

To: All Members of Llanrhidian Higher Community Council

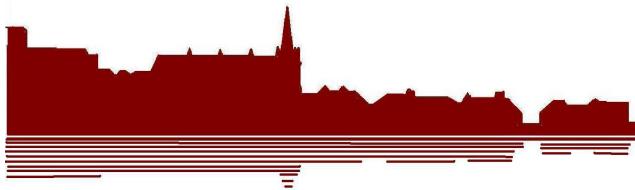
Dear Councillor,

You are hereby summoned to attend the MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 12th February 2026 at Penclawdd Community Centre.

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

AGENDA

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1.	Apologies for absence.	
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 15th January 2026.	5-10
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.	Completion of Audit of Annual Returns 2021/2022, 2023/2024 & 2024/2025 - Audit Wales.	11-30
8.	Reports of the Clerk.	31
a)	Accounts for Payment / Quotations.	32-33
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10.	Council Property / Community Projects / Burial Grounds.	60-62
11.	City and County of Swansea Issues.	63
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, 19th March 2026 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

**Jeremy Parkhouse - Clerk to the Community Council
3rd February 2026**

Llanrhidian Higher Community Council

Councillor Huw Davies	Councillor Melissa Roberts
Councillor Leanne Davies	Councillor Mike Sheehan (Vice-Chair)
Councillor Russell Garrington	Councillor Paul Tucker (Chair)
Councillor Sarah Hughes	Councillor Andrew Williams
Councillor James Matthews	Councillor Adam Woolliscroft
Quorum – 4	

Item No. 2
Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

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

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

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

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

Officers

Financial Interests

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



Minutes of the Meeting of Council

Held at Penclawdd Community Centre

On Thursday, 15th January 2026 at 7.00pm.

Present: Councillor Paul Tucker (Chair) presided

Councillors: Huw Davies, Leanne Davies, Russell Garrington, James Matthews, Melissa Roberts, Mike Sheehan, Andrew Williams and Adam Woolliscroft.

Officers: Jeremy Parkhouse - Clerk to the Community Council

80. Apology for Absence

An apology for absence was received from Councillor Sarah Hughes.

81. Disclosures of Personal and Prejudicial Interests

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

82. Minutes

Resolved that the Minutes of the meeting held on 20th November 2025 be approved and signed as a correct record.

83. Chairs Announcements

The following announcements were made: -

- Penclawdd Community Centre – The Chair stated that the volunteers on the Community Centre Committee were coming under pressure from the increasing demands being made by Swansea Council regarding the ongoing management of the Community Centre. He added that the Community Centre Committee may be requesting future support from the Community Council. The issue would be discussed further at the next Community Council meeting.

84. Public Question Time

There were no public present.

85. Community Reports - Police

Criminal Gang – Councillor Andrew Williams highlighted that there had been a criminal gang from Middlesborough operating in the area. The gang, which included ex-



servicemen were targeting affluent areas and had been spotted in Bryn Hir in the morning and had visited Crofty, Wernffrwd and Llanrhidian.

Councillors were asked to inform residents as much as possible and to advise them not to answer the door.

86. Budget Report 2026/27.

The Clerk presented a detailed Budget Report 2026.27.

Appendix A provided the Financial Budget Comparison for the remainder of 2025/26 and provided the Budget for 2026/27, including the increase of 3% in the precept. It was noted that the Council meeting on 20th November 2025 had recommended a 3% increase. The Clerk noted that the number of Band D properties had increased from 1,608 to 1,653 properties.

It was added that as part of the budget monitoring process, reports had been provided to all Community Council / Finance Committee meetings, where income and expenditure had been monitored. The Clerk outlined the budget information in detail, highlighting the income / expenditure, the level of Reserves, potential project spends, future management of St Gwynour's Cemetery and increased future salary costs.

It was further noted that the Finance Committee had approved the draft budget with a 3% increase on 5th January 2026.

Councillors fully considered the figures provided.

Resolved that: -

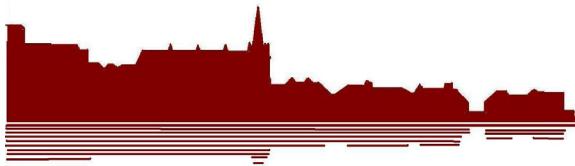
- 1) The Budget figures for the remainder of 2025/26 be noted.
- 2) The levels of Reserves / Projects / CCLA accounts be noted.
- 3) The minimum level of Reserves be agreed at £50,000 for 2026/2027.
- 4) The Budget for 2026/2027 provided at Appendix A, be approved.
- 5) The Precept for 2026/2027 be increased by 3% to £117.89 per Band D Property, £194,872.17.
- 6) £5,000 is held in earmarked reserves in respect of election costs.
- 7) The City and County of Swansea be informed of the Precept figures by 31st January 2026.

87. 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 accounts paid in respect of December 2025 were also provided.



The following were also highlighted:

Additional Income

- a) £6,586.72 – HMRC VAT Refund.
- b) £200 – Llwchwr Schools Under 11's – Fee for training on Monday evenings.

Quotations

Quotation Details	
1.	Emergency repair work at Rugby Pavilion.
2.	Plumbing works required following annual inspection.
3.	Hanging Baskets 2026 (Additional Planter)
4.	Supply & Fitting of Pitch Barriers at Parc Dan Y Graig.
5.	Drainage options at Llanmorlais Car Park.
6.	Storage Container for Community Shed.
7.	Sound Provision at Remembrance Sunday 2026.
8.	Removal of vegetation from fence at Parc Dan Y Graig.
9.	Repair of grave at Parc Hendy Cemetery.
10.	Removal / replacement of trees at Graig Y Coed.
11.	Edge IT – Increase to software package due to additional income.
12.	Fly-tipping at Hermon Car Park.

Resolved that:

- 1) The payments / additional payments / amendments be approved.
- 2) The payments paid since 20th November 2025 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 1 – the verbal quotation for emergency repair work at Penclawdd Rugby Pavilion for £100 provided to the Chair by Penclawdd Forge, be approved.
- 7) Quotation 2 – It was noted that no quotation had been received.
- 8) Quotation 3 – the quotation for £471.70 plus VAT provided by Swansea Council and the proposal to consult with residents at Riverside, Llanmorlais regarding the installation of the three-tier planter, be approved.
- 9) Quotation 4 – the quotation for £12,387.52 provided by Jonathan Davis, recommended for approval by the Finance Committee, for the Supply & Fitting of Pitch Barriers at Parc Dan Y Graig, be approved (Noted that Penclawdd AFC would also be contributing towards the costs).
- 10) Quotation 5 – the quotation for £897.87 plus VAT provided by Jonathan Davis for the installation of ACO drainage channels to Llanmorlais Hall Car Park, be approved.
- 11) Quotation 6 – the request by the Community Shed to use the storage shutters within Graig Y Coed Pavilion to store the woodland tools, be approved.

- 12) Quotation 7 – the quotation for £769 plus VAT provided by Total Sound Solutions, recommended for approval by the Finance Committee, for Sound Provision at Remembrance Sunday 2026, be approved.
- 13) Quotation 8 – the quotation received in respect of clearing vegetation from the fence at Parc Dan Y Graig, be placed on hold.
- 14) Quotation 9 – the Clerk be requested to obtain 3 quotations in respect of repairing a grave at Parc Hendy Cemetery, where no family members can be traced.
- 15) Quotation 10 – the quotation for ££1,380 plus VAT provided by Jonathan Davis for the removal / replacement of trees at Graig Y Coed, be approved.
- 16) Quotation 11 – the quotation for £160 plus VAT provided by Edge IT to increase the finance band from band 4 to band 5, allowing up to £500k of income per annum, be approved.
- 17) Quotation 12 – the Clerk / Chair be given authority to negotiate a price to clear fly-tipping at Hermon Car Park.

b) 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
Additional Correspondence		
14.	Wales Air Ambulance – Thank you letter for £250 donation.	Noted.

c) Work Plan 2025/26

The Clerk reported the up-to-date Work Programme 2025-26 'for information'.

d) Community Council Action Tracker

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

Councillor Paul Tucker (Chair) left the meeting

Councillor Mike Sheehan (Vice-Chair) presided

88. Committee Reports

No reports.



89. Council Property / Community Projects / Burial Grounds

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

- Foreshore Car Park – The Clerk updated the Council regarding the ongoing legal action and added that there would be a court hearing on 3rd March 2026.
- Additional Parking on Benson Estates Land – The options in respect of additional parking when the cockle beds open in May 2026 were discussed. It was confirmed that planning permission and a lease of the land from Benson Estates were required. It was also noted that Welsh Government would not contribute to any costs.

It was also suggested that a new slip be established off the Benson Estates land.

Resolved that the Clerk be given authority to negotiate a lease / planning permission / progress with Benson Estates.

- Memorial Gardens – Councillor Leanne Davies proposed that the Council considers installing a bandstand within the Memorial Gardens to allow events to be held.

Councillor Melissa Roberts also proposed that a flagpole also installed at the Memorial Gardens.

Resolved that the items be included on the 5-year capital programme managed by the Finance Committee.

- Station Platform – Councillor James Matthews proposed that the Council considers installing some form of ceramic style tiles depicting a historical scene relating to the area.

Resolved that further research be undertaken and the issue be discussed at a future meeting.

90. 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:

- Flooding at Gowerton Road – It was hoped that the drainage work undertaken had cured the flooding issues.
- Flooding at New Road – Work had been undertaken to clear the blocked drains on New Road. The Ward Member had requested additional work to prevent a recurrence of the flooding.

- New LAC – Had commenced her role and would be meeting regularly with the Ward Member.
- Litter picking – New volunteers had started and had picked on Victoria Road, Penclawdd.
- New village signs – These had been installed. However, there was an issue with the Penclawdd sign at Berthlwyd, which was being addressed by Highways.
- Blocked gulleys – Councillor Leanne Davies highlighted blocked gulleys and the poor road surface at the Rhallt, Llanmorlais. The Ward Member would report the gulleys to Highways.

b) Planning – the following applications were discussed: -

- Councillor Melissa Roberts requested an update regarding the bricked-up windows at the Bellevue Studios, Bellevue, Penclawdd. The Ward Member would seek a progress update.

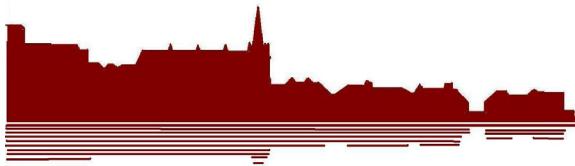
c) Footpaths – No report.

91. Outside Bodies

One Voice Wales Swansea Area Committee – Councillor Russell Garrington attended the meeting on Monday 12th January 2026.

The meeting ended at 8.33 p.m.

Chair



Council – 12th February 2026

Completion of Audit of Annual Returns 2021/2022, 2023/2024 & 2024/2025 - Audit Wales

a) Completion of Audit of Annual Returns 2021/2022, 2023/2024 & 2024/2025

Audit Wales completed the audit of the Annual Returns for the years ended 31 March 2022, 2024 and 2025 of Llanrhidian Higher Community Council on 30 January 2026. The audit was conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 guidance issued by the Auditor General for Wales, Audit Wales gave “Unqualified” audit opinions.

The completed returns are attached at Appendices A-C.

The Annual Return 2022/2023 is currently outstanding. The Clerk has queried the facts presented in the return and is awaiting a reply.

The Annual Returns have been published on the Community Council website and displayed in the noticeboards at the Memorial Gardens and Foreshore Car Park.

It is recommended that: -

- 1) The Completion of Audit of Annual Returns 2021/2022, 2023/2024 and 2024/2025 be noted.
- 2) An Action Plan be produced to address the comments made in the reports.

**Jeremy Parkhouse
Clerk to the Community Council
2nd February 2026**

Community and Town Councils in Wales
Annual Return for the Year Ended 31 March 2022

Accounting statements 2021-22 for:

Name of body: Llanrhidian Higher Community Council

	Year ending		Notes and guidance for compilers				
	31 March 2021 (£)	31 March 2022 (£)					
Statement of income and expenditure/receipts and payments							
1. Balances brought forward	41,557.36	67,417.91	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.				
2. (+) Income from local taxation/levy	132,600.30	140,416.80	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.				
3. (+) Total other receipts	36,334.06	14,590.56	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.				
4. (-) Staff costs	21,940.90	26,765.54	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.				
5. (-) Loan interest/capital repayments	0	2,576.36	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).				
6. (-) Total other payments	121,132.91	122,039.42	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	67,417.91	71,043.95	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$.				
Statement of balances							
8. (+) Debtors	4,412.51	4,768.28	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.				
9. (+) Total cash and investments	69,847.16	72,561.85	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.				
10. (-) Creditors	6,841.76	6,286.18	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.				
11. (=) Balances carried forward	67,417.91	71,043.95	Total balances should equal line 7 above: Enter the total of $(8+9-10)$.				
12. Total fixed assets and long-term assets	1,710,372.65	1,710,372.65	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.				
13. Total borrowing	23,975.00	21,744.74	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
14. Trust funds disclosure note	Yes <input checked="" type="radio"/>	No <input type="radio"/>	N/A <input type="radio"/>	Yes <input checked="" type="radio"/>	No <input type="radio"/>	N/A <input type="radio"/>	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2022, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> • effective financial management during the year; and • the preparation and approval of the accounting statements. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> • discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

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

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2021-22 was £8.41 per elector.

In 2021-22, the Council made payments totalling £_0 _____ under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

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

Council/Board/Committee approval and certification

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

Certification by the RFO

I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments as the case may be, for the year ended 31 March 2022.

RFO signature:

Jeremy Parkhouse

Name:

Jeremy Parkhouse

Date:

16/06/2022

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref: Minute 26 - 16/06/22

Chair of meeting signature:

S E Davies

Name:

Leanne Davies

Date:

16/06/22

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2022 of:

Llanrhidian Higher Community Council

Auditor General's report

Audit opinion – Unqualified

On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

There are no further matters that I wish to draw to the Council's attention



Date 08/09/2023

**Deryck Evans, Audit Manager, Audit Wales
For and on behalf of the Auditor General for Wales**

Annual internal audit report to:

Name of body: Llanrhidian Higher Community Council

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2022.

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

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

Appendix A

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

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

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

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

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

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 01/06/2022.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2020-21 and 2021-22. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Vivian Ann Ancheta

Signature of person who carried out the internal audit: Vivian Ann Ancheta

Date: 01/06/2022

Community and Town Councils in Wales
Annual Return for the Year Ended 31 March 2024

Accounting statements 2023-24 for:

Name of body: Llanrhidian Higher Community Council

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	71,043	89,164	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	153,999	164,427	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	17,775	332,852	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	28,012	32,700	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers); pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	2,576	4,210	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	123,065	345,863	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	89,164	203,670	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$.
Statement of balances			
8. (+) Debtors	4,389	13,717	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	93,798	222,327	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	9,022	32,373	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	89,164	203,670	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	1,709,569	1,792,054	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	19,458	42,140	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

	Agreed?		'YES' means that the Council: Yes No* N/A	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> • effective financial management during the year; and • the preparation and approval of the accounting statements. 	✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit	✓		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	✓		Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

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

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling £____0_____ under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

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

Council/Committee approval and certification

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

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference: Minute ref: MINUTE 26 - COUNCIL MEETING HELD ON 20TH JUNE 2024
RFO signature Name: <i>Jeremy Parkhouse</i> Date: <i>20/06/2024</i>	Chair signature: Name: <i>D Paul Tucker</i> Date: <i>20/6/24</i>

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2024 of **Llanrhidian Higher Community Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

Audit opinion: Unqualified

Except for the matters reported below in my Basis for Qualification, on the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters and recommendations

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council:

Explanation of variances

Each year, we send the Council an audit notice that specifies the information required for audit. This includes details of requirements for explaining variances between the current and prior years' accounts. Further guidance is set out in the Practitioners' Guide.

In this case, the explanations provided for several variances still resulted in a % difference of over 15%.

We recommend that the Council carefully reviews the audit notice and Practitioners' Guide to ensure that it provides the information required for audit.

Inconsistency regarding the Fixed and long-term asset value between Accounts and Explanation of variances

The prior year total value of Fixed and long-term assets has been restated from £1,710,373 in the prior year accounts, to £1,709,569 in the current year accounts. No explanation has been provided for this restatement in asset value. The figure provided for prior year Fixed and long-term asset value in the accounts (£1,709,569) does not

Page 1 of 2 - Auditor General's report and audit opinion - please contact us in Welsh or English / cysylltwch â ni'n Gymraeg neu'n Saesneg.

agree to the figure used in the explanation of variances (£1,709,372). No explanation has been provided for this difference.

We recommend the Council ensures consistency between the Annual Return and the other information provided for audit.

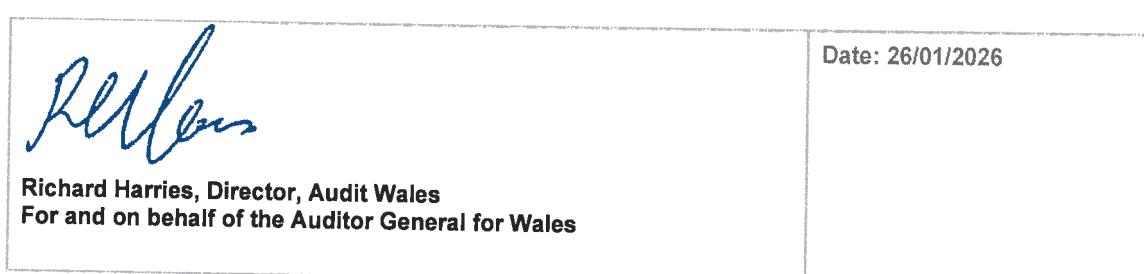
Inconsistency regarding Trust funds between Annual Governance Statement and Internal Audit Report

Under AGS 9. Trust funds, the Council have agreed that it has met all of its responsibilities where it is sole managing trustee of a local trust or trusts.

This is inconsistent with the Internal Audit Report 11. Trust funds – the Council has met its responsibilities as a trustee. The internal auditor has recorded this a not applicable.

We recommend that the Council ensures consistency between the AGS and the IAR.

There are no further matters I wish to draw to the Council's attention.



Annual internal audit report to:

Name of body: Llanrhidian Higher Community Council

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

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

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

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

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

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

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

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

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 12/06/2024.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: VIVIAN LYNN KELWELL

Signature of person who carried out the internal audit: V.L.Kelwell

Date: 12/06/2024

Name of body: Llanrhidian Higher Community Council

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	89,164	203,671	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	164,428	180,447	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	332,853	30,068	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	32,700	34,673	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	4,210	5,845	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	345,863	275,981	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	203,671	97,687	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$.
Statement of balances			
8. (+) Debtors	13,717	5,335	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	222,327	101,361	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	32,374	9009	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	203,671	97,687	Total balances should equal line 7 above: Enter the total of $(8+9-10)$.
12. Total fixed assets and long-term assets	1,792,055	1,812,368	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	42,170	37,847	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	✓		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	✓		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at http://www.llanrhidianhighercommunitycouncil.co.uk/	✓		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	✓		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> • Effective financial management including the setting and monitoring of the Council's budget • Maintenance and security of accurate and up to date accounting and other financial records • Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council. 	✓		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> • measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments • assessment and management of risks facing the Council • an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements. 	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. General power of Competence – The Council has resolved to accept the General Power of Competence set out in Local Government and Elections (Wales) Act 2021		✓	Meets the eligibility criteria to exercise the general Power of Competence	E

Additional disclosure notes

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

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

1. Expenditure under S137 Local Government Act 1972

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling £_0_____ under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2. GENERAL POWER OF COMPETENCE - The Community Council has 10 Councillors, 6 elected at the last ordinary election/by election and 4 co-opted Councillors. This does not equal or exceed the two-thirds of the number of Councillors required by the eligibility criteria, which requires 7 elected Councillors. In addition, three years of accounts for the years 2021/22, 2022/23 and 2023/24 remain outstanding with Audit Wales. This also means the Council does not meet the required criteria.

Trust Funds

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

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

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference: MINUTE NO. 26 - COUNCIL Minute ref: MEETING HELD ON 19/06/2025
RFO signature: 	Chair signature: 
Jeremy Parkhouse Name: JEREMY PARKHOUSE Date: 19/6/25	Name: DAVID PAUL TUCKER Date: 19/6/25

* Please include an explanation for any 'No' answers

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2025 of **Llanrhidian Higher Community Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

Audit opinion: Unqualified

On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters and recommendations

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council:

Restatement of 2023-24 figures in Annual Return.

There are some immaterial restatements of figures from the 23-24 audited accounts and the prior year figures presented in the 24-25 accounts.

We recommend that the Council checks the consistency of their accounts with prior years and explains the reasoning behind any restatements.

There are no further matters I wish to draw to the Council's attention.

 Richard Harries, Director, Audit Wales For and on behalf of the Auditor General for Wales	Date: 26/01/2026
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Annual internal audit report to:

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

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

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

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

Appendix C

*Original is available for Inspection

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

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

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

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

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

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 20/05/2025.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	<i>Vivian Wyn Llewellyn</i>
Signature of person who carried out the internal audit:	<i>V. Llewellyn</i>
Date:	<i>20/05/2025</i>



Item No. 8

Council – 12th February 2026

Reports of the Clerk

a) Accounts for Payment / Financial Report

- Appendix A – Accounts for Payment / Financial Report.

- Quotations / requests reported.

	Quotation Details	Action
1.	Plumbing works required following annual inspection.	Awaiting quotation.
2.	Hanging Baskets 2026 (Additional Planter).	For Decision.
3.	Removal of ivy from fence at Parc Dan Y Graig and treatment of the roots.	For Decision.
4.	Repair of grave at Parc Hendy Cemetery.	For Decision.
5.	Removal / replacement of stock fencing at Graig Y Coed.	For Discussion.
6.	Replacement of tennis court fencing at Llanmorlais.	Awaiting quotation.

b) To Monitor the Council Budget 2025-2026 and to Note the Council Budget 2026-2027

Attached at Appendix B.

c) Correspondence

Attached at Appendix C.

d) Work Programme 2025/2026

Attached at Appendix D.

e) Community Council Action Tracker

Attached at Appendix E.

f) Local Government Pension Scheme Discretions

Attached at Appendix F.

Jeremy Parkhouse
Clerk to the Community Council
2nd February 2026

Appendix A

ACCOUNTS FOR PAYMENT – 12th February 2026

Salary Costings	£2,351.30
Clerks Expenses	£42.98
Pinnacle - Printing costs - Invoice 187394 (£45.38 Net) (£9.08 VAT)	£54.46
EDF Energy - Electricity at Bowls Pavilion (£88.57 Net) (£4.43 - 5% VAT)	£93.00
Jonathan Davis & Son - Invoice 26/01 - Monthly Costing January 2026 - Additional Works - Supply Fixings and Re-Install Steel Bollard to Identify the Wall Corner on the Dock at Penclawdd on 22/1/2026 - (£74.50). (£5,993.08 Net) (£1,198.61 VAT)	£7,191.69
Total Payments	£9,733.43

Invoices paid since 15th January 2026

JK Gardening Services Ltd - Clearance of fly-tipping at Mount Hermon Car Park (£300 Net) (£60 VAT)	£360.00
Edge IT - Finance Band Increase Currently on Band 4 allowing up to £250k of income per annum. Increasing to permanent band increase to band 5 allowing up to £500k of income per annum (£160 Net) (£32 VAT)	£192.00
SSE Energy Solutions - Graig Y Coed - 1st November to 31st December 2025 (£1060.94 Net) (£53.05 - 5% VAT)	£1,113.99
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£9.50
Total	£11,428.89
Total Outgoings	£21,162.32

Income since 15th January 2026

Swansea Junior Football League - Hire of Llanmorlais Recreation Ground - September to December 2025	£592.00
Total Income	£592.00

TRANSFERS:

None	

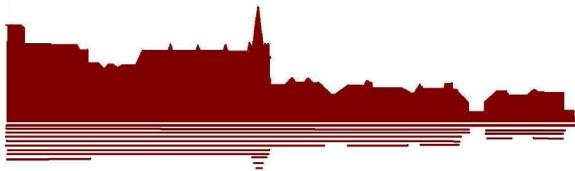
RECONCILIATION:	
Current Account Balance – 1st February 2026	£60,120.12
Less Approved Payments (February 2026)	£9,733.43
Total	<u>£50,386.69</u>
BANK ACCOUNTS	
Current Account Balance – 1st February 2026	£60,120.12
Reserve Account Balance - 1st February 2026	£50,623.93
CCLA Investment - 1st February 2026	£25,000.00
Memorial Gardens Charity Account - 1st February 2026	£1.00
Projects Account Balance - 1st February 2026	£5,042.44
TOTAL	<u>£140,787.49</u>

Financial Budget Comparison

Comparison between 01/04/25 and 02/02/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	Previous Year's Net	2025/26	Actual Net	Balance	2026/27
INCOME					
Total Administration	£198,584.38	£198,883.76	£213,137.19	£14,253.43	£227,972.17
Total Outside Services	£11,930.31	£19,279.00	£16,156.06	-£3,122.94	£21,280.00
Total Income	£210,514.69	£218,162.76	£229,293.25	£11,130.49	£249,252.17
EXPENDITURE					
Total Administration	£58,505.13	£66,159.62	£49,521.73	£16,637.89	£88,479.62
Total Outside Services	£253,249.34	£132,276.00	£129,356.11	£2,919.89	£146,441.00
Total Civic	£630.00	£10,250.00	£4,559.02	£5,690.98	£8,350.00
Total Grants	£4,114.85	£5,500.00	£1,140.00	£4,360.00	£5,600.00
Total Expenditure	£316,499.32	£214,185.62	£184,576.86	£29,608.76	£248,870.62
Total Income	£210,514.69	£218,162.76	£229,293.25	£11,130.49	£249,252.17
Total Expenditure	£316,499.32	£214,185.62	£184,576.86	£29,608.76	£248,870.62
Total Net Balance	-£105,984.63	£3,977.14	£44,716.39		£381.55



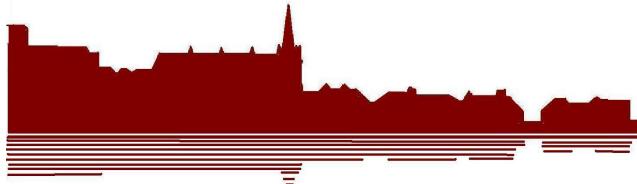
Correspondence – 12th February 2026

1.	H Howells – Request regarding Parc Hendy Cemetery.
2.	Dunvant Bowls Club – Request regarding Bowls Green.
3.	Swansea Rams Rugby League – Request regarding use of Council Facilities.
4.	ARAG Law – Tomlin Order.
5.	South Wales Police – South Wales Listens Messaging Service (Gower Policing Sector).

Jeremy Parkhouse

Clerk to the Community Council

4th February 2026



Report of the Clerk

Council – 12th February 2026

Llanrhidian Higher Community Council Work Plan 2025/2026

Purpose: This report details the Community Council Work Plan to May 2026.

Report Author: Jeremy Parkhouse

For Information

1. Introduction

- 1.1 The Community Council Workplan to May 2026 is attached at Appendix 1 for information.
- 1.2 The dates included for the meetings in 2025/26 are subject to approval at the Annual Council meeting.

Appendix 1 – Community Council Workplan 2025/26.

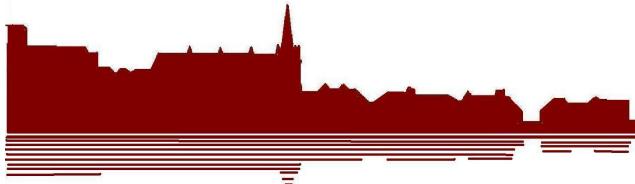
Jeremy Parkhouse
Clerk to the Community Council
3rd February 2026

	May 2025	June 2025	July 2025	September 2025	October 2025	November 2025	January 2026	February 2026	March 2026	April 2026
Community Reports	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report
		LAC Report			LAC Report				LAC Report	
Governance	Election of Chair Election of Vice-Chair Standing Orders To Approve the Model Financial Procedural 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 2026 To Approve Councillors Allowances for the 2024-2025 Financial Year.					To approve the budget 2026/27 To Set the Precept for 2026/27	Completion of Audit of Annual Returns 2021/2022, 2023/2024 & 2024/2025 - Audit Wales	Completion of Audit of Annual Returns 2022/2023	To Approve the Draft Annual Report To Approve the Draft 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 Employers Data Retention Policy	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

Llanrhidian Higher Community Council Workplan 2025/26

Appendix 1

Committee Reports		Finance / Personnel / Events & Projects		Events & Projects Finance - To Agree the Annual Charges for Use of Community Council Facilities by Sports Clubs.		Finance – To approve the draft budget. Finance - To Agree the Annual Burial Charges Finance - To Approve Grant Payments		Finance - To Approve Grant Payments	Finance Committee: To Review the Emergency Plan To Review the Grants & Donations Policy	
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			



Report of the Clerk

Council – 12th February 2026

Community Council Action Tracker

Purpose:

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

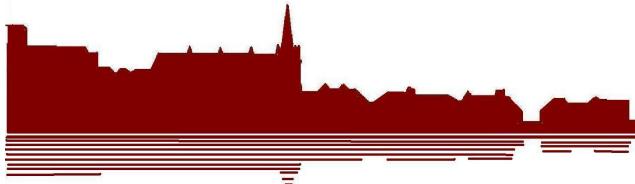
Report Author:

Jeremy Parkhouse

For Information**1. Introduction**

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

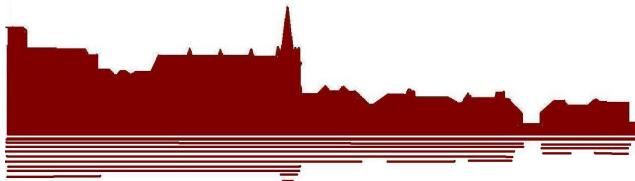
Appendix 1 – Action Tracker



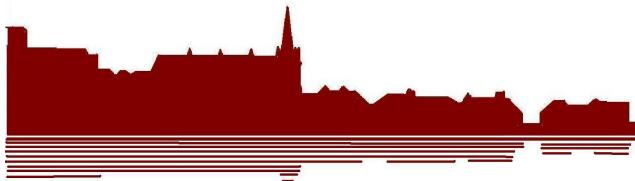
Appendix 1

Action Tracker		
	Details	Outcome / Action
1)	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	<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
2)	12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor	ONGOING 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.
3)	21/03/24 – Council – Minute No. – 134 – Council Property / Community Projects / Burial Grounds	ONGOING Councillor Adam Woolliscroft and the Clerk negotiate the best prices for the Community Council.
	Penclawdd Playground	ONGOING Councillor Adam Woolliscroft and the Clerk negotiate the best prices for the Community Council.
	Crofty Playground Lease	ONGOING Awaiting confirmation of registration from Land Registry via solicitors.
4)	03/06/25 – Finance Committee – Minute No.11 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	<ul style="list-style-type: none">• Llanmorlais Changing Rooms – Llanmorlais Hall be asked to remove the remainder of the chairs / carnival equipment. Community Council files would also have to be moved to Penclawdd Community Centre. ONGOING
5)	03/06/25 – Events & Projects Committee – Minute No. – 7 – Projects	<ul style="list-style-type: none">• Hopscotch - A stencil was required to re-instate the hopscotch. A favour was owed to Jonathan Davis which would allow the hopscotch to be reinstalled. The work was included into the GMC work programme. ONGOING

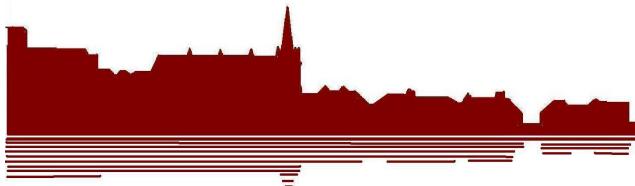
6)	02/09/25 – Finance Committee - Minute No.16 – Quarterly Discussion with the Grounds Maintenance Contractor	
	<ul style="list-style-type: none"> Marking tennis courts. The work was included into the GMC work programme. 	ONGOING
	<ul style="list-style-type: none"> Fencing at Llanmorlais Tennis Courts. A quotation would be forwarded. 	ONGOING
7)	02/09/25 – Finance Committee - Minute No.22 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	
	<ul style="list-style-type: none"> Recycling rubbish – the Clerk investigates the cost of indoor recycling bins for the various changing rooms. 	CLOSED Installing bins would not be practical due to cross-contamination issues.
8)	07/10/25 – Events & Projects Committee – Minute No.12 – Events & Projects Report – Penclawdd Playground / Foreshore Car Park	
	<ul style="list-style-type: none"> Surface within the Playground - Areas were very bare due to the usage. Some areas also required more soil due to dips appearing when the ground settled. 	ONGOING Repair work would be undertaken early in Spring 2026.
9)	07/10/25 – Events & Projects Committee – Minute No.12 – Events & Projects Report – Community Shed / Woodland Project	
	<ul style="list-style-type: none"> JD be requested to store the tools for the winter. Storage options be investigated, possibly a small container. 	CLOSED – Tools to be stored behind shutters in Graig Y Coed Pavilion Changing Rooms.
	<ul style="list-style-type: none"> School equipment - To be stored in metal cabinet. 	ONGOING
10)	07/10/25 – Events & Projects Committee – Minute No.12 – Events & Projects Report – Parc Dan Y Graig	
	<ul style="list-style-type: none"> Steps into new changing / officials' rooms. 	ONGOING
11)	16/10/25 – Council – Minute No.63 – Community Reports – Police Report	
	<ul style="list-style-type: none"> The issue of parking on pavements, particularly around Parc Dan Y Graig during games, was highlighted. It was proposed that a joint Police / Council letter be forwarded to the football authorities, requesting that they filter the information to relevant clubs. 	ONGOING
12)	16/10/25 – Council – Minute No.64c – Clerks Reports – Correspondence	
	<ul style="list-style-type: none"> Mid & West Wales Fire Authority – Training - training be organised in the New Year. 	ONGOING
	<ul style="list-style-type: none"> Estuary Players – Shipping Container Request - the request be approved subject to the container being sited adjacent to the current containers next to the playing field entrance. 	ONGOING Request approved – Estuary Players to keep the Clerk updated / provided relevant insurance policy.
	<ul style="list-style-type: none"> Llanmorlais Hall – Wedding request – 11/07/26 - Request approved subject to the relevant insurance cover being provided. 	ONGOING Request approved and relevant insurance policies to be confirmed.
	<ul style="list-style-type: none"> Benson Estates – The Dock, Penclawdd - Clerk to respond. 	CLOSED – Response sent
	<ul style="list-style-type: none"> Edge IT – Quote for training Lyn Llewellyn, Internal Auditor. The quotation for £85 plus VAT be approved. 	CLOSED Quotation approved.



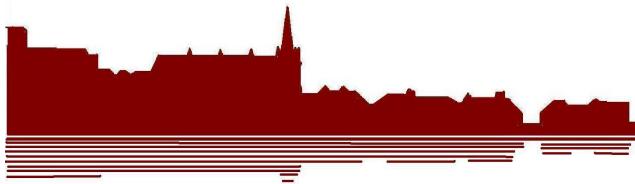
13)	16/10/25 – Council – Minute No.66 – Council Property / Community Projects / Burial Grounds <ul style="list-style-type: none">Parc Hendy Cemetery – The Clerk reported that a resident had highlighted that a grave was crumbling and was impacting upon their relative's grave. The Chair and the Clerk investigate further.Defibrillator at Crofty Industrial Estate – following a recent incident, the lack of a defibrillator in the Industrial Estate was highlighted. Further discussions were required.Noticeboard at Crofty Supermarket – The Clerk would discuss further with Chris Hopkins and report to the next meeting.Weeds at Dan Y Graig – Lesley James had also complained about weeds on her fence. The Clerk would highlight to Jonathan Davis.	ONGOING – Quotations requested.
14)	16/10/25 – Council – Minute No.67 – Swansea Council Matters <ul style="list-style-type: none">Access to Parc Dan Y Graig – Several parents of younger children had complained that their children did not have access to the football field. It was highlighted that the gate was locked due to some residents taking their dogs onto the pitch. The option of parents opening and locking the gates was discussed. Further discussions were required.	ONGOING
15)	07/11/25 – Finance Committee – Minute No. – 34 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan <ul style="list-style-type: none">Skateboard area at Llanmorlais – The current state of the surface was discussed, including the possibility of laying a temporary surface. Councillor Andrew Williams be requested to seek further advice on the options available. It was added that if the surface was not safe, the equipment and surface should be removed.Land Opposite Graig Y Coed – Swansea Council be approached concerning the options available.	ONGOING
16)	20/11/25 – Council – Minute No. – 73 - Public Question Time <ul style="list-style-type: none">Storage – It was highlighted that there was a shortage of storage areas at the Community Shed. The Clerk added that a storage option was also needed in respect of the Woodland Project tools. The Chair and Clerk would meet Terry Snell at the Community Shed to progress matters.Matthew Tucker, Penclawdd AFC attended the meeting to ask for support in respect of the following: -Crowdfunding Project at Parc Dan Y Graig – The Crowdfunding window had now closed with just over £6,000 raised and as agreed at the previous meeting, the Community Council was requested to cover the cost of the pitch barriers. It was noted that 3 quotations in respect of supply and installation would be required if the Community Council was covering the costs. Resolved that the Clerk proceeds with obtaining the necessary quotations.Painting Football Pavilion (internally and externally) – The Community Council pays for the paint / painting equipment and Penclawdd AFC carries out the works.	CLOSED – The shutter storage inside the Pavilion was being used. ONGOING Work to be completed in February / March 2026. ONGOING



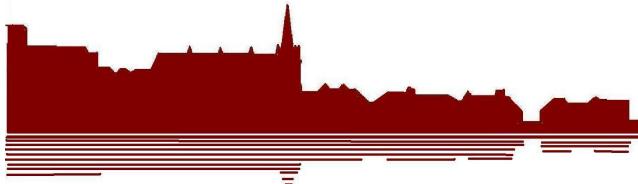
17)	20/11/25 – Council – Minute No. – 75a – Accounts for Payment - Quotations	
	<ul style="list-style-type: none">Double gates / single gate at Graig Y Coed Woodland entrance and kissing gate at Graig Y Coed leading to path up the Graig – Noted that the grant application had been successful.	ONGOING To be installed in February / March.
	<ul style="list-style-type: none">Hanging Baskets 2026 - Quotation 6 – Resolved that the quotation for £6,875 (including VAT) provided by Swansea Council, be approved and the Clerk seeks additional options to be provided in the Llanmorlais Ward.	CLOSED – Quotation approved and letters delivered to residents of Riverside.
	<ul style="list-style-type: none">WIFI at Penclawdd Community Centre - This would have to be considered by Penclawdd Community Centre Committee.	CLOSED
18)	20/11/25 – Council – Minute No. – 75c – Correspondence	
	<ul style="list-style-type: none">Llanmorlais Hall – Issues relating to flooding at the entrance to the kitchen door were highlighted. the Clerk discusses the issue with Jonathan Davis and obtains a quotation to improve the car park drainage, if necessary.	CLOSED – Quotation approved.
19)	20/11/25 – Council – Minute No. – 75e – Community Council Action Tracker	
	<ul style="list-style-type: none">Social Gathering – Agreed to meet at Penclawdd RFC after the Council meeting in January 2026.	CLOSED
20)	20/11/25 – Council – Minute No. 77 - Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none">Foreshore Car Park – The Clerk reported the potential costs of installing electricity within the car park. It was added that a camper van which was advertised for sale was being parked in the car park for long periods of time. Resolved that a notice be placed on the camper van requesting for it to be removed from the car park.	CLOSED
21)	20/11/25 – Council – Minute No. 78 – Swansea Council Matters	
	<ul style="list-style-type: none">Footpaths – Footpath LH78 – It was reported that the fence post at the end of the footpath was rotten. As the land is unregistered, the Clerk was requested to ask Jonathan Davis to assist, if possible.	ONGOING
22)	05/01/26 – Finance Committee – Minute No. 40 – Quarterly Discussion with the Grounds Maintenance Contractor – Quarter 3 2025-26	
	<ul style="list-style-type: none">Christmas Trees – They had just been removed from the Memorial Gardens and Zoar Chapel, Crofty. JD added that the lights at the Memorial Gardens would be replaced due to the plug being too long for the new control box which was installed in November. This was allowing moisture into the box. JD would ask RAWELEC to alter the lights for next year.	ONGOING - Action: RAWELEC to provide a quotation for the lights.
	<ul style="list-style-type: none">Llanmorlais Car Park – JD had made a site visit to look at the various options available to improve the drainage in the car park. He reported his findings and suggested additional drainage be installed adjacent to the manhole near the kitchen entrance. He also added that he checked the manholes surrounding the Hall and they were full of water and required clearing.	CLOSED – Quotation provided and approved.
	<ul style="list-style-type: none">Foreshore Car Park – The Clerk reported that a County Court Judgment had been obtained and a court hearing had been set for 2nd March 2026. In addition, a car had been deliberately parked to prevent the boating equipment being removed. The Clerk would place a notice on the car. JD was also requested to bolt down the yellow bar at the end of the seawall.	CLOSED - Actions: 1) The Clerk to place a notice on the car requesting removal. CLOSED 2) JD to bolt down the yellow bar at the end of the seawall.



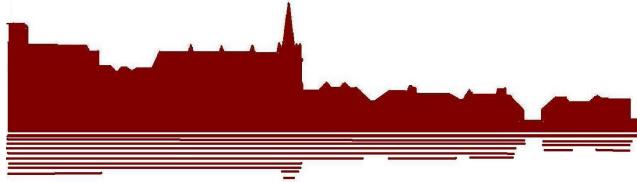
	<ul style="list-style-type: none">Stock fencing at Graig Y Coed – The stock fencing either needed removal / replacement and would be checked regarding its current condition.	ONGOING The fencing has been checked and it cannot be salvaged. The options to remove / replace need to be discussed.
	<ul style="list-style-type: none">St Gwynour's Churchyard – Councillor Melissa Roberts requested that the Clerk informs the Church in Wales of her disappointment that they had not used goats to clear the churchyard. JD informed the Committee of the timescales involved to clear the graveyard / remove dead / damaged trees.	CLOSED - Action: The Clerk contacts the Church in Wales. Email sent.
	<ul style="list-style-type: none">Woodland Project – Options which could be used to attract snakes and other reptiles were discussed.	ONGOING - Action: The Clerk would look into the different options available / seeks advice from Swansea Council. Swansea Council will be completing a survey and will forward a report for discussion.
23)	05/01/26 – Finance Committee – Minute No. 42 – Financial Report	
	The draft Council budget for 2026-27 be recommended to Council for approval.	CLOSED – Approved.
24)	05/01/26 – Finance Committee – Minute No. 45 – Grants & Donations	
	<ul style="list-style-type: none">The Clerk contacts organisations requesting that they apply for support funding for specific projects / items.A Finance Committee meeting be scheduled early in March 2026.	CLOSED – Emails circulated and Finance / Personnel Committees scheduled for 3 rd March 2026.
25)	15/01/26 – Council – Minute No. 83 – Chair's Announcements	
	Penclawdd Community Centre – The Chair stated that the volunteers on the Community Centre Committee were coming under pressure from the increasing demands being made by Swansea Council regarding the ongoing management of the Community Centre. He added that the Community Centre Committee may be requesting future support from the Community Council. The issue would be discussed further at the next Community Council meeting.	CLOSED – Included on 12 th February 2026 agenda.
26)	15/01/26 – Council – Minute No. 86 – Budget Report 2026/27	
	<ul style="list-style-type: none">The minimum level of Reserves be agreed at £50,000 for 2026/2027.	CLOSED – Amount noted.
	<ul style="list-style-type: none">The Budget for 2026/2027 provided at Appendix A, be approved.	CLOSED – Approved.
	<ul style="list-style-type: none">The Precept for 2026/2027 be increased by 3% to £117.89 per Band D Property, £194,872.17.	CLOSED – Precept noted.
	<ul style="list-style-type: none">£5,000 is held in earmarked reserves in respect of election costs.	CLOSED – Amount noted.
	<ul style="list-style-type: none">The City and County of Swansea be informed of the Precept figures by 31st January 2026.	CLOSED – Email / letter sent.
27)	15/01/26 – Council – Minute No. 87a – Accounts for Payment	
	<ul style="list-style-type: none">Quotation 1 – the verbal quotation for emergency repair work at Penclawdd Rugby Pavilion for £100 provided to the Chair by Penclawdd Forge, be approved.	ONGOING



	<ul style="list-style-type: none">Quotation 3 – the quotation for £471.70 plus VAT provided by Swansea Council and the proposal to consult with residents at Riverside, Llanmorlais regarding the installation of the three-tier planter, be approved.	CLOSED – Letter delivered to residents on 21 st January 2026 and no objections received.
	<ul style="list-style-type: none">Quotation 4 – the quotation for £12,387.52 provided by Jonathan Davis, recommended for approval by the Finance Committee, for the Supply & Fitting of Pitch Barriers at Parc Dan Y Graig, be approved (Noted that Penclawdd AFC would also be contributing towards the costs).	ONGOING
	<ul style="list-style-type: none">Quotation 5 – the quotation for £897.87 plus VAT provided by Jonathan Davis for the installation of ACO drainage channels to Llanmorlais Hall Car Park, be approved.	ONGOING
	<ul style="list-style-type: none">Quotation 6 – the request by the Community Shed to use the storage shutters within Graig Y Coed Pavilion to store the woodland tools, be approved.	CLOSED
	<ul style="list-style-type: none">Quotation 7 – the quotation for £769 plus VAT provided by Total Sound Solutions, recommended for approval by the Finance Committee, for Sound Provision at Remembrance Sunday 2026, be approved.	CLOSED – Quotation approved.
	<ul style="list-style-type: none">Quotation 8 – the quotation received in respect of clearing vegetation from the fence at Parc Dan Y Graig, be placed on hold.	ONGOING
	<ul style="list-style-type: none">Quotation 9 – the Clerk be requested to obtain 3 quotations in respect of repairing a grave at Parc Hendy Cemetery, where no family members can be traced.	CLOSED – Quotations requested.
	<ul style="list-style-type: none">Quotation 10 – the quotation for ££1,380 plus VAT provided by Jonathan Davis for the removal / replacement of trees at Graig Y Coed, be approved.	CLOSED – Works completed.
	<ul style="list-style-type: none">Quotation 11 – the quotation for £160 plus VAT provided by Edge IT to increase the finance band from band 4 to band 5, allowing up to £500k of income per annum, be approved.	ONGOING
	<ul style="list-style-type: none">Quotation 12 – the Clerk / Chair be given authority to negotiate a price to clear fly-tipping at Hermon Car Park.	CLOSED – Fly-tipping cleared for £300 plus VAT.
28)	15/01/26 – Council – Minute No. 89 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none">Foreshore Car Park – The Clerk updated the Council regarding the ongoing legal action and added that there would be a court hearing on 3rd March 2026.	ONGOING
	<ul style="list-style-type: none">Additional Parking on Benson Estates Land - the Clerk be given authority to negotiate a lease / planning permission / progress with Benson Estates.	ONGOING
	<ul style="list-style-type: none">Memorial Gardens – Councillor Leanne Davies proposed that the Council considers installing a bandstand within the Memorial Gardens to allow events to be held. Councillor Melissa Roberts also proposed that a flagpole also installed at the Memorial Gardens. The items be included on the 5-year capital programme managed by the Finance Committee.	ONGOING
	<ul style="list-style-type: none">Station Platform – Councillor James Matthews proposed that the Council considers installing some form of ceramic style tiles depicting a historical scene relating to the area. Further research be undertaken and the issue be discussed at a future meeting.	ONGOING



29)	15/01/26 – Council – Minute No. 90 – Swansea Council Issues	
	<ul style="list-style-type: none">• New village signs – These had been installed. However, there was an issue with the Penclawdd sign at Berthlwyd, which was being addressed by Highways.	CLOSED
	<ul style="list-style-type: none">• Blocked gulleys – Councillor Leanne Davies highlighted blocked gulleys and the poor road surface at the Rhallt, Llanmorlais. The Ward Member would report the gulleys to Highways.	ONGOING
	<ul style="list-style-type: none">• Planning - Councillor Melissa Roberts requested an update regarding the bricked-up windows at the Bellevue Studios, Bellevue, Penclawdd. The Ward Member would seek a progress update.	ONGOING



Report of the Clerk

Llanrhidian Higher Community Council – 12th February 2026

Local Government Pension Scheme Discretions Policy

Purpose:	This report provides for approval the Community Council's Local Government Pension Scheme Discretions Policy.
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Report Author:	Jeremy Parkhouse
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1. Introduction

1.1 The Community Council Local Government Pension Scheme Discretions Policy is attached for approval at Appendix A. The approval is a requirement of the City & County of Swansea Pension Fund.

2. Recommendations

It is recommended that: -

- 1) The Community Council's Local Government Pension Scheme Discretions Policy provided at Appendix A, be approved.
- 2) The Policy be published on the Community Council website.

Appendix A – Local Government Pension Scheme Discretions Policy.

Jeremy Parkhouse
Clerk to the Community Council
3rd February 2026

Llanrhidian Higher Community Council

LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS

SCOPE

The policy and procedure set out in this document applies to all employees, who are employed under the terms and conditions of Llanrhidian Higher Community Council who have elected to join the Local Government Pension Scheme

Date of Issue: February 2026

1. Introduction

- 1.1 This document sets out below the discretions to be applied within Llanrhidian Higher Community Council.
- 1.2 In formulating and reviewing its policy, Llanrhidian Higher Community Council must have regard to the extent to which the exercise of its discretionary powers could lead to serious loss of confidence in the public service.
- 1.3 Whilst this Policy Statement sets out the general position, the Authority must consider every application on its merit. Where there are extraordinary or justifiable circumstances, a departure from policy may be appropriate.

2. Mandatory Discretions under LGPS 2014

- 2.1 Scheme employers, participating in the LGPS in England and Wales are required to formulate, publish and maintain a written statement of policy on certain discretions set out in the Local Government Pension Scheme Regulations.
- 2.2 **Funding of Additional Pension – R16(2)(e) & R16(4)(d)**

Employers will determine whether, how much, and in what circumstances to contribute to a Shared Cost Additional Pension Contribution (SCAPC).

Policy

The Council will look at each request on a case-by-case basis.

- 2.3 **Flexible Retirement – R30(6) & TP11(2)**

Employers will determine whether to permit an application for flexible retirement for an active LPGS member, age 55 or over who, reduce their working hours or grade, and, if so: -

- Whether, in addition to the benefits accrued prior to 1 April 2008 (which must be paid), to permit the member to choose to draw:
- All, part or none of the pension benefits accrued after 31 March 2008 and before 1 April 2014 and/or
- All, part or none of the pension benefits accrued after 31 March 2014
- Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement

Policy

The Council will consider the merits of the application submitted.

2.4 Waiving of actuarial reduction – R30(8)

Employers will determine whether to waive any actuarial reduction that would be applied to an active LGPS member, age 55 or over who, either voluntary retires or is granted flexible retirement.

Policy

The Council will look at each request on a case-by-case basis.

2.5 Award of Additional Pension – R31

Employers will determine whether to grant extra annual pension of up to £6,500* to an active LGPS member or within 6 months of leaving to a member whose employment was terminated in the grounds of redundancy or business efficiency.

* Figure at 1 April 2014. This figure will be increased each April (starting April 2015) under the Pension (Increase) Act 1971 (as if it were a pension with a PI date of 1 April 2013)

Policy

Generally, the Council will exercise its discretion not to allow such awards except in exceptional circumstances. Such cases would be subject to the submission of a robust business case, identifying the true costs of such an award.

2.6 Switch back on the 85-year rule – TP Sch 2 paras 1(2) and 2(2)

Employers will determine whether to switch back on the 85-year rule for members voluntarily retiring on or after age 55 and before age 60.

Policy

The Council will consider the merits of the application submitted.

2.7 Whether to waive any actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement (where the member has both pre 1st April 2014 and post 31st March 2014 membership).

Policy

The Council will consider the merits of the application submitted.

- a) On compassionate grounds (pre 1st April 2014 membership) and in whole or in part on any grounds (post 31st March 2014 membership) if the member was not in the Scheme before 1st October 2016.

Policy

The Council will consider the merits of the application submitted.

- b) On compassionate grounds (pre 1st April 2014 membership) and in whole or in part on any grounds (post 1st March 2014 membership) if the member

was in the scheme before 1st April 2006, will not be 60 by 31st March 2016 and will not attain 60 between 1st April 2016 and the 31st March 2020 inclusive.

Policy

The Council will consider the merits of the application submitted.

- c) On compassionate grounds (pre 1st April 2016 membership) and in whole or in part on any grounds (post 31st March 2016 membership) if the member was in the Scheme before 1st October 2006 and will be 60 by 31st March 2016.

Policy

The Council will consider the merits of the application submitted.

- d) On compassionate grounds (pre 1st April 2020 membership) and in whole or in part on any grounds (post 31st March 2020 membership) if the member was in the Scheme before 1st October 2006 and will not be 60 by 31st March 2016 and will attain 60 between 1st April 2016 and 31st March 2020 inclusive.

Policy

The Council will consider the merits of the application submitted.

3. Optional Discretions under LGPS 2014

- 3.1 There are a number of other discretions which Scheme employers may exercise under the LGPS Regulations 2013, where a written policy is not required; however, it is appropriate that these are listed to ensure clarity on the employer's stance on these matters.

Funding of Additional Voluntary Contributions – R17(1)

Employers will determine whether, how much, and in what circumstances to contribute to a Shared Cost Additional Voluntary Contribution (SCAVC).

Policy

The Council has determined that it will not fund SCAVCs due to the increased costs associated.

Permit a late transfer in of previous pension rights – R100(68)

Employers, with the agreement of the City and County of Swansea Pension Fund, will determine whether to permit a Scheme member to elect to transfer other pension rights into the LGPS if the member has not made an election within 12 months of joining the Scheme.

Policy

Extensions only to be allowed in exceptional circumstances and where the delay was outside of the member's control.

3.4 Permit a late election to retain separate LGPS benefits – R22(7)(b) &R22(8)(b).

Employers will determine whether to permit an extension to the 12 month time limit within which a Scheme member may elect not to aggregate a previous deferred benefit with their new LGPS employment (or ongoing concurrent LGPS employment).

Policy

Extensions only to be allowed in exceptional circumstances and where the delay was outside of the member's control.

3.5 Allocation of pension contribution band – R Sch 2, Part 3, para 12(c)

Employers will determine how the pension contribution band to which an employee is to be allocated on joining the Scheme and at each subsequent April will be decided and the circumstances in which the contribution band will be reviewed in the course of a Scheme year

Policy

All fixed, regular payments which are considered pensionable are taken into account. Regular reassessments and re-bandings will take place to take into account, for example, pay awards, increments and promotions.

3.6 Calculation of assumed pensionable pay R21(5)

Employers will determine whether to include the amount of any 'regular lump sum payment', received by the member in the 12 months preceding the commencement of a period of absence or the date at which ill health retirement or death occurred, in the calculation for assumed pensionable pay. A 'regular lump sum payment' is a payment for which the member's employer determines there is a reasonable expectation that such a payment would be paid on a regular basis.

Policy

Generally, a lump sum payment made in the previous 12 months will not be considered a "regular lump sum", however each case will be considered on its merits.

3.7 Whether, subject to qualification, to substitute a higher level of pensionable pay when calculating assumed pensionable pay (APP)

When a member is:

- on reduced contractual pay or no pay due to sickness or injury, or
- absent during ordinary maternity, paternity or adoption leave, or paid shared parental leave, or during paid additional maternity or adoption leave, or
- absent on reserve forces service leave, or
- retires with a Tier 1 or Tier 2 ill health pension, or
- dies in service

if, in the Scheme employer's opinion, the pensionable pay received in relation to an employment (adjusted to reflect any lump sum payments) in the 3 months

(or 12 weeks if not paid monthly) preceding the commencement of Assumed Pensionable Pay (APP), is materially lower than the level of pensionable pay the member would have normally received, decide whether to substitute a higher level of pensionable pay when calculating APP, having had regard to the level of pensionable pay received by the member in the previous 12 months [regulations 21(5A) and 21(5B) of the LGPS Regulations 2013]. Although, this discretion is **NEW**, its effective date is backdated to 1 April 2014 by way of regulation 7 of the LGPS (Amendment) Regulations 2018.

4. Summary of the discretions to be exercised on and after 1 April 2014 in relation to scheme members (excluding councillor members) who ceased active membership between 1 April 2008 and 31 March 2014

- 4.1 Scheme employers are required to prepare, publish and review a written policy in relation to: -
- 4.2 **Early payment of deferred pension benefits – B30(5) & (TPSch2 Para 2 (1)).**

Employers will determine whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30 (member).

Policy

The Council will consider the merits of the application submitted.

- 4.3 Whether to “switch on” the 85-year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

Policy

The Council will consider the merits of the application submitted.

- 4.4 Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A (pensioner member with deferred benefits).

Policy

The Council will consider the merits of the application submitted.

- 4.5 **Waive actuarial reduction on compassionate grounds – B30(5) & TPSch2 Para 2(1).**

Employers will determine whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to deferred benefits or suspended tier 3 ill health pensions which are paid before age 65.

Policy

The Council will consider the merits of the application submitted.

5. **Summary of the discretions to be exercised on and after 1 April 2014 in relation to active councillor members, councillor members who ceased active membership on or after 1 April 1998 and any other scheme members who ceased active membership between 1 April 1998 and 31 March 2008.**

5.1 Scheme employers are required to prepare and keep under review a written policy in relation to: -

5.2 **Early payment of pension benefits – 31(2)**

Employers will determine whether to grant applications for the early payment of pension benefits on or after age 50 and before age 60.

Policy

The Council will consider the merits of the application submitted.

5.3 **Waive actuarial reduction on compassionate grounds – 31(5) & TPSch2 Para 2(1).**

Employers will determine whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to benefits which are paid before age 65.

Policy

The Council will consider the merits of the application submitted.

5.4 Whether to “switch on” the 85-year rule for a member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60.

Policy

The Council will consider the merits of the application submitted.

5.5 Optants out only to get benefits paid from NRD if employer agrees.

Policy

The Council will consider the merits of the application submitted.

6. **Summary of the discretions to be exercised on and after 1 April 2014 in relation to scheme members who ceased active membership before 1 April 1998**

6.1 Scheme employers are recommended to formulate, publish and keep under review a statement of policy in relation to: -

6.2 **Early payment of deferred pension benefits – D11(2)(c)**

Grant application for early payment of deferred benefits on or after age 50 on compassionate grounds. Although the common provisions of the 1997 Transitional provisions regulations do not specify regulation D11 (2)(c), their intention was that it should apply to this regulation.

7. **Summary of the discretions to be exercised under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.**

7.1 Scheme employers are required to formulate, publish and keep under review a statement of policy on two discretions under the above regulations and must be satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.

7.2 **Calculation of Redundancy Payment**

Employers will determine whether to base a redundancy payment on an employee's actual week's pay where it exceeds the statutory weeks' pay limit.

Policy

The Council exercises its discretion to base redundancy payments on an actual weeks, pay up to capped statutory limit, except where there is a justifiable case.

7.3 **Make a termination payment**

Employers will determine whether to make a termination payment (inclusive of any redundancy payment) of up to a maximum of 104 weeks' pay.

A termination payment cannot be made if an employer makes an award of augmented membership (2007 regulations) or additional pension (2013 regulations).

Policy

The Council exercises its discretion to award an enhanced redundancy payment of up to 45 weeks' pay, depending upon age and length of service, calculated on actual weekly pay where there is a justifiable case.

8. **Summary of the discretions to be exercised under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000**

8.1 Although the 2000 Compensation Regulations have been revoked, they still apply to any Compensatory Added Years previously awarded by a Scheme employer before 1 April 2007.

8.2 Scheme employers, who made awards of Compensatory Added Years are required to formulate, publish and keep under review a statement of policy under the above regulations and must be satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.

8.3 **Abatement of annual compensatory added years' payment 25 (2)**

Employers will determine how a person's annual compensatory added years' payment is to be abated during, and following the cessation of, any period of re-employment by an employer who offers LGPS membership.

Policy

The Council will consider the merits of the application submitted.

8.4 Mandatory discretion - To what extent to reduce or suspend a person's annual compensatory added year's payment during any period of re-employment in local government and thereafter?

To what extent a person's annual compensatory added years payment is to be abated (reduced or suspended) during, and following the cessation of, any period of re-employment by an employer who offers membership of the LGPS to its employees, regardless of whether or not the employee chooses to join the LGPS (except where the employer is an admitted body, in which case abatement only applies if the person is an active member of the LGPS in the new employment) [regulations 17 and 19 - Parts VI and VII of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000].

8.5 Apportionment of annual compensatory added years 21 (4)

Employers will determine how any surviving spouses or civil partner's annual compensatory added years is to be apportioned where the deceased is survived by more than one spouse or civil partner.

Policy

The Council will consider the merits of the application submitted.

8.6 Suspension of spouse's annual compensatory added years 21 (7)

Employers will determine whether the annual compensatory added years, paid to a spouse of a person who ceased employment before 1 April 1998, will continue to be paid if they remarry, enter into a civil partnership or cohabit after 1 April 1998.

Policy

The Council will consider the merits of the application submitted.

8.7 If, under the proceeding decision, the authorities policy is to apply the normal suspension rules, whether the spouses or civil partners annual compensatory added year's payment should be re-instated after the end of the re-marriage, new civil partnership or co-habitation.

Policy

The Council will consider the merits of the application submitted.

8.8 Whether, in respect of the spouse or civil partner of a person who ceased employment before 1st April 1998 and where the spouse or civil partner remarries or co-habits or enters into a civil partnership on or after the 1st April 1998 with another person who is also entitled to a spouses or civil partners annual CAY payment, the normal rule requiring one of them to forego payment whilst the period of marriage, civil partnership or cohabitation lasts, should be disapplied i.e. whether the spouses or civil partners' annual CAY payments should continue to be paid to both of them.

Policy

The Council will consider the merits of the application submitted.

8.9 Whether and to what extent to reduce or suspend the members annual compensatory added year's payment during any period of re-employment within local government.

Policy

The Council will consider the merits of the application submitted.

8.10 How to reduce the member's annual compensatory added year's payment following the cessation of a period of re-employment in local government.

Policy

The Council will consider the merits of the application submitted.

9. Summary of the discretions to be exercised under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

9.1 Scheme employers are required to formulate, publish and keep under review a statement of policy under the above regulations and must be satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs.

9.2 Injury Awards 3 (1)

Employers will determine whether to make an injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and, in consequence:

- Suffer a reduction in remuneration.
- Cease to be employed as a result of an incapacity which is likely to be determined and which was caused by the injury or disease.
- Die leaving a surviving spouse, civil partner or dependant.

Policy

Where an employee clearly suffers a reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out their duties then the Council may exercise its discretion and consider each case on its own merits and medical advice.

9.3 Amount of Injury Award 3(4) & (8)

Where a policy to make injury award payments exists, employers will determine the amount of injury allowance to be paid

9.4 To determine whether a person continues to be entitled to an injury allowance under regulation 3(1) (Reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carry out duties of the job).

Policy

The Council will consider the merits of the application submitted.

9.5 Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.

Policy

The Council will consider the merits of the application submitted.

9.6 Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining and injury or contracting a disease in the course of carrying out the duties of the job.

Policy

The Council will consider the merits of the application submitted.

9.7 Determine whether a person continues to be entitled to an injury allowance awarded under regulation 4(1) (loss of employment through permanent incapacity).

Policy

The Council will consider the merits of the application submitted.

9.8 Whether to suspend or discontinue injury allowance awarded under regulation 4(1) (loss of employment through permanent incapacity). If person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.

Policy

The Council will consider the merits of the application submitted.

9.9 Whether to grant an injury allowance following cessation of employment with entitlements to immediate LGPS pension where a regulation 3 payment (reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job) was being made at date of cessation of employment but regulation 4 (loss of employment through permanent incapacity) does not apply.

Policy

The Council will consider the merits of the application submitted.

9.10 Determine whether and when to cease payment of an injury allowance payable under regulation 6(1) (payment of injury allowance following the cessation of employment).

Policy

The Council will consider the merits of the application submitted.

9.11 Whether to grant an injury allowance to the spouse, civil partner, cohabiting partner (the requirement to nominate a cohabiting partner has ceased entirely under these regulations due to the outcome of the Elmes v Essex high court judgement) or dependent of an employee who dies as a result of

sustaining an injury or contracting a disease in the course of carrying out duties of the job.

Policy

The Council will consider the merits of the application submitted.

- 9.12 To determine an amount of any injury to be paid to the spouse, civil partner, nominated cohabitating partner (for awards made on or after the 1st April 2008 the requirement to nominate a cohabitating partner has ceased due to the outcome of the Elmes v Essex high court judgement) or dependent of an employee under regulation 7(1) (employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job).

Policy

The Council will consider the merits of the application submitted.

- 9.13 To determine whether and when to cease payment of any injury allowance payable under regulation 7(1) (employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job).

Policy

Each case will be considered on its own merits in accordance with the regulations but must not exceed the pay that would have been applicable if the injury or disease had not occurred.

10 Miscellaneous

- 10.1 Any change to the discretions exercised under the LGPS Regulations can take immediate effect from the date the changes to the policies are agreed.
- 10.2 Any change to the discretions exercised under the Discretionary Compensation Regulations 2000, the Discretionary Compensation Regulations 2006 or the Injury Allowances Regulations 2011 cannot take effect until one month after the date the statement of the amended policy is published.
- 10.3 A copy of any revised policy should also be sent to the City and County of Swansea Pension Fund within one month of its revision .

Signed.....

Date.....



Council – 12th February 2026

Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

The internal and external of the old changing rooms will be painted by Penclawdd AFC volunteers. The Community Council has agreed to cover the cost of materials.

Penclawdd AFC volunteers have identified potential grant funding and will be present at the Council meeting on 12th February 2026 to outline their proposals. **For Discussion**

2. Parc Hendy Cemetery

The surveyor's updated design was approved in September 2023. Drainage work to the new burial area and the repair of the top boundary wall have been added to the Council's 5-year capital projects plan.

A resident has asked for a solution to a damaged grave which is sliding down the hill and is destabilising their ancestor's grave which is adjacent to the damaged grave. The family of the damaged grave cannot be traced. The Clerk will be presenting quotations for discussion.

3. Foreshore Car Park / Penclawdd Playground

A County Court Judgement has been obtained in respect of the boating equipment in the car park. Some items have been removed, with the remaining items owned by the person concerned being removed early in January 2026. There may be additional items of unknown ownership which will also have to be removed.

Further discussions are also needed regarding organising alternative parking for cockle gatherers. The matter was discussed in January 2026 and Benson Estates have been contacted but had not responded to date.

4. Memorial Gardens

The noticeboard is in a poor state of repair owing to a broken seal / lock following storm damage.

5. Recreation Ground / Bowls Green

The French drain on the bank side of the rugby pitch will be monitored for the next year. The new fencing at the Greenacres access to the ground has been installed.



The quotation to redress the roadway running from the Rugby Club car park to the Bowls Pavilion car park was approved and is included in the Ground Maintenance Contractor's work programme.

6. Crofty Playground

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

7. Llanmorlais Changing Rooms / MUGA / Recreation Ground

A replacement door is required for the storage shed next to the changing rooms. The additional drainage work in the car park will be monitored over the next year. The carnival equipment / chairs need to be moved into storage containers.

The Community Council files need to be moved to Penclawdd Community Centre.

8. Mount Hermon Cemetery & Car Park

A request has been received to repair a bench in the graveyard in memory of a family member. This was approved and would be arranged by the family who requested to complete the work.

The fly-tipping at Mount Hermon Car Park has been removed.

9. Graig Y Coed

New roller shutters were installed for the storage area and kitchen at the Pavilion. The Community Shed are in the process of storing wood behind the shutters in the changing rooms. A building surveyor is required to assess the building, particularly the kitchen area.

10. Defibrillators

NHS have been checking defibrillator units and queried the units at the Memorial Gardens and Llanmorlais Recreation Ground. The new units at Memorial Gardens and Llanmorlais Hall have been installed, with bleed kits included.

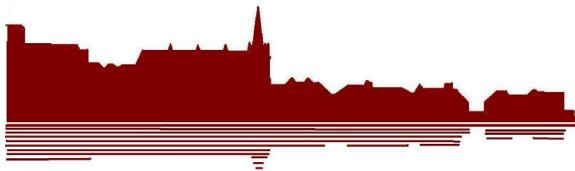
11. Risk Inspections

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

Councillors are to check sites under their responsibility on a regular basis. The Finance Committee monitors the Council's risks on a quarterly basis.

12. Graig Y Coed Woodland Project / Community Shed

The Shed wood use the shutters within the changing rooms as storage.



13. Asset Transfer Request – Layby opposite Graig Y Coed

No progress has been made on the asset transfer of the land. The Clerk has contacted Swansea Council for an update.

14. Dunraven / Quarry at Victoria Road

The Clerk has instructed the Council's solicitors to register the land at Dunraven and the Quarry with the Land Registry.

15. Land at Llanmorlais Cross

The owner of the land has indicated that they are interested in selling the land and the instructions of the Community Council are sought. **For Discussion**

16. Penclawdd Community Centre

The Chair requested that supporting Penclawdd Community Centre Committee be discussed at the meeting scheduled for 12th February 2026.

For Discussion

**Jeremy Parkhouse,
Clerk to Llanrhidian Higher Community Council,
3rd February 2026**

Item No. 11

Council – 12th February 2026

Swansea Council Issues

1) Report of the Penclawdd Ward Member – Swansea Council.

Report of Councillor Andrew Williams, Pen-clawdd Ward Member on Swansea Council on issues dealt with since the previous Community Council meeting: -

1)	I have attended all routine meetings including Council and Cabinet. I also attended the Gower Forum in Reynoldston and Holocaust Day service.
2)	I have met with the Local Area Co-ordinator (LAC) to discuss local issues.
3)	A donation of £1000 was made to Penclawdd AFC for pitch side fencing.
4)	A donation of £500 was made to Llanmorlais Hall to address rising damp issues.
5)	New place name signs have been erected across the Ward.
6)	Litter picking has been carried out in the Ward.
7)	A donation of £150 was made to Penclawdd Primary School to cover transport costs for the visit to the Guildhall in February to debate in the Council Chamber and meet the Lord Mayor of Swansea.
8)	Complaints have been received from residents regarding dog fouling outside Penclawdd Community Centre. I have sought advice from Environment Health and have informed the Police.

2) Planning Applications.

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

3) Footpaths, Cycle Paths and Bridleways.

No report.

3rd February 2026