance – 10th September 2024	£70,324.93
Reserve Account Balance - 10th September 2024	£30,827.72
CCLA Investment - 10th September 2024	£25,000.00
Memorial Gardens Charity Account - 10th September 2024	£1.00
Projects Account Balance - 10th September 2024	£1,007.94
TOTAL	£127,161.59

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ACCOUNTS FOR PAYMENT – 15th August 2024

Salaries	£1,182.07
Clerks Expenses	£57.77
Pinnacle - Printing costs - Invoice 117474 (£18.54 Net) (£3.71 VAT)	£22.25
City & County of Swansea - Banner for Penclawdd Playground opening (£94.69 Net) (£18.94 VAT)	£113.63
Jonathan Davis & Son - Invoice 24/46 - Monthly Costing July 2024 (£5,918.58 Net) (£1,183.71 VAT)	£7,102.29
Clear Councils - Additional Community Council & Sports Association Insurance Premium (including new play equipment at Penclawdd Playground)	£204.33
E Parkhouse - Inputting Burial / Cremations / Finance into Edge IT – 15 Hours	£171.60
h3 group - Maintenance charge for fire extinguishers (Multiple sites) (£90.00 Net) (£18.00 VAT)	£108.00
H3 group - 6 kg dry powder extinguisher / fire extinguisher sign at Bowls Pavilion (£60.64 Net) (£12.12 VAT)	£72.76
Swansea Council Pension Fund	£492.33
HMRC - PAYE	£473.94
Total Payments	£10,000.97
Invoices paid since 18th July 2024	
Scottish Power - Electricity at Bowls Pavilion (£121.60) (£6.40 VAT @ 5%)	£128.00
Adobe Systems Software - Acrobat Pro	£19.97
CK's Foodstores - Drinks / confectionary for Penclawdd Playground opening	£30.50
CK's Foodstores - Children's prizes for Penclawdd Playground opening	£59.88
Amazon Business Prime Annual Fee	£114.00
Bank Service Charges	£7.00
Total	£359.35
Total Outgoings	£10,360.32
Income since 18th July 2024	
CCLA - Interest - July 2024	£109.97
Reserve Account Interest - August 2024	£28.01
Projects Account Interest - August 2024	£1.00
Cremated Remains Burial (Resident)	£168.00
Cremated remains Interment fee and additional inscription	£314.00
Amazon - Refund for ribbon	£11.21
Total Income	£632.19
TRANSFERS:	
None.	
RECONCILIATION:	
Current Account Balance – 15th August 2024	£13,981.33
Less Approved Payments (August 2024)	£10,000.97
Total	£3,980.36
BANK ACCOUNTS	
Current Account Balance – 18th August 2024	£13,981.33
Reserve Account Balance - 18th August 2024	£29,027.99
CCLA Investment - 18th August 2024	£25,000.00
Memorial Gardens Charity Account - 18th August 2024	£1.00
Projects Account Balance - 18th August 2024	£1,007.08
TOTAL	£69,017.40

Financial Budget Comparison

Comparison between 01/04/24 and 10/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Actual Net	Balance
INCOME				
Administration				
100	Precept	£180,447.15	£120,298.10	-£60,149.05
105	Refund of bank charges	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00
121	Bank Interest	£1,100.00	£680.48	-£419.52
122	Bank Interest	£120.00	£488.10	£368.10
150	Grants received	£0.00	£10,680.00	£10,680.00
155	PWLB Loan	£0.00	£0.00	£0.00
250	Miscellaneous Income	£6,000.00	£1,000.00	-£5,000.00
251	Miscellaneous Income - Current Account	£4,800.00	£125.21	-£4,674.79
Total Administration		£192,467.15	£133,271.89	-£59,195.26
Outside Services				
300	Cemetery Income	£12,000.00	£3,608.50	-£8,391.50
320	Wayleaves	£129.00	£0.00	-£129.00
330	Recreation Grounds	£6,450.00	£2,145.15	-£4,304.85
Total Outside Services		£18,579.00	£5,753.65	-£12,825.35
Total Income		£211,046.15	£139,025.54	-£72,020.61

Financial Budget Comparison

Comparison between 01/04/24 and 10/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Actual Net	Balance
EXPENDITURE				
Administration				
1001	Salaries	£40,500.00	£15,570.99	£24,929.01
1002	Clerks Expenses	£650.00	£351.09	£298.91
1010	Subscriptions	£1,410.00	£173.04	£1,236.96
1015	Office Costs	£3,960.00	£683.34	£3,276.66
1020	Web Site	£400.00	£0.00	£400.00
1025	Advertising	£150.00	£0.00	£150.00
1030	Insurance	£5,500.00	£8,116.59	-£2,616.59
1040	Bank Charges	£100.00	£43.70	£56.30
1045	Audit Fees	£775.00	£470.00	£305.00
1046	Accountancy Services	£250.00	£0.00	£250.00
1050	Legal Costs	£1,000.00	£1,645.00	-£645.00
1060	Loan Repayments	£6,000.00	£0.00	£6,000.00
1065	Training	£0.00	£40.00	-£40.00
1070	ICO Fee	£35.00	£35.00	£0.00
1075	Consultancy Costs	£300.00	£0.00	£300.00
1076	Signage	£500.00	£0.00	£500.00
Total Administration		£61,530.00	£27,128.75	£34,401.25
Outside Services				
3000	Cemeteries	£12,400.00	£555.00	£11,845.00
3001	Grounds Maintenance	£90,000.00	£21,286.49	£68,713.51
3010	Playgrounds	£5,100.00	£126,514.68	-£121,414.68

Financial Budget Comparison

Comparison between 01/04/24 and 10/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

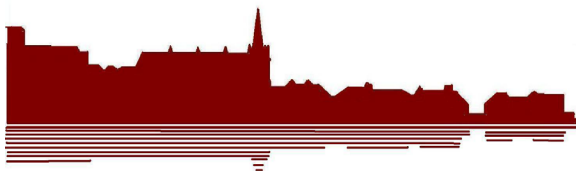
		2024/25	Actual Net	Balance
3030	Recreation Grounds	£13,450.00	£24,133.70	-£10,683.70
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00
3050	Other Outside services	£11,500.00	£5,915.34	£5,584.66
3051	Remembrance Sunday Service	£1,500.00	£0.00	£1,500.00
3052	War Memorial Charity	£0.00	£0.00	£0.00
3055	Defibrillators	£1,600.00	£50.00	£1,550.00
Total Outside Services		£135,550.00	£178,455.21	-£42,905.21
Civic				
2000	Councillor Expenses	£3,850.00	£0.00	£3,850.00
2005	Councillor Training	£800.00	£0.00	£800.00
2010	Meeting Costs	£600.00	£0.00	£600.00
2030	Election Costs	£3,000.00	£0.00	£3,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00
Total Civic		£8,250.00	£0.00	£8,250.00
Grants				
4046	Donations	£500.00	£0.00	£500.00
4047	Section 137 Payments	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£0.00	£5,000.00
Total Grants		£5,500.00	£0.00	£5,500.00
Total Expenditure		£210,830.00	£205,583.96	£5,246.04

Financial Budget Comparison

Comparison between 01/04/24 and 10/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/25	Actual Net	Balance
Total Income	£211,046.15	£139,025.54	-£72,020.61
Total Expenditure	£210,830.00	£205,583.96	£5,246.04
Total Net Balance	£216.15	-£66,558.42	

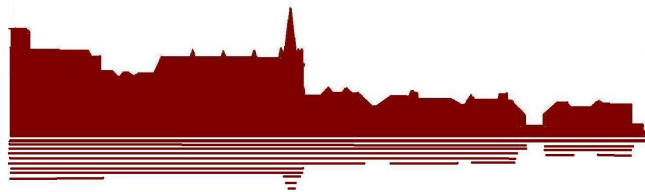


Correspondence – 19th September 2024

1.	One Voice Wales – Policies and Powers.
2.	One Voice Wales – National Conference 2024.
3.	Swansea Council – Resilient Swansea,
4.	Clear Insurance – Confirmation of CCTV Cover.
5.	Natural Resources Wales - Free resources to help tackle fly-tipping in your communities.
6.	Tonner Johns & Ratti – Update.
7.	Swansea Council - Graig Y Coed Woodland Project.
8.	Swansea Council – Notice of Vacancy.
9.	One Voice Wales - The Digital Community of Practice Update.
10.	Swansea Council – 70/30 Fund.
11.	Bowls Clubs Request – Bowls Green shuttering.
12.	One Voice Wales - Annual Membership
13.	One Voice Wales – Training Dates.
14.	One Voice Wales – Amended Code of Conduct.
15.	SLCC / One Voice Wales Joint Event.
16.	Resignation – John Davies.

Jeremy Parkhouse

12th September 2024



Report of the Clerk

Council – 19th September 2024

Llanrhidian Higher Community Council Work Plan 2024/2025

Purpose: This report details the Community Council Work Plan to May 2025.

Report Author: Jeremy Parkhouse

For Information

1. Introduction

1.1 The Community Council Workplan to May 2025 is attached at Appendix 1 for information.

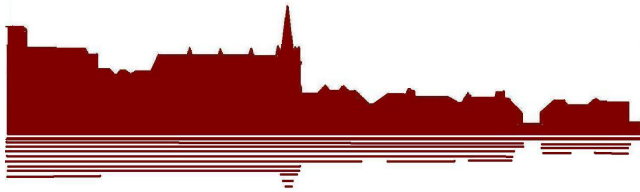
1.2 The dates included for the meetings in 2024/25 are subject to approval at the Annual Council meeting.

Appendix 1 – Community Council Workplan 2024/25.

Llanrhidian Higher Community Council Workplan 2024/25

Appendix 1

	May 2024	June 2024	July 2024	September 2024	October 2024	November 2024	January 2025	February 2025	March 2025	April 2025
Presentations	Police Report	Police Report	Police Report	Police Report Local Area Co-ordinator	Police Report Local Area Co-ordinator	Police Report Local Area Co-ordinator	Police Report	Police Report	Police Report Local Area Co-ordinator	Police Report
Governance	Election of Chair Election of Vice-Chair Standing Orders Financial Procedure Rules Constitutional Matters Appoint Chair / Vice Chair of Charity Assets of the Council	To Agree the Internal Audit Report and Annual Governance Statement. To Appoint an Internal Auditor for the Financial Year Ending 31st March 2025 To Approve Councillors Allowances for the 2023-2024 Financial Year.			Annual Governance Statement - To approve the report of the External Auditor		To note the budget 2025/26 To Set the Precept for 2025/26			To Approve the Annual Report To Approve the Annual Plan
Clerk's Reports	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan	Financial Report Budget Monitoring Correspondence Tracker Work Plan
Committee Reports		Finance / Personnel / Events & Projects Finance - To Agree the Annual Charges for Use of Community Council Facilities by Sports Clubs.		Events & Projects Finance - To Approve Grant Payments	Events & Projects	Finance – To approve the draft budget. Finance - To Agree the Annual Burial Charges Events & Projects	Finance – To recommend the appointment of the Grounds Maintenance Contractor	Events & Projects	Personnel	Events & Projects
Council Assets	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds
Swansea Council	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way
Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies



Report of the Clerk

Council – 19th September 2024

Community Council Action Tracker

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

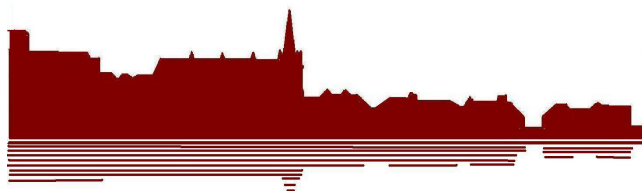
Report Author: Jeremy Parkhouse

For Information

1. Introduction

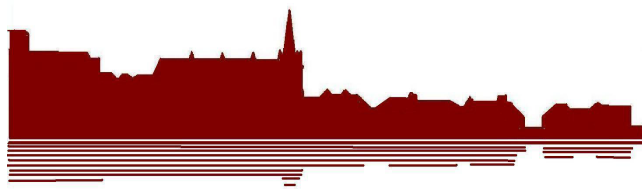
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken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

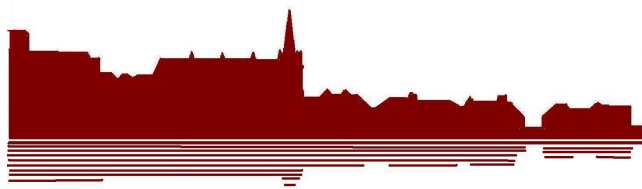


Appendix 1

Action Tracker		
	Details	Outcome / Action
1)	31/01/2022 – Finance Committee - Minute No. 45 - Council's Property Maintenance Schedule & 5-Year Capital Work Programme	
	Painting Quotations – Llanmorlais Changing Rooms - Clerk to invite quotations in respect of painting the newer section of the Changing Rooms.	ONGOING – Awaiting chairs from Llanmorlais Hall to be removed before inviting quotations. ON HOLD
2)	17/02/2022 – Council - Minute No.84 - Reports of the Clerk	
	Correspondence – 17 th February 2022 Penclawdd Community Centre Committee – Responses regarding storage and WIFI - Approval given regarding storage. The Clerk is to liaise / organise with the Chair of the Community Centre.	ONGOING - The Clerk is to wait upon further developments prior to seeking wifi quotations. ON HOLD
3)	24/01/2023 – Finance Committee – Minute 57 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Flooding to Council buildings.	<ul style="list-style-type: none"> The Clerk investigates / drafts an emergency plan. ONGOING
4)	24/01/2023 – Finance Committee – Minute 61 - The Finance and Governance Toolkit for Community and Town Councils – To Review Part 1 – The Health Check – Themes A and B	
	Finance & Governance Toolkit	<ul style="list-style-type: none"> Email addresses provided by the Council should be used by all Councillors. ONGOING Clerk to review policies, review policies available on the ACAS website / One Voice Wales. ONGOING The updated Themes A and B sections be reported to a future meeting. ONGOING
5)	16/03/2023 – Council – Minute No.105a – Accounts for Payment	
	Quotations a) Drainage at Parc Hendy Cemetery – Jonathan Davis. c) CCTV at Mount Hermon Car Park – PES Security Ltd / Tower Hire.	1) Quotation a) be reconsidered next year and additional quotations be sought at the time. ON HOLD 2) The quotations at c) be noted and Mount Hermon Car Park be monitored closely for the next 6 months. CLOSED – Not enough instances to justify the costs.
6)	20/04/2023 – Council – Minute No.120 – Reports of the Clerk = Accounts for Payment	
	Quotations - Screen for skip at Penclawdd Recreation Ground.	a) ONGOING - contractor be asked if the skip can be painted green.



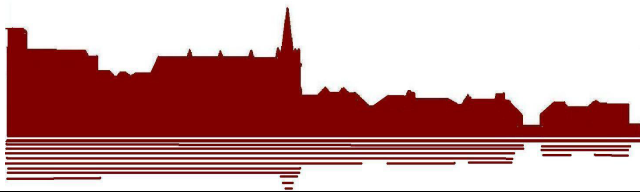
7)	15/06/2023 – Council – Minute No. 27 – Council Property / Community Projects / Burial Grounds	
	Foreshore Car Park Bins - The Clerk / Councillor James Matthews further investigate the deterrent options discussed / signage.	1) CLOSED – This is linked to car park enforcement.
8)	03/10/2023 – Finance Committee – Minute No. 19 – Items referred by Council	
	Penclawdd RFC – Request for financial support for floodlights at Graig Y Coed	CLOSED – The Community Council has insufficient funds to support the project.
9)	18/01/24 – Council – Minute No. 109 – Reports of the Clerk - Quotations	
	<p>a) Re-establishment of steps to path from Graig Y Coed perimeter path to the Graig footpath.</p> <p>b) Installation of ACO drainage channels to Llanmorlais Hall Car Park.</p>	<p>a) Quotation b) provided by Jonathan Davis be noted and the work placed on hold. ON HOLD</p> <p>b) ONGOING - Quotation d) provided by Jonathan Davis for £979.50 be approved.</p>
10)	08/02/24 – Council – Minute No. 118 – Chair's Announcements	
	Parc Dan Y Graig – Penclawdd AFC were decorating the old changing rooms and it was noted that the shower area had not been completed. The Clerk added that the contractor had advised that respotex was the best option to finish the shower area rather than tiles.	ONGOING – Clerk to obtain prices to complete the shower area.
11)	08/02/24 – Council – Minute No. 121 – Reports of the Clerk - Accounts for Payment	
	a) Noticeboard at Foreshore Car Park – Councillor Adam Woolliscroft requested that the Clerk obtains prices for a new noticeboard / move the current noticeboard from the Memorial Gardens to the Foreshore Car Parks.	CLOSED – Quotation approved.
12)	12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Drainage at Graig Y Coed	<p>ONGOING</p> <p>2) Manhole covers to be replaced and a suitable boulder be placed in the corner of the car park to prevent vehicles exiting down the bank.</p> <p>4) The drainage in the car park be closely monitored.</p> <p>CLOSED – Clearing the outlets onto the marsh appears to have cured the drainage problems within the car park.</p>
	Graig Y Coed	2) The Clerk proceeds with obtaining 3 quotations for shutters. ONGOING
	Graig Y Coed Woodland Project - Training	CLOSED Meeting / training provided at 5.30pm on 11 th July 2024.



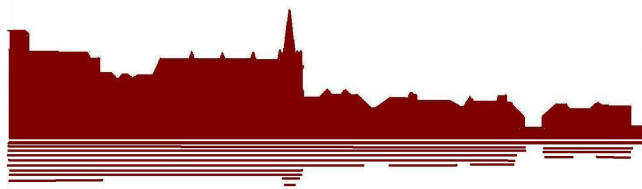
Llanrhidian Higher Community Council

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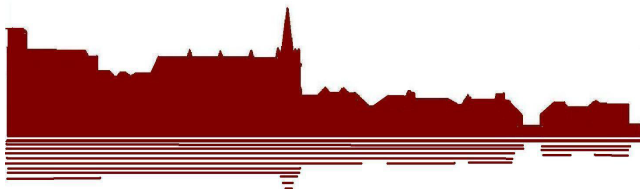
	Penclawdd Recreation Ground	CLOSED – Quotation not provided despite a few requests. 3) The Clerk follows up on the request to extend the CCTV coverage.
13)	12/03/24 – Finance Committee – Minute No. 50 - The Council's Property Maintenance Schedule	
	Top Wall at Parc Hendy Cemetery	ONGOING – Awaiting quotation. Clerk was requested to contact a stone mason for a professional opinion on the wall.
14)	21/03/24 – Council – Minute No. – 134 – Council Property / Community Projects / Burial Grounds	
	Penclawdd Playground	ONGOING Councillor Adam Woolliscroft and the Clerk negotiate the best prices for the Community Council.
	Crofty Playground Lease	ONGOING The lease needed to be registered with the Land Registry and it was requested that this be passed to Tonner, Johns and Ratti Solicitors to complete.
15)	18/04/24 – Council – Minute No.144 – Reports of the Clerk	
	Accounts for Payment - Quotations a) Removal of old French Drain and installation of new at Penclawdd Recreation Ground - £8,979.79. b) Removal of wooden fence and installation of new fence / hedge at Greenacres entrance to Penclawdd Recreation Ground - £2,930.40.	ON HOLD – To be completed in the next financial year. ONGOING
16)	16/05/24 – Annual Council – Minute No.10 – To Review and Adopt the Llanrhidian Higher Community Council Model Standing Orders and Model Financial Procedure Rules	
	Councillor Mike Sheehan highlighted that references to the European Commission in the Standing Orders should be removed. The Clerk stated that he would contact One Voice Wales to establish if a newer version of the Model Standing Orders was available.	CLOSED – Updated Model Standing Orders included on 19th September 2024 Council agenda.
17)	16/05/24 – Annual Council – Minute No.13 – To Note the Assets of the Council	
	It was noted that Penclawdd Playground valuations would be amended once the equipment had been installed. Further discussions would take place at Finance Committee.	CLOSED – Insurance Co. informed and additional premium paid.



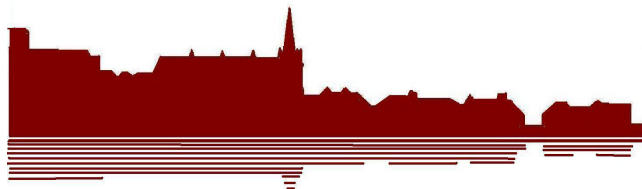
18)	16/05/24 – Annual Council – Minute No.14 – Reports of the Clerk	
	Accounts for Payment - Quotations a) Penclawdd Tennis Courts – New lines. Sam Fletcher attends a future meeting to discuss an income opportunity for the Community Council.	<ul style="list-style-type: none"> Quotation approved and paint has been ordered. CLOSED – Sam Fletcher to attend when available.
	Correspondence	
	Swansea Council - Communities and Nature Project Officer – Meeting request and Feedback.	CLOSED – Feedback provided and meeting with volunteers held on 11th July 2024.
	Llanmorlais Hall – Request to use the car park for food and music event on 3rd August 2024, including a bouncy castle and marquee if the weather is poor.	CLOSED – Event did not take place.
	National Grid – Applications for a new electricity supply can be accessed via their website.	CLOSED – Application not required at present.
19)	16/05/24 – Annual Council – Minute No.16 – Council Property / Community Projects / Burial Grounds	
	Defibrillator – Councillor Leanne Davies had highlighted to the Clerk the sad recent death of a visitor on the Rhallt, Llanmorlais and the potential need to install a new defibrillator at a suitable location. This would have to be considered at a future meeting.	ONGOING – To be discussed at a future meeting.
	Bins at entrance to the Playground / Larger bins.	<ul style="list-style-type: none"> The Clerk provides an update to a future meeting regarding the Welsh Government position on Town and Community Councils litter bins. CLOSED – Proceed as normal until informed otherwise. Further discussions take place regarding the suggestion of employing a litter attendant for the Foreshore Car Park. CLOSED – Litter is currently being successfully managed. Options for signage be discussed further, including signs stating, 'no fly-tipping'. CLOSED – Duplicate with no.29



20)	11/06/24 – Events & Projects Committee – Minute No. 7 – Events & Projects Report	
	Remembrance Sunday Service 2024 <ul style="list-style-type: none"> Readings – Clerk to contact Rita Ridgeway, veterans, Scouts / Cubs / Brownies / Guides / WI. Marquee / gazebo – Clerk to request to borrow one from Llanmorlais Hall. Order of Service – Clerk to ask Rita Ridgeway to contact Michael Eller. Clerk to contact Robert Barnes. Printing – Clerk to establish printing deadline with Kingsbridge Print. Post Event Reception – Clerk to request that Penclawdd WI organise. Learn A Skill Group – Clerk to contact Maureen Lewis / Rita Ridgeway. Remembrance figures – Clerk to obtain prices. 	<p>ONGOING – Rita Ridgeway will organise readings.</p> <p>ONGOING – Hall Committee have agreed to lend the marquees, weather permitting.</p> <p>ONGOING – Rita Ridgeway will contact Michael Eller and the Clerk has emailed Robert Barnes.</p> <p>ONGOING</p> <p>ONGOING – WI have confirmed they will organise.</p> <p>ONGOING</p> <p>ONGOING - Unknown Tommy figures are £175 each</p>
	Penclawdd Playground <ul style="list-style-type: none"> Insurance – New equipment to be included in the insurance policy. 	<p>CLOSED – Clear Insurance informed and additional premium paid.</p>
21)	11/06/24 – Finance Committee – Minute No. 7 – Quarterly Discussion with the Grounds Maintenance Contractor	
	Penclawdd Recreation Ground – The Clerk stated that a complaint had been received from a neighbouring property to the pitch. Children had been throwing larger stones into his property and a request had been made to remove the large stones / allow them to be covered by grass.	<p>CLOSED – Completed.</p> <p>Action(s) – 1) Allow the grass to grow over the larger stones and replace / remove the larger stones from the entrance.</p>
	Drainage at Graig Y Coed – JD provided a detailed update on the position at Graig Y Coed and the additional works that had been undertaken to remove the large amount of water from the football pitch. It was explained that progress had been by a trial-and-error process. The Chair requested that the Clerk writes to Swansea Council as landowners and highlights the additional costs being incurred and how it could result in the Community Council handing the site back to Swansea Council.	<p>ONGOING – Request sent.</p> <p>Action(s) – 1) Clerk to contact Swansea Council to highlight the issues discussed, particularly the costs.</p>
22)	11/06/24 – Finance Committee – Minute No. 12 – The Council's Property Maintenance Schedule	
	Hybrid Meetings – The Clerk stated that the new Local Area Co-ordinator had requested to attend Council meetings online owing to family commitments. It was suggested that she could meet with a small group of Councillors and report progress to	<p>CLOSED – Options sent to LAC and response awaited.</p>



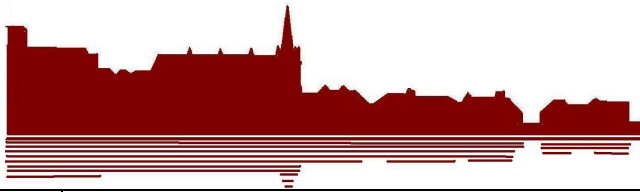
	them instead of attending evening meetings.	
23)	20/06/24 – Council – Minute No. 23 – Chair’s Announcements	
	Playground Project	2) A ‘keep clear’ sign be placed on the maintenance gate at the playground. CLOSED – Ground Maintenance Contractor stated that a sign is not necessary a works are undertaken very early.
24)	20/06/24 – Council – Minute No. 29 – Reports of the Clerk	
	Accounts for Payment	
	<ul style="list-style-type: none"> Quotation c be noted at present and grant applications be sought to purchase the materials at Dan Y Graig. 	ONGOING – Noted – grant funding to be sought.
	Correspondence	
	<ul style="list-style-type: none"> One Voice Wales – Amended Standing Orders. Tonner, John & Ratti – Legal advice. Play Inspection Company – Penclawdd Playground Inspection. Play Inspection Company – Crofty Playground Inspection. 	CLOSED – Included on agenda for September’s meeting. ONGOING – Owner informed / awaiting quotations. 1. Clerk to serve notice that abandoned car be removed in 2 weeks. Email sent 24/07/24. 2. Clerk to seek potential costs of employing a car park security company. CLOSED – Actions completed - Councillor Adam Woolliscroft is co-ordinating actions. CLOSED – Quotation from Jonathan Davis approved.
25)	20/06/24 – Council – Minute No. 31 – Council Property / Community Projects / Burial Grounds	
	1) The Clerk to request a quotation off Jonathan Davis to repair / renew the flooring at the skateboard ramp. 3) The Clerk clarifies if Swansea Council would remove the bins should the Community Council purchase new bins and if so, obtain the cost of installing a base. 5) The Clerk requests that Swansea Council provide officer assistance / advice in relation to the drainage. 6) Once the advice is obtained, a drainage contractor be appointed (if required) to clear the blocked drainage system.	ONGOING – Awaiting quote off JD. ONGOING CLOSED – Swansea Council do not have any plans of Graig Y Coed and do not offer advice regarding non-Swansea Council land. ONGOING



Llanrhidian Higher Community Council

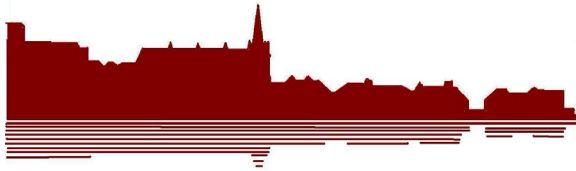
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26)	20/06/24 – Council – Minute No. 32 – Outside Bodies	
	• One Voice Wales Swansea Area Committee – 15th July 2024 at 7 p.m. (Zoom only) – Councillor Huw Davies to attend.	CLOSED – Councillor Huw Davies attended.
27)	18/07/24 – Council – Minute No. 36 – Chair’s Announcement – Graig Y Coed Woodland Project	
	The Clerk had been tasked with contacting Swansea Council regarding the next options available, including seating, Japanese knotweed treatment and tree planting.	ONGOING – Swansea Council have agreed to support the project with up to £5,000 in equipment / seating / trees.
28)	18/07/24 – Council – Minute No. 39 – Council Property / Community Projects / Burial Grounds	
	• Penclawdd Playground – The final arrangements for the formal opening at 4.30 p.m. on Friday, 19th July 2024 were discussed. Snacks and prizes for the children would be purchased by Councillor Leanne Davies and the Clerk.	CLOSED – Event successfully held
	• Signage at Playground – The quotations were noted and it was agreed that alternative options be sought.	ONGOING
	• Foreshore Car Park - Authority be given to remove the items within the car park, if required.	ONGOING
	• Community Fun Day – The Chair highlighted that the event had been a success. The Clerk forwards a letter of congratulations to Alison Evans, Penclawdd RFC.	CLOSED – Letter sent.
	• Llanmorlais Carnival – The Chair also highlighted the success of the carnival in June 2024. The Clerk forwards a letter of congratulations to Sarah Nicholas, Chair of the Carnival Committee.	CLOSED – Letter sent.
29)	18/07/24 – Council – Minute No. 40 – Reports of the Clerk – Accounts for Payment	
	Quotation provided by Jonathan Davis for £971.76, in respect of Crofty Playground, be approved.	ONGOING
	Additional quotations be sought in respect of enforcement services at Foreshore Car Park.	ONGOING
	The Clerk submits a VAT repayment at the end of July 2024.	CLOSED – Submitted and received.
30)	18/07/24 – Council – Minute No. 40 – Reports of the Clerk – Correspondence	
	S Pritchard – Request regarding Foreshore Car Park. Resident to be requested to remove the vehicle within 2 weeks.	ONGOING – Email sent 24/07/2024
	P Bevan – Request for memorial bench at Foreshore Car Park. - the request be approved to install a recycled plastic bench / full costs be borne by the applicant.	ONGOING
	M Lovering – Request to plant roses at Memorial Gardens.	ONGOING – Mr Lovering will donate 20 plants.



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31)	18/07/24 – Council – Minute No. 42 – Swansea Council Matters	
	<ul style="list-style-type: none">Verge Cutting – The Ward Member be asked to request the verge from Crofty Industrial Estate to Llanmorlais Cross be cut.	ONGOING
	<ul style="list-style-type: none">Footpath in Llanmorlais – Councillor James Matthews / the Clerk to establish the process of footpath registration.	ONGOING



Council – 19th September 2024

Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

The Clerk is awaiting a quote to finish off the disabled toilet / shower area and costs to upgrade the opposite side of the changing rooms from Penclawdd AFC.

The football club have submitted a grant application to create a café within the old changing room section of the old changing rooms.

2. Parc Hendy Cemetery

The surveyor's updated design was approved in September 2023. The Clerk is awaiting a quotation in respect of repairing the boundary wall and top entrance to the Cemetery.

3. The Dock / Penclawdd Playground

The formal playground opening took place on Friday, 19th July 2024 and was a great success. Applicable signage also needs to be installed.

The Council's Solicitor issued a reminder warning letter in respect of boating equipment currently being stored within the car park. The Clerk is seeking to progress matters with regards to enforcement options within the car park.

4. Memorial Gardens

The Christmas Tree has been planted inside the Memorial Gardens for use in future years.

Mr Lovering has agreed to kindly donate 20 rose plants to be planted in new beds within the Gardens.

5. Recreation Ground / Bowls Green

The gate access from Penclawdd RFC car park has been re-opened. The approved quotation in respect of the French drain has been placed on hold for a year. The new fencing at the Greenacres access to the ground will be installed in due course.

The Bowls Clubs have requested a site visit to discuss shuttering on the green.

Concern has been expressed regarding the condition of the café attached to the rugby changing rooms. The café was decorated and has been managed by Penclawdd RFC since being opened several years ago. **For Discussion**



6. Crofty Playground

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

7. Llanmorlais Changing Rooms / MUGA / Recreation Ground

A replacement door is required for the storage shed next to the changing rooms. The quotation in respect of additional drainage work in the car park was approved in January and the work had been added to the work schedule of the Grounds Maintenance Contractor.

8. Mount Hermon Cemetery & Car Park

The Council agreed to monitor the position at the Car Park, prior to making any decisions regarding the purchase of CCTV.

For Discussion

9. Graig Y Coed

The football pitch has recovered well following the renovation works during the summer and has been used on several occasions.

10. Defibrillators

The support arrangements have been finalised with David Nicholas / Heartbeat Trust. Options for 2024/25 will be discussed by Finance Committee. The Clerk has been tasked with arranging a CPR training session.

Critical Bleed Control Kits – The Clerk has requested additional information from David Nicholas.

11. Risk Inspections

The Council Contractor undertakes risk inspections prior to work on all sites and has completed weekly forms in respect of the Council's playgrounds.

Councillors are to check sites under their responsibility on a regular basis.

12. Graig Y Coed Woodland Project

The work to open the footpaths was completed in February. A meeting to train the volunteers was held on 11th July 2024 and the Clerk has submitted the final grant documents. A site visit has been scheduled for noon on 26th September 2024 and once completed, the grant payment will be made.

13. Asset Transfer Request – Layby opposite Graig Y Coed

The Community Council agreed to proceed with the 'licence' to take over the layby. However, Swansea Council do not appear to want to progress matters.

For Discussion



14. Dunraven / Quarry at Victoria Road

Tonner, Johns and Ratti Solicitors are acting for the Community Council following contact from Swansea Council and will report in due course.

**Jeremy Parkhouse,
Clerk to Llanrhidian Higher Community Council,
12th September 2024**

Item No. 11

Council – 19th September 2024

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 Planning Committee.
2)	I have had updates from the Local Area Co-ordinator and local Police Team.
3)	Resurfacing of B4295 has been completed.
4)	Access to the cycle track in Penclawdd has been improved for cyclists.
5)	A new bin has been installed at the start of the cycle track.
6)	CWOTS Team have been instructed to clear weeds in Pencaerfenni Park and Rhyd Y Fenni.
7)	I have been working with Swansea Council / the Clerk on potential projects for a 30/70 grant.

2) Planning Applications.

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

3) Footpaths, Cycle Paths and Bridleways.

8th September 2024