

To: All Members of Llanrhidian Higher Community Council

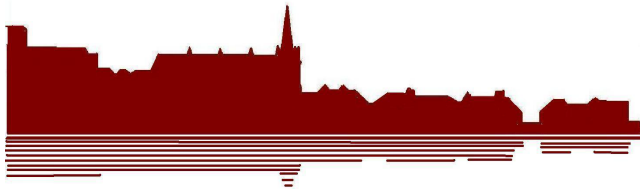
Dear Councillor,

You are hereby summoned to attend the ANNUAL MEETING of LLANRHIDIAN HIGHER COMMUNITY COUNCIL to be held at 7.00 p.m. on Thursday, 21st May 2026 at Penclawdd Community Centre.

Public questions are included at Item No.7 and must relate to items listed on the agenda. To access the meeting remotely via the telephone, please contact clerk@llanrhidianhighercommunitycouncil.co.uk two working days before the day of the meeting to receive an invitation.

AGENDA

		Page No.
1.	To Elect a Chair for the 2026/2027 Municipal Year.	
2.	To Elect a Vice-Chair for the 2026/2027 Municipal Year.	
3.	Apologies for absence.	
4.	To receive Disclosures of Personal and Prejudicial Interests.	3-4
5.	To Approve and Sign as a Correct Record the Minutes of the meeting of Council held on 16 th April 2026.	5-11
6.	Chair's Announcements.	
7.	Public Question Time. (10 Minutes) <i>Questions must relate to items listed on the agenda.</i>	
8.	Community Reports.	
a)	Police Report on Local Matters. (Verbal)	
	Business to be Transacted: -	
9.	To Review and Adopt Standing Orders, Financial Regulations, Annual Report 2025/25 & Annual Plan 2026/27: -	12-13
	a) Llanrhidian Higher Community Council Model Standing Orders.	14-38
	b) Llanrhidian Higher Community Council Model Financial Procedure Rules.	39-57
	c) Annual Report 2025-2026.	58-62
	d) Annual Plan 2026-2027.	63-66



10.	a) Democracy & Boundary Commission Cymru (DBCC) Annual Report 2026-2027.	67-69
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12.	Reports of the Clerk.	95-96
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	f) Action Plan – Previous External Audit Recommendations.	115-117
13.	Committee / Working Group Reports – No Reports.	
14.	Council Property / Community Projects / Burial Grounds.	118-120
15.	City and County of Swansea Issues.	121
	a) Report of the Pen-clawdd Ward Member.	
	b) Planning Applications for Consideration.	
	c) Footpaths, Cycle Paths and Bridleways.	
16.	Reports of Delegate’s on Outside Bodies. (Verbal)	
	Next Meeting: - Council Meeting at 7 p.m. on Thursday, 18 th June 2026 at Penclawdd Community Centre.	
	<i>Jeremy Parkhouse</i>	

Jeremy Parkhouse - Clerk to the Community Council
13th May 2026

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

Item No. 4
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.

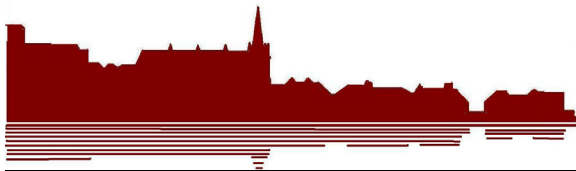
1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 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

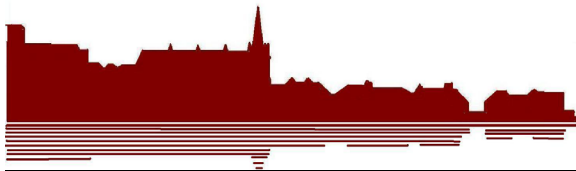
Officers

Financial Interests

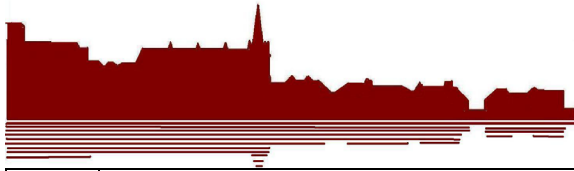
1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part 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.



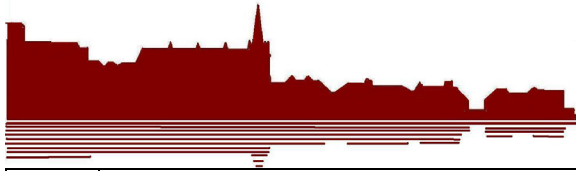
Minutes of the Meeting of Council	
Held at Penclawdd Community Centre	
On Thursday, 16th April 2026 at 7.00pm.	
Present:	Councillor Paul Tucker (Chair) presided
Councillors:	Huw Davies, Russell Garrington, Sarah Hughes, Melissa Roberts, Andrew Williams and Adam Woolliscroft.
Officers:	Jeremy Parkhouse - Clerk to the Community Council
Also Present:	Matthew Tucker – Penclawdd AFC
115.	Condolences
	The Chair referred with sadness to the recent deaths of Councillor Paxton Hood-Williams, a former Chair of the Community Council and Jamie Collins, a local student who had passed away in tragic circumstances in Bristol. All present stood as a mark of sympathy and respect.
116.	Apologies for Absence
	Apologies for absence were received from Councillors Leanne Davies, James Matthews and Mike Sheehan.
117.	Declarations of Interest
	In accordance with the Code of Conduct adopted by Llanrhidian Higher Community Council, the following interests were declared: -
	Councillors Melissa Roberts and Paul Tucker declared personal and prejudicial interests in Minute No.121 – Public Question Time and left the meeting during consideration of the item.
	Councillor Paul Tucker also declared a personal interest in Minute No.123 a) Accounts for Payment.
118.	Minutes
	Resolved that the Minutes of the meeting held on 19th March 2026 be approved and signed as a correct record.



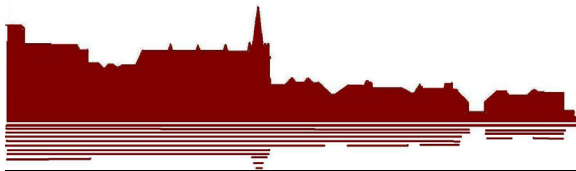
119.	Chair's Announcements
	None.
	(*Noted – Councillors Melissa Roberts, Paul Tucker and Andrew Williams left the meeting)
120.	Election of Chair Pro-tem
	Resolved that Councillor Adam Woolliscroft be elected Chair Pro-tem for Minute No.121 – Public Question Time.
	(Councillor Adam Woolliscroft presided)
121.	Public Question Time
	Matthew Tucker, Penclawdd AFC asked the Community Council for financial support towards the final grant submission in respect of improvements to facilities at Parc Dan Y Graig.
	The Council debated the options available in detail.
	Resolved that: -
	1) The Council proceeds with the option for a 50-metre path on the Graig side of the pitch (previously agreed), with the addition of 53 metres path on the roadside, plus 13 metre join to the concrete behind the posts (nearest the changing rooms).
	2) The Council submits a grant application with a 20% contribution (£11,801.79) (£7,500 – Community Council and £4,301.79 – Penclawdd AFC) and 80% Football Association of Wales contribution (£47,207.16)
	3) The grant be submitted prior to the deadline of 30 th April 2026.
	(*Noted - Councillors Melissa Roberts, Paul Tucker and Andrew Williams returned to the meeting)
	(Councillor Paul Tucker presided)
122.	Community Reports – South Wales Police
	There were no South Wales Police officers present. The Council discussed the following: -



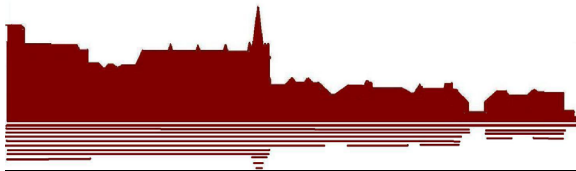
	<ul style="list-style-type: none"> • Parking around Parc Dan Y Graig – Residents had highlighted parking issues on match days, particularly parking on pavements, double-parking and parking across residents’ driveways.
	<ul style="list-style-type: none"> • Machete Incident outside CK’s Supermarket – It was reported that an incident had recently occurred where threats were made with a machete. The incident had been filmed and it was hoped that the Police would act accordingly.
	Resolved that: -
	1) The Clerk contacts South Wales Police to discuss the issues highlighted by residents and look for solutions.
	2) Councillor Andrew Williams investigates the cost of installing double yellow lines along a section of Hendy Road.
	3) The Clerk obtains quotation / proceeds with the installation of a H-bar at the entrance to Parc Dan Y Graig from Swansea Council.
123.	Reports of the Clerk
	a) Accounts for Payment / Quotations
	The accounts for payment were provided at Appendix A of the report.
	The following were also discussed: -
	<u>Additional Expenditure</u>
	<ul style="list-style-type: none"> • £504 – Penclawdd Community Centre – Room Hire. • £4,836 – Swansea Council – Trade waste for bins at Foreshore Car Park.
	<u>Additional Income</u>
	<ul style="list-style-type: none"> • £5,846.34 – VAT Refund – 1st January to 31st March 2026. • £2.14 – Project Account - Interest. • £22.62 – Reserve Account - Interest. • £250 – Additional inscription (non-resident) at Parc Hendy Cemetery.
	<u>Quotations</u>
	A list of quotations / outstanding issues was provided. It was noted that there were no quotations to approve and added that the quotations in respect of the additional sections of path at Parc Dan Y Graig would have to be approved.



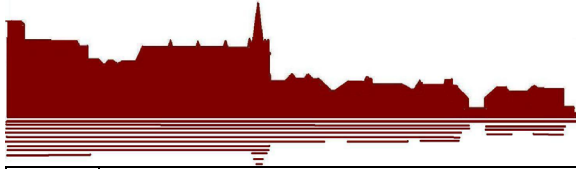
	1) The payments / additional payments / amendments be approved.
	2) The payments paid since 19th March 2026 meeting be noted and agreed.
	3) The income / additional income be noted.
	4) The bank reconciliation, bank transfers and bank account balances be noted and agreed.
	5) The CCLA investment income be noted.
	6) The Clerk queries the amount of the trade waste bill at the Foreshore Car Park.
	7) The Clerk writes to businesses in the vicinity of the Foreshore Car Park for donations towards the car park maintenance.
	b) To Monitor the Council Budget 2025-2026 and to Note the Council Budget 2026-2027
	The Clerk presented the end of year budget spend for 2025-26 and the Council budget for 2026-2027.
	He added that he was in the process of finalising the paperwork in respect of the audit of the accounts for the year ended 31 st March 2026.
	Resolved that the report be approved.
	c) Correspondence
	The correspondence reported by the Clerk was provided at Appendix C of the report. All correspondence was noted and actions / comments were made in respect of the following: -
	1) Transfer of St Gwynour's Cemetery – The progress update provided by the Church in Wales was noted. Resolved that the Cemetery be named St Gwynour's Cemetery.
	2) Welsh Government – Burry Inlet Cackle Fishery – The Council expressed concern regarding the health and safety of car park users, particularly the children using the playground, due to heavy machinery being required to offload the cackle catches. The lack of input from Somerset Trust, who own the slip, was noted. It was also noted that Welsh Government officers would be attending a meeting with the Council at 10 a.m. on 17 th April 2026.
	It was also highlighted that the Community Council supported the local cackle pickers in carrying out their business.



	3) D Rees – Parc Hendy Cemetery – The Clerk stated that he would write to Jamie Hitchins requesting payment of the permit fee which he had charged Mr Rees for but had not paid the Council or completed the relevant forms.
	<u>Additional Correspondence</u>
	<ul style="list-style-type: none"> J Ratti – Thanks for the work being undertaken by the Community Council and highlighted that another leaflet would be expected in the summer.
	<ul style="list-style-type: none"> Mrs Reynolds – Comments regarding the Planning Application at Parc Dan Y Graig. The Clerk stated that he had already responded.
	<ul style="list-style-type: none"> Ursula Jones, Swansea Council – Graig Y Coed Community Woodland Biodiversity Improvement Plan – Resolved that Ursula Jones be invited to attend the Finance Committee meeting in June 2026.
	d) Work Plan 2025/2026
	The report was provided for information.
	e) Community Council Action Tracker
	The report was provided for information.
	f) Draft Annual Report 2025-2026
	Resolved that the Draft Annual Report 2025-2026 be agreed and presented to the Annual Meeting with a recommendation of approval
	g) Draft Annual Plan 2026-2027
	Resolved that the Draft Annual Plan 2026-2027 be agreed and presented to the Annual Meeting with a recommendation of approval.
124.	Committee / Working Group Reports
	None.
125.	Council Property / Community Projects / Burial Grounds
	The Clerk presented a report regarding Community Council property, community projects and burial grounds. The following were discussed: -

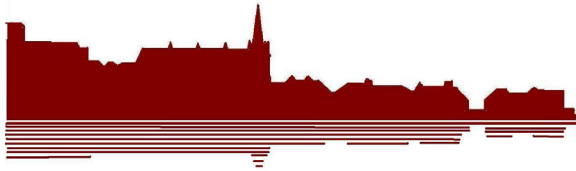


	1) Parc Hendy Cemetery – A tree had fallen and damaged the fencing to a neighbouring field which allowed sheep to enter the Cemetery and cause some damage. The fence had been repaired.
	2) Memorial Gardens – The need for a new plinth to house the wreaths was highlighted. The Clerk would progress the issue.
	3) Mount Hermon Chapel – Councillor Andrew Williams reported that he had been approached by a resident regarding returning the Chapel to its former state. It was noted that the Council had other priorities at present. Resolved that the request be noted.
	4) Defibrillators – The possibility of adding a new defibrillator at Llotrog was highlighted. Resolved that the Clerk investigates the land ownership and reports back to a future meeting.
	5) Dunraven – Resolved that 2 uncut areas be left at Dunraven to encourage biodiversity and the issue be highlighted to the Ground Maintenance Contractor.
126.	Swansea Council Issues
	a) Report of the Penclawdd Ward Member
	Councillor Andrew Williams (AW) provided a written report regarding the issues he had been involved with during the previous month. The following were also discussed: -
	1) The road defects on the B4295 Llanmorlais to Llanrhidian should have been repaired by contractors.
	2) Blaencedi Cottage – The works had been completed and the building would shortly be in use.
	c) Footpaths
	The Clerk confirmed that Swansea Council had put the work to maintain the footpaths in the Ward out to tender.
	Councillor Melissa Roberts highlighted that there was Himalayan Balsam found on the footpath and riverbank of the Morlais River. She added that the land belonged to Sketty Park Estate and requested that the Clerk contacts the Estate to highlight the issue. She also added that the Balsam found on the riverbank had grave implications for the bank going forward. Resolved that the Clerk contacts Sketty Park Estate to highlight the issue.
127.	Outside Bodies
	One Voice Wales – Swansea Area Committee – 13 th April 2026 – Councillor Russell Garrington attended.



Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

	The meeting ended at 8.57 p.m.
	Chair



Item No. 9

Annual Council – 21st May 2026

To Review and Adopt Standing Orders, Financial Regulations, Annual Report 2025/25 & Annual Plan 2026/27

1. To Review and Adopt Standing Orders

The Model Standing Orders (Wales) 2023 as drafted by One Voice Wales are presented for review and adoption. The document has been amended slightly to reflect local choice. The Model Standing Orders are attached at **Appendix A** and were approved by the Community Council in May 2025.

It is recommended that:

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

2. To Review and Adopt Financial Regulations

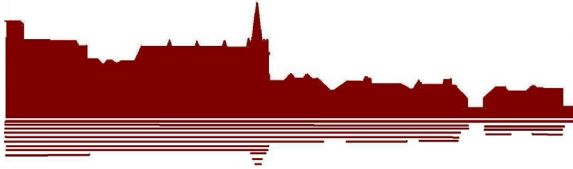
The Model Financial Regulations (Wales) as drafted by the National Association of Local Councils (NALC) and One Voice Wales (OVW) are presented for review and adoption. The document has been amended slightly to reflect local choice. The Model Financial Regulations are attached at **Appendix B**.

It is recommended that:

- 1) The Model Financial Regulations (Wales) provided at **Appendix B**, be adopted.
- 2) The Model Financial Regulations be placed on the Council website.

3. To Approve the Annual Report 2025/26

The Local Government and Elections (Wales) Act 2021 required that all Councils must provide an annual report, which will be due for publication as soon as practicable after 1st April in any given year.



The Community Council's Annual Report for 2025-2026 is based upon the Annual Plan 2025-2026, which gives information about the Community Council, the activities it carried out and progress against its priorities for 2025-2026.

The Annual Report is attached at Appendix C.

Recommendation: It is recommended that: -

- 1) The Annual Report 2025/26, provided at **Appendix C**, be approved.
- 2) The Annual Report 2025/26 be published on the Council website.

4. To Approve the Annual Plan 2026/27

Welcome to the Community Council's Draft Annual Report for 2026-2027.

The report gives information about the Community Council, the activities it carries out and its priorities for the forthcoming year.

A complete list of all Community Councillors is included within the report, where you will also find details of how to contact them.

The Annual Plan 2026/27 is attached at Appendix D.

Recommendation: It is recommended that: -

- 1) The Annual Plan 2026/27, provided at **Appendix D**, be approved.
- 2) The Annual Plan 2026/27 be published on the Council website.

Jeremy Parkhouse
Clerk to the Community Council
5th May 2026

Appendix A

MODEL STANDING ORDERS 2023 (WALES)

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Appendix A

INTRODUCTION

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

How to use model standing orders

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

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

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

Drafting notes

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

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

Appendix A

1. RULES OF DEBATE AT MEETINGS

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

Appendix A

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

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

Appendix A

- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

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

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place may be omitted if the meeting is held by remote means only.

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

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

b Multi-location meetings

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

Meetings Generally – Other.

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

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

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- **put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

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

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

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

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

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

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

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

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committee meeting.

- u **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- v A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

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

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

5. ORDINARY COUNCIL MEETINGS

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

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re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

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

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- xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xiv. Review of representation on or work with external bodies and arrangements for reporting back;
- xv. Review of inventory of land and other assets including buildings and office equipment;
- xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure;
- xix. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xx. Review of the Council's policy for dealing with the press/media;
- xxi. Review of the Council's employment policies and procedures;
- xxii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
- xxiii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

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by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

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

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

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

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- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

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- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

12. DRAFT MINUTES

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

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of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e Subject to standing order **20(a)** and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- f) **no later than seven working days of a council meeting, the council must publish electronically a note setting out:**

- **The names of the members who attended the meeting, and any apologies for absence;**
- **Any declarations of interest; and**
- **Any decisions taken at the meeting, including the outcomes of any votes.**

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

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

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14. CODE OF CONDUCT COMPLAINTS

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

15. PROPER OFFICER

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

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

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

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

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See also standing order 23;

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

See also standing order 23.

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

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

18. FINANCIAL CONTROLS AND PROCUREMENT

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

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

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

19. HANDLING STAFF MATTERS

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

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20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

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

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

24. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCILLORS

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

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

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

Appendix B



MODEL FINANCIAL REGULATIONS FOR COMMUNITY AND TOWN COUNCILS IN WALES

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of One Voice Wales. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In section 4, does the council have committees and how many years are forecast?
 - c) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - d) In 5.9, are online prices acceptable evidence?
 - e) In 5.13, 5.15 and 5.17, does the council have committees?
 - f) In 5.16, will a councillor ever be instructed to place an order?
 - g) In 5.20, is there a minimum level for official orders?

- h) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - i) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - j) Section 10 gives two alternatives, with or without petty cash.
 - k) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - l) 13.7 and 13.8 are removable if they don't apply to the council.
 - m) Much of Section 16 can be deleted if not applicable.
 - n) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years or not at all.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?

- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

Llanrhidian Higher Community Council Financial Regulations

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These Financial Regulations were adopted by the council at its meeting held on 19th June 2025.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* the Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the Finance Committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council or {Finance Committee}.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
 - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council or a committee of the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council.

- 3.9. Internal auditor may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by Accounts and Audit (Wales) Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the finance committee and council] at least annually in [October and November] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The Clerk will inform committees of any salary implications before they consider their draft budgets.}
- 4.3. No later than [November] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}
- 4.5. In appropriate cases, each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [October] each year.

- 4.6. The draft budget {with any committee proposals and [one-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.
- 4.7. Having considered the proposed budget and [one-year] forecast, the council shall determine its budget requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the publication of invitations and notices about the award of contracts.**
- 5.8. For contracts greater than [£5,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes.
- 5.9. Where the value is between [£2,000] and [£5,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract (for works, goods or services to the value of £5,000 excluding VAT in respect of the Ground Maintenance Contract);
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [the Clerk], under delegated authority, for any items below [£1,000] excluding VAT.
 - the Clerk, in consultation with two from the Chair of the Council, Vice Chair of the Council {or Chair of a committee}, for any items below [£2,000] excluding VAT.
 - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
 - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}

¹ The Regulations require councils to use the Sell2 Wales website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- the council for all items over [£5,000];

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£5,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [£2000] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by [the Clerk].

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the clerk and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [Lloyds bank]. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the Clerk]. {Where the certification of invoices is done as a batch, this shall include a statement by the Clerk that all invoices listed have been 'examined, verified and certified' by the Clerk}.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.
- 6.6. {For each financial year [the Clerk] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
 - i. {any payments of up to [£2,000] excluding VAT, within an agreed budget}.
 - ii. payments of up to [£5,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The Clerk shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, [the Clerk] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [10] councillors who will be authorised to approve transactions on

those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members].

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk] and will also be restricted to a single transaction maximum value of [£1,000] unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£500] including VAT, incurred in accordance with council policy.}

10. Petty Cash

10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated {personnel} committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant personnel committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The Clerk] shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the Clerk] and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. {The Clerk shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}

13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the Clerk shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}

15.4. {The Clerk shall be responsible for periodic checks of stocks and stores, at least annually.}

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit (Wales) Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to [the Finance Committee] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The Clerk shall negotiate all claims on the council's insurers {in consultation with the Chair, / Vice-Chair / Chair of personnel committee / chair of finance committee / chair of events and projects committee}.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

18.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

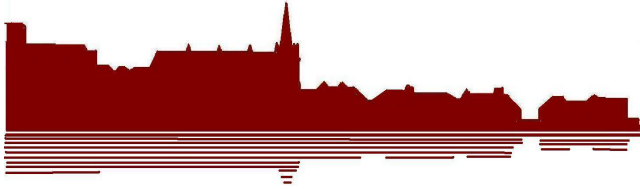
19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

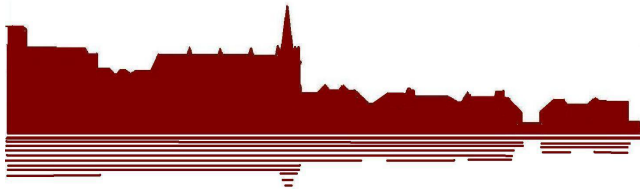


Llanrhidian Higher Community Council
Cyngor Cymuned Llanrhidian Uchaf

Appendix C

Llanrhidian Higher Community Council

Annual Report 2025-2026



Llanrhidian Higher Community Council

The Community Council consists of 10 Councillor positions who are appointed through election or co-option and the current term is from 2022-2027. Councillors were elected at the Local Government elections in May 2022 and their details are provided on the next page.

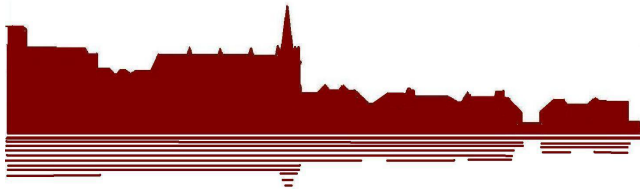
The Council employs one part-time employee who is the Clerk:

Mr Jeremy Parkhouse, Clerk and Responsible Finance Officer.

The Council meets ~~every month~~ each Municipal Year (except August & December when the Council is in recess), normally on the third Thursday of each month and holds its Annual Meeting during May. The dates of the Council meetings are provided in the report. The Council also has a Finance Committee (meets at least 4 times a year), a Personnel Committee (meets at least twice a year) and an Events & Projects Committee (meets at least twice a year).

All meetings are advertised on the Council's website www.llanrhidianhighercommunitycouncil.co.uk and on the noticeboard situated in the Memorial Gardens, Penclawdd.

The public are welcome to attend meetings and there is an item on every agenda where the public have up to 10 minutes to ask questions relating to any agenda items.



Councillors

Penclawdd Ward

Huw Davies (Independent)

cllr.h.davies@llanrhidianhighercommunitycouncil.co.uk

Russell Garrington (Independent)

cllr.r.garrington@llanrhidianhighercommunitycouncil.co.uk

Leanne Davies (Independent)

cllr.l.davies@llanrhidianhighercommunitycouncil.co.uk

Paul Tucker (Chair) (Independent)

Telephone: - 850496

Andrew Williams (Labour Party)

cllr.andrew.williams@swansea.gov.uk

Adam Woolliscroft (Independent)

cllr.a.woolliscroft@llanrhidianhighercommunitycouncil.co.uk

Llanmorlais Ward

Sarah Hughes (Independent)

cllr.s.hughes@llanrhidianhighercommunitycouncil.co.uk

James Matthews (Labour Party)

cllr.j.matthews@llanrhidianhighercommunitycouncil.co.uk

Melissa Roberts (Labour Party)

Telephone: - 851192

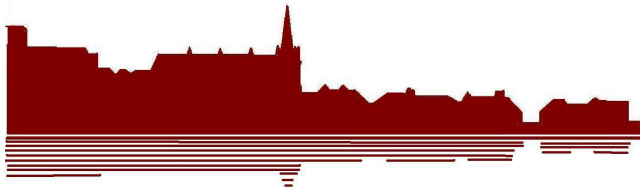
Mike Sheehan (Vice Chair) (Welsh Liberal Democrats)

cllr.m.sheehan@llanrhidianhighercommunitycouncil.co.uk

Clerk to the Community Council

Jeremy Parkhouse

clerk@llanrhidianhighercommunitycouncil.co.uk



DATES OF COUNCIL MEETINGS – 2025/2026

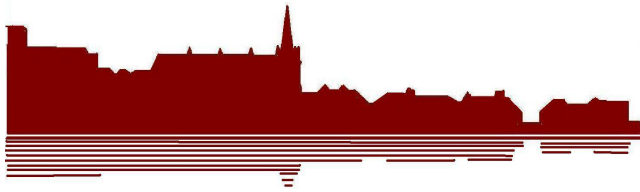
Meetings Commenced at 7 p.m. on the following dates: -

15th May 2025 (Annual Meeting)	-	Penclawdd Community Centre
19th June 2025	-	Penclawdd Community Centre
17th July 2025	-	Penclawdd Community Centre
August 2025	-	Council in Recess
18th September 2025	-	Penclawdd Community Centre
16th October 2025	-	Penclawdd Community Centre
20th November 2025	-	Penclawdd Community Centre
December 2025	-	Council in Recess
15th January 2026	-	Penclawdd Community Centre
12th February 2026	-	Penclawdd Community Centre
19th March 2026	-	Penclawdd Community Centre
16th April 2026	-	Penclawdd Community Centre

Community Council Property

The Council currently manages the following sites and employs a ground maintenance contractor to manage its property: -

- Penclawdd Recreation Ground, including the Rugby Pavilion, Bowls / Weights Pavilion, Bowls Green and Tennis Courts.
- Dan Y Graig Football Pavilion, Changing Rooms and Playing Field.
- Llanmorlais Recreation Ground, including Pavilion, MUGA, Tennis Courts, Skateboard Park and Playing Field.
- Graig Y Coed Playing Fields (1 Football and 1 Rugby) and Pavilion (Leased from Swansea Council).
- Crofty Playground (Leased from National Trust)
- Penclawdd Playground (Leased from Somerset Trust (Duke of Beaufort)).
- Foreshore Car Park, Penclawdd (Leased from Somerset Trust (Duke of Beaufort)).
- Memorial Gardens.
- Mount Hermon Chapel, Cemetery and Car Park, Penclawdd.
- Parc Hendy Cemetery, Penclawdd.
- Graig Y Coed Woodland Project (Leased from Swansea Council).
- Graig Y Coed Community Shed.



Financial Details

The Council's financial details for 2025/26 are as follows: -

- Council Precept – The Council Precept for 2025-2026 was £184,051.68 (£114.46 per Band D property).
- The total Income for 2025-2026 was £232,441.57.
- The total expenditure for 2025-2026 was £219,036.89.
- Annual Governance Statement for Years Ended 31st March 2022, 2024 and 2025 – Approved as 'unqualified' audits by Audit Wales (External Auditor).

Progress of Council Priorities

The Council agreed the following as its priorities for 2025/26: -

	Priority	Progress
1)	To work in partnership with the Penclawdd Ward Member to finalise Graig Y Coed Community Shed / Woodland project and associated works.	Graig Y Coed Community Shed was formally opened by Councillor Rob Stewart, Leader of Swansea Council in July 2025 and its membership and output continues to grow.
2)	To organise the 2025 Remembrance Sunday service.	The 2025 Remembrance Service was held on Sunday, 9 th November 2025.
3)	To continue to oversee the transfer of graves at Mount Hermon / Parc Hendy Cemeteries onto Edge IT software.	Progress is ongoing and will significantly increase in 2026/2027.
4)	To work towards the resolution of issues at the Foreshore Car Park.	The Council's appointed solicitors have not received a response from the Somerset Trust (Duke of Beaufort).
5)	To organise CPR training and to monitor the defibrillators within the Ward.	The training was organized in September 2026 and was well attended.

Llanrhidian Higher Community Council - Vision

'Working towards healthy, prosperous, caring, attractive and environmentally friendly communities'.

Core Values

The following core values set the foundation for Llanrhidian Higher Community Council, providing a clear direction for everything that happens within our day to day operations. Through applying these values into our decision making, we hope to achieve the aim of our vision statement.

Community:

Recognising the community has a right to be included in decisions that affect them. Our work will be community focused; working collaboratively with councillors, employees, contractors, partners and everybody in the community to understand and proactively respond to the changing needs of the people we serve.

Transparent:

We will develop a transparent culture and build visibility into our decision-making process and actions to build trust.

Integrity:

We uphold the highest standards of integrity in all that we do.

Respectful:

We will be respectful of each other, valuing the uniqueness and diversity of each individual and group within the community.

Collaborative:

We work in collaboration and promote positive communication and creativity.

Councillors

Penclawdd Ward

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cllr.h.davies@llanrhidianhighercommunitycouncil.co.uk

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Clerk to the Community Council

Jeremy Parkhouse

clerk@llanrhidianhighercommunitycouncil.co.uk

The Community Council consists of 10 Councillors, none of whom receive remuneration. Councillors are appointed through election or co-option and the current term is from 2022-2027. Councillors were elected at the Local Government elections in May 2027.

The Council employs one part-time employee who is the Clerk:

Mr Jeremy Parkhouse, Clerk and Responsible Finance Officer

The Council meets 10 times per year, normally on the third Thursday of each month and holds its Annual Meeting during May. The dates of the Council meetings are attached on the next page. The Council also has Finance, Personnel and Events & Projects Committees.

All meetings are advertised on the Council's website www.llanrhidianhighercommunitycouncil.co.uk and on the noticeboards situated in the Memorial Gardens, Penclawdd.

The public are welcome to attend meetings and there is an item on every agenda where the public have up to 10 minutes to ask questions relating to any agenda items.

DATES OF COUNCIL MEETINGS – 2026/2027

Meetings Commence at 7 p.m. on the following dates: -

21st May 2026 (Annual Meeting)	- Penclawdd Community Centre
18th June 2026	- Penclawdd Community Centre
16th July 2026	- Penclawdd Community Centre
August 2026	- Council in Recess
17th September 2026	- Penclawdd Community Centre
15th October 2026	- Penclawdd Community Centre
19th November 2026	- Penclawdd Community Centre
December 2026	- Council in Recess
14th January 2027	- Penclawdd Community Centre
18th February 2027	- Penclawdd Community Centre
18th March 2027	- Penclawdd Community Centre
15th April 2027	- Penclawdd Community Centre
20th May 2027 (First Annual Meeting)	- Penclawdd Community Centre

Council Property

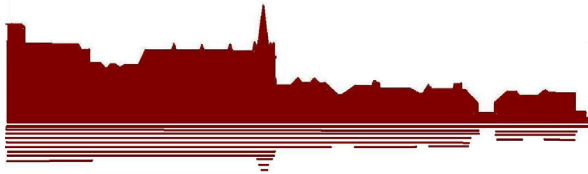
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- Parc Hendy Cemetery, Penclawdd.
- Graig Y Coed Woodland Project (Leased from Swansea Council).
- Graig Y Coed Community Shed.

Council Priorities

The Council has highlighted the following as its priorities for 2026/27: -

1)	To organise the 2026 Remembrance Sunday service.
2)	To continue to oversee the transfer of graves at Mount Hermon / Parc Hendy Cemeteries onto Edge IT software.
3)	To oversee the transfer of ownership of St Gwynour's Cemetery, Llanyrnewydd to the Community Council.
4)	To work towards the resolution of issues at the Foreshore Car Park.
5)	To organise CPR training and to monitor the defibrillators within the Ward.
6)	To continue with the training programme for Councillors / the Clerk.
7)	To oversee the increase in hours of the Clerk to full-time (37 hours a week).

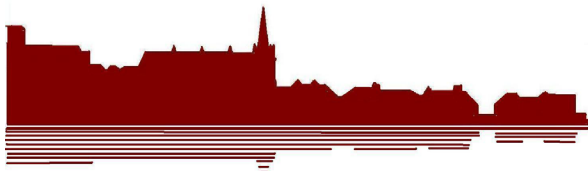


Item No. 10 a)

Annual Council – 21st May 2026

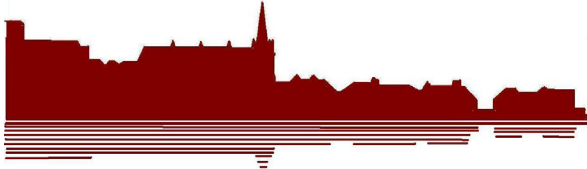
**Democracy & Boundary Commission Cymru
 (DBCC) Annual Report 2026-2027**

Purpose:	The report details the actions required from the Democracy & Boundary Commission Cymru (DBCC) Annual Report 2026-2027.														
Report Author:	Jeremy Parkhouse														
Recommendation:	It is recommended that: -														
	<ol style="list-style-type: none"> 1) The Reimbursement for Consumables payment be paid annually as a single amount of £156. 2) The Set Payment for Consumables payment be paid annually as a single amount of £52. 3) Should a Councillor leave or change their role during the financial year, the Clerk shall seek recovery of the relevant payment on a basis of 1/12 of the fee being equal to a month. The Council may decide to waive this requirement by way of a formal decision. 4) The Optional Payments listed below be payable on request from the relevant Councillor at the maximum rate determined by the DBCC: 														
	<table border="1"> <thead> <tr> <th>Payment - Group 4</th> <th>Requirement</th> </tr> </thead> <tbody> <tr> <td>Senior Role</td> <td>Optional. Up to 3 members. Note: Payable to Chairs of Finance & Events or Personnel Committees only.</td> </tr> <tr> <td>Mayor or Chair</td> <td>Optional. Up to a maximum of £1,500</td> </tr> <tr> <td>Deputy Mayor or Deputy Chair</td> <td>Optional. Up to a maximum of £500</td> </tr> <tr> <td>Attendance Allowance</td> <td>Optional. Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.</td> </tr> <tr> <td>Financial Loss</td> <td>Optional. The DBCC has determined that this payment should be aligned to the daily rate of ASHE. £134.90 for a full day & £67.45 for a half day.</td> </tr> <tr> <td>Travel and Subsistence</td> <td>Optional.</td> </tr> </tbody> </table>	Payment - Group 4	Requirement	Senior Role	Optional. Up to 3 members. Note: Payable to Chairs of Finance & Events or Personnel Committees only.	Mayor or Chair	Optional. Up to a maximum of £1,500	Deputy Mayor or Deputy Chair	Optional. Up to a maximum of £500	Attendance Allowance	Optional. Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.	Financial Loss	Optional. The DBCC has determined that this payment should be aligned to the daily rate of ASHE. £134.90 for a full day & £67.45 for a half day.	Travel and Subsistence	Optional.
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Travel and Subsistence	Optional.														



1. **Introduction**
2. The DBCC Annual Report <https://www.dbcc.gov.wales/remuneration> sets out “Contribution towards Costs of Care and Personal Assistance (CPA)” and “Payments to Members of Community & Town Councils”.
3. Under the Local Government (Wales) Measure 2011, Community and Town Councils are relevant Authorities for the purpose of remuneration. Consequently, individuals who have accepted office as a Member of a Community or Town Council are entitled to receive payments as determined by the Democracy & Boundary Commission Cymru (DBCC). It is the duty of the Proper Officer of a Council to arrange for correct payments to be made to all individuals entitled to receive them.
4. Community / Town Councillors should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to ‘opt in’ to receive payments.
5. Under Section 154 of the Local Government (Wales) Measure 2011 an individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A Community or Town Council Member wishing to decline payments must themselves write to their Proper Officer to do so.
6. **Democracy & Boundary Commission Cymru (DBCC) Annual Report**
7. The DBCC made several determinations in relation to “Payments to Members of Community and Town Councils”. The relevant information is set out below.
8. Further information relating to any of the Payments should be sought from the DBCC Annual Report.
9. The DBCC has determined Llanrhidian Higher Community Council to be a Group 4 Council. This is based on its electorate. The following table sets out whether payments are mandatory or optional.

Payment - Group 4	Requirement
Payment for Extra Costs of Working from Home *	Mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power, and broadband) of working from home.
Set Payment for Consumables *	Mandatory for all members. Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.
Senior Role	Optional. Up to 3 members
Mayor or Chair	Optional. Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional. Up to a maximum of £500



Attendance Allowance	Optional. Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.
Financial Loss	Optional. The DBCC has determined that this payment should be aligned to the daily rate of ASHE and will be £134.90 for a full day and £67.45 for a half day.
Travel and Subsistence	Optional.
Cost of Care or Personal Assistance	Mandatory for all members.

Note: * HMRC have confirmed that the DBCC payments to Councillors for “Extra Cost of Working from Home” & the “Set Payment for Consumables” are exempt from PAYE. This was confirmed by IRPW letter dated 27 October 2023.

10. Community and Town Councils must publish a statement of payments by 30th September each year. This document must detail all payments made to elected members in the previous Municipal year.

Background Papers: None.

Appendices: None.

Jeremy Parkhouse (PSLCC)
Clerk of Llanrhidian Higher Community Council



Item No. 10 b)

Annual Council – 21st May 2026

Constitutional Matters 2026-2027

Purpose:	The report details the appointment of committees, size of committees, membership & terms of reference.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: - <ol style="list-style-type: none">1) Council appoints the Committees as listed in Appendix A. (Finance & Events Committee, Personnel Committee).2) If Council resolves to appoint the Committees, it will need to determine:<ol style="list-style-type: none">a) The Number of Allocated Seats on each Committee.b) The Membership of each Committee.c) The Terms of Reference of each Committee.d) The Councillor who manages the Clerks hours on a day-to-day basis.3) The schedule of Council Meetings as outlined in the report be agreed.4) Councillors be allocated to serve on Outside Bodies as outlined at Appendix B.5) Councillors be allocated to roles / to have responsibility for sites as outlined at Appendix C.6) The Clerk of the Council be given delegated authority to respond directly to Swansea Council in relation to Planning Application & Planning Matters, subject to the process outlined in the report being followed.7) The Clerk be authorized to make emergency / necessary payments / to agree to emergency / necessary works in between meetings providing permission has been given from two of the following five Councillors: Chair of Council, Vice Chair of Council, Chair of Finance & Events Committee, Chair of Personnel Committee.8) All payments to be approved within the bank account by Councillors who have access to the accounts.9) Bank Account Reconciliation Reports shall be provided to all monthly Council meetings.



1. Appointment of Committees, Size of Committees, Membership & Terms of Reference

To appoint the following for 2026-2027:

- Finance & Events Committee.
- Personnel Committee.

3.1 The Council is also asked to approve the size, membership and the Terms of Reference of those Committees which are outlined at **Appendix A**.

2. Allocation of Councillors to Outside Bodies / Responsibility for Council Sites / Roles

2.1 The Outside Bodies that Council Allocated Councillors to and membership of those Outside Bodies during 2025-2026 are outlined in **Appendix B**.

2.2 Council is asked to consider the list and to determine whether to re-allocate to these Outside Bodies and to determine who to allocate (if applicable).

2.3 The Responsibility for Council Roles / Sites and the number of Councillors required is outlined at **Appendix C**. The list of Councillors with responsibility during 2025/26 are provided to assist.

2.4 Council is asked to consider the list and to determine whether to re-allocate to the roles / sites and to determine who to allocate (if applicable).

3. Council & Committee Meetings

3.1 Llanrhidian Higher Community Council Meetings are held at **7.00pm on the third Thursday of each month**; except for August and December when the Council is in recess. These meetings are subject to change, but details shall be available on the Council's website. The schedule of meetings for 2026-2027 is as follows:

21 st May 2026	15 th October 2026	18 th March 2027
18 th June 2026	19 th November 2026	15 th April 2027
16 th July 2026	21 st January 2027	20 th May 2027 (First Annual Meeting)
17 th September 2026	18 th February 2027	

4. Grant of Delegated Powers to the Clerk - Swansea Council - Planning Applications & Planning Matters

4.1 The system for responding to Swansea Council Planning Applications and Planning Matters shall be:

- i) The Clerk forwards via e-mail / informs all Councillors regarding all Planning Applications / Approvals relevant to the Community Council.
- ii) Councillors be given a period of 10 clear working days to respond to the Clerk / respond at the next available Community Council meeting.



- iii) The Clerk collates the responses of the Councillors / responses agreed at the Council meeting and forwards them to Swansea Council's Planning Team as the formal observations of the Council.

5. Grant of Delegated Powers to the Clerk - Spending & Bank Reconciliation

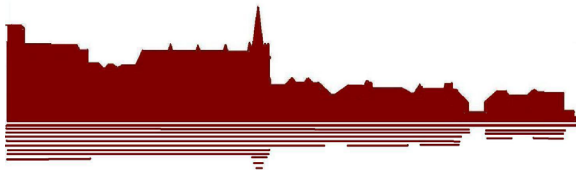
- 5.1 The Clerk be authorised to make emergency / necessary payments / to agree to emergency / necessary works in between meetings providing permission has been given from two of the following five Councillors: Chair of Council, Vice Chair of Council, Chair of Finance & Events Committee and Chair of Personnel Committee. All payments will have to be approved within the bank account by Councillors who have access to the bank accounts.
- 5.2 Bank Account Reconciliation Reports shall be provided to all monthly Council meetings.

Background Papers: None.

Appendices:

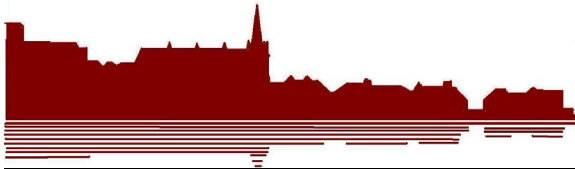
- Appendix A** Council, Committees, Number of Allocated Seats & Membership & Terms of Reference.
- Appendix B** Appointment of Councillors to Outside Bodies.
- Appendix C** Responsibility for Council Sites / Roles.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
13th May 2026

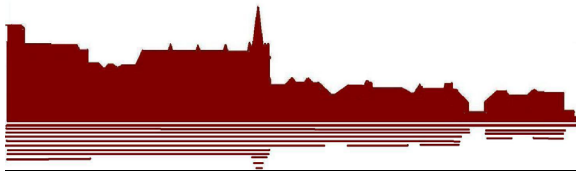


**Council, Committees, Number of Allocated Seats
 & Membership 2026-2027 & Terms of Reference**

Body	Seats	Membership / Comments
Council	10	All 10 Councillors.
<p>Finance & Events Committee</p> <p><i>Terms of Reference:</i></p> <ul style="list-style-type: none"> • To monitor the grounds maintenance contract and meet quarterly with the ground maintenance contractor. • To monitor the Council budget spend. • To agree, monitor and recommend to Council all grants / any other grant payments / donations. • To agree, monitor and recommend to Council the annual fees / hire prices for use of Council facilities. • To agree and monitor the Council's property maintenance schedule. • To agree, monitor and recommend to Council contracts in line with the Council's Model Financial Regulations. • To monitor and recommend to Council the annual Burial and Cremation Fees for Council Cemeteries • To monitor Council assets. • To monitor the risk management schedule • To periodically review the Council's Model Financial Regulations. • To monitor the Biodiversity and Environment Development Action Plan under the Environment (Wales) Act 2016 (Part 1) Section 6 - Biodiversity and Resilience of Ecosystems. • To undertake the budgetary control / authority to spend as outlined in the 	6	<p>Councillors to be elected at the Annual Meeting.</p> <p>Chair / Vice-Chair to be elected at the first meeting of the Committee.</p>



<p><i>Model Financial Regulations and to deal with any urgent financial matters as considered necessary.</i></p> <ul style="list-style-type: none"> • <i>To meet at least 4 times during the Municipal Year.</i> • <i>To oversee all events and projects organised by the Community Council.</i> • <i>To oversee playground development and to progress any associated funding applications.</i> • <i>To arrange and organize the annual Remembrance Sunday Service at the Memorial Gardens.</i> 		
Body	Seats	Membership / Comments
<p>Personnel Committee</p> <p><i>Terms of Reference:</i></p> <ul style="list-style-type: none"> • <i>To oversee the performance / annual appraisal / set the targets & priorities of the Clerk (to link in with the Annual Plan).</i> • <i>To oversee and monitor the hours, holiday entitlement, sickness or absence of the Clerk and organising appropriate cover.</i> • <i>To appoint the Councillor to manage the Clerk on a day-to-day basis.</i> • <i>To manage any disciplinary or grievance issues (for or against) relating to the Clerk.</i> • <i>To manage and agree the annual pay of the Clerk.</i> • <i>To manage the training and continuous professional development of the Clerk.</i> • <i>To deal with any other issues referred by the Council (that do not come under the jurisdiction of the Finance Committee).</i> • <i>To manage the training programme / development of Councillors.</i> • <i>To review Council policies, except those monitored by the Finance Committee.</i> 	<p>5</p>	<p><i>Councillors to be elected at the Annual Meeting.</i></p> <p><i>Chair / Vice-Chair to be elected at the first meeting of the Committee.</i></p> <p>Note: <i>A Councillor should be appointed to manage the Clerk on a day-to-day basis.</i></p>



<ul style="list-style-type: none"> To meet at least twice during the Municipal Year. 		
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Appendix B

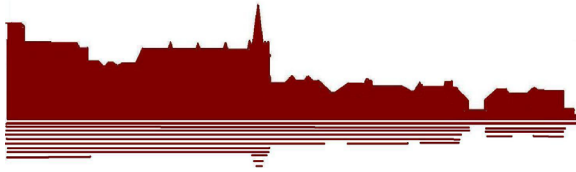
Appointment to Outside Bodies

Outside Bodies	Membership / Comments:
	Note: Current Membership is:
Community / Town Council Forum	Councillor Mike Sheehan & Clerk
Penclawdd Primary School – School Governor Representative.	Councillor Andrew Williams
One Voice Wales Swansea Area Committee	Councillor Russell Garrington & Clerk
Representative on the Gower National Landscapes Advisory Group	Councillor Paul Tucker

Appendix C

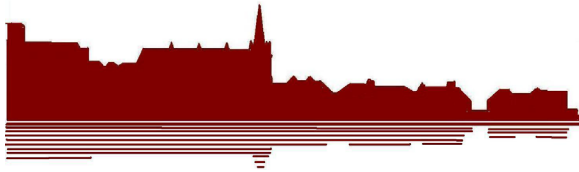
Responsibility for Council Sites / Roles

Council Role / Site	Requirements
<i>Councillor with Responsibility for Footpaths, Cycle Paths and Bridleways</i>	<i>1 Councillor</i>
<i>Penclawdd Recreation Ground.</i>	<i>1 Councillor</i>
<i>Llanmorlais Recreation Ground.</i>	<i>1 Councillor</i>
<i>Mount Hermon Chapel, Cemetery and Car Park.</i>	<i>2 Councillors</i>
<i>Parc Hendy Cemetery.</i>	<i>1 Councillor</i>
<i>Dan-Y- Graig Football Field.</i>	<i>2 Councillors</i>
<i>Memorial Gardens, Penclawdd.</i>	<i>1 Councillor</i>
<i>Playgrounds at Penclawdd and Crofty.</i>	<i>2 Councillors</i>
<i>Foreshore Car Park, Penclawdd.</i>	<i>1 Councillor</i>
<i>Old Station Sign / Footpath LECTERNS</i>	<i>1 Councillor</i>
<i>Graig-Y-Coed Playing Fields</i>	<i>2 Councillors</i>
<i>Graig-Y-Coed Woodland Project</i>	<i>1 Councillor</i>
<i>Community Shed</i>	<i>1 Councillor</i>



***Note – Sites / Councillors with responsibility during 2025/26 were as follows: -**

Council Role / Site	Councillor(s) with Responsibility
Councillor with Responsibility for Footpaths, Cycle Paths and Bridleways	Councillor Huw Davies
Penclawdd Recreation Ground.	Councillor Andrew Williams
Llanmorlais Recreation Ground.	Councillor Melissa Roberts
Mount Hermon Chapel, Cemetery and Car Park.	Councillors James Matthews & Mike Sheehan
Parc Hendy Cemetery.	Councillor Paul Tucker
Dan-Y- Graig Football Field.	Councillors Mike Sheehan & Paul Tucker
Memorial Gardens, Penclawdd.	Councillor Sarah Hughes
Playgrounds at Penclawdd and Crofty.	Councillor Melissa Roberts & Adam Woolliscroft
Foreshore Car Park, Penclawdd.	Russell Garrington
Old Station Sign / Footpath Lecterns	Councillor Paul Tucker
Graig-Y-Coed Playing Fields	Councillor Huw Davies & Leanne Davies
Graig-Y-Coed Woodland Project	Councillor Adam Woolliscroft
Community Shed	Councillor Andrew Williams



Item No. 10 c)

Annual Council – 21st May 2026

General Power of Competence (GPoC) Declaration

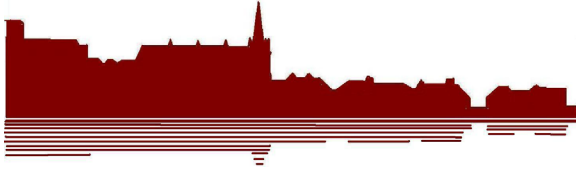
Purpose:	The report details the Councils General Power of Competence (GPoC) declaration.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that: - 1) Llanrhidian Higher Community Council does not declare that it has the General Power of Competence (GPoC) as it does not meet eligibility criteria 1 and 3. 2) The declaration of GPoC be reviewed at the Annual Meeting of Council in 2027.

1. Introduction

- 1.1 The Local Government & Elections (Wales) Act 2021 (Part 2, Chapters 1 & 2) <https://www.legislation.gov.uk/asc/2021/1/part/2> outlined the eligibility for a Community Council to have the General Power of Competence (GPoC).
- 1.2 The GPoC permits qualifying authorities to do “anything that an individual generally can do”. It is a power of first resort which means that a qualifying authority does not need to rely on specific powers in legislation to do something, so long as what is intended is not otherwise prohibited. The use of the GPoC is subject to restrictions and legal requirements which are outlined in the Statutory Guidance.
<https://www.gov.wales/sites/default/files/publications/2022-08/statutory-guidance-for-community-and-town-councils.pdf>
- 1.3 Further information relating to GPoC is available on the Society of Local Council Clerks website.
<https://www.slcc.co.uk/qualifications/the-general-power-of-competence-gpoc-wales/>

2. What is the General Power of Competence (GPoC)

- 2.1 The GPoC enables eligible Community Councils to act in their communities’ best interests, generate efficiencies and secure value for money outcomes. The general power of competence gives eligible community councils the same powers to act that an individual generally has, thus enabling them to do similar sorts of things.



- 2.2 The GPoC allows an eligible Community Council to engage in commercial activity if it sets up a company or co-operative society for this purpose. The kinds of activities that the GPoC could be used for includes:
- Lending or investing money e.g. to support village or town activities, or to support and generate local businesses.
 - Providing discretionary support and activities e.g. taking over youth facilities or offering organised support (such as reading/numeracy assistants to schools).
 - Generating and selling green energy.
 - Building and providing a range of community facilities.

3. Eligibility for General Power of Competence (GPoC)

- 3.1 The freedom of GPoC is available to Community Councils that meet three criteria for eligibility set out in the Local Government & Elections (Wales) Act 2021 (Part 2, Section 30). The criteria being:

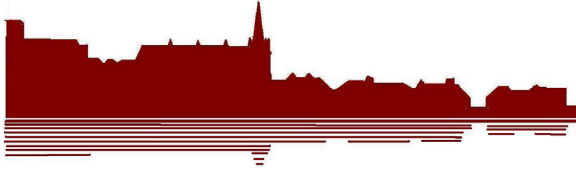
- 1) At least two-thirds of the total number of members of the Council have been declared to be elected (including unopposed), whether at an ordinary election or at a by-election (section 30(2)).
- 2) The Clerk to the council holds such named qualification or certification as may be specified by the Welsh Ministers by regulations (section 30(3)).
- 3) The two most recent Auditor General for Wales (AGW) opinions on the Council's accounts are unqualified. The most recent must have been received in the previous 12 months (section 30(4)).

4. Eligibility Criteria 1

- 4.1 Llanrhidian Higher Community Council comprises of 10 Community Councillors. Five (5) of the Councillors were elected unopposed at the Local Government Elections on 5 May 2022 and one (1) Councillor Russell Garrington was elected on 7 November 2024.
- 4.2 Four (4) of the Councillors were Co-opted. The Co-opted Councillors being:
- Councillor James Matthews. Co-opted on 20 October 2022.
 - Councillor Adam Woolliscroft. Co-opted on 20 October 2022.
 - Councillor Huw Davies. Co-opted on 16 February 2023.
 - Councillor Mike Sheehan. Co-opted 18 April 2024.
- 4.3 Llanrhidian Higher Community Council does not meet Eligibility Criteria 1 as at least 2/3 of its Councillors were declared to be elected.

5. Eligibility Criteria 2

- 5.1 Eligibility Criteria 2 is met as the Clerk holds the Certificate in Local Council Administration (CiLCA) qualification. He qualified CiLCA on 18 November 2016.



6. Eligibility Criteria 3

- 6.1 Llanrhidian Higher Community Council does not meet Eligibility Criteria 3. The Council had unqualified audits in respect of 2024/25, 2023/24 and 2020/21. However, the opinion in respect of 2022/23 has been queried but a response has not been provided despite a follow-up request being sent. Should there be an unqualified opinion in respect of 2023/23, the Council would meet Eligibility Criteria 3.

7. Declaring the General Power of Competence (GPoC)

- 7.1 Providing a Community Council meets the three eligibility criteria, the Council can pass a formal resolution declaring that it has the General Power of Competence. It must also publish the decision on the Council's website within 7 working days of the resolution being passed.

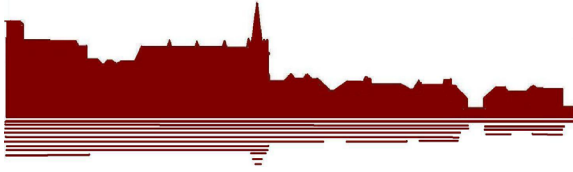
8. Annual Review of Eligibility

- 8.1 Once a Community Council has resolved itself to be an eligible Community Council, it will need to reaffirm on an annual basis that it continues to meet the eligibility criteria. A Council can do this by passing a resolution to this effect at its Annual Meeting.

Background Papers: None.

Appendices: None.

Jeremy Parkhouse (PSLCC)
Clerk to Llanrhidian Higher Community Council



Item No. 10d)

Annual Council – 21st May 2026

Councillors Training Programme 2026-2027

Purpose:	The report attached at Appendix 1 details the Councillors Training Programme to May 2027.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that the Councillors Training Programme 2026-2027, provided at Appendix 1, be approved.

1. To Manage the Training Programme / Development of Councillors

The Community Council is requested to review and approve the training programme / development of Councillors.

2. Introduction.

The Local Government and Elections (Wales) Act 2021 outlines that: -

A community council must make and publish a plan (a “training plan”) setting out its proposals in relation to the provision of training for—

(a) the councillors of the community council, and

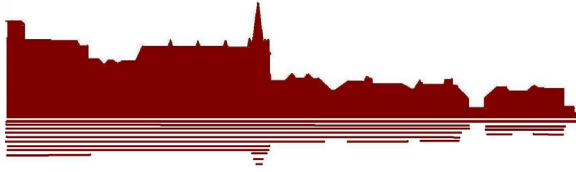
(b) the community council’s staff.

(2) A community council must make its first training plan no later than six months after the date on which subsection (1) comes into force.

(3) A community council must make a new training plan no later than three months after each ordinary election of community councillors to the council.

(4) A community council must review its training plan from time to time.

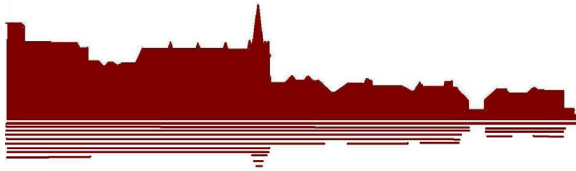
(5) If a community council revises or replaces its training plan, it must publish the revised or new plan.



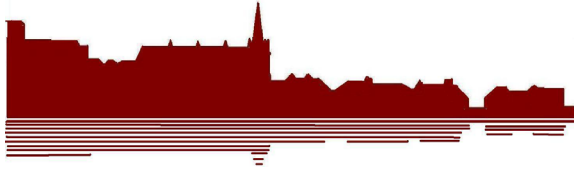
3. The up-to-date Councillor Training Programme is attached at Appendix 1. The Council is asked to note and discuss the progress in the updated training programme.

Background Papers: None.

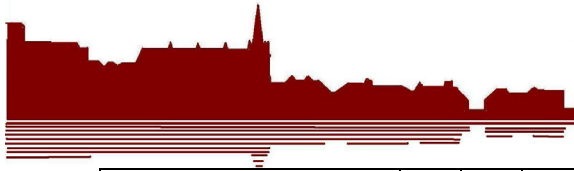
Appendices: Appendix 1 – Councillor Training Programme.



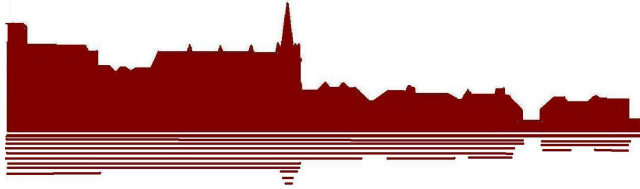
Llanrhidian Higher Community Council – Training Programme 2026/27		
<u>Topic</u>	<u>Required</u>	<u>Timescale</u>
Code of Conduct	All Councillors / Clerk	Within 6 months of being elected
Understanding the Law	All Councillors	Within 1 year of being elected
Chairing Skills	All Chairs / Vice Chairs	Within 6 months of being elected
The Council Meeting	All Councillors	Within 1 year of being elected
Local Government Finance	All Finance Committee Members	Within 1 year of being elected to the Finance Committee
The Council	All Councillors	Once in the Council Term
The Councillor	All Councillors	Once in the Council Term
Effective Staff Management	All Members of Personnel Committee	Within 1 year of being elected
The Council as an Employer	All Members of Personnel Committee	Within 1 year of being elected
Advanced Local Government Finance	All Finance Committee Members / Clerk	Before the end of 2 nd Year of Council Term
Introduction to Community Engagement	Two Councillors	Once during the Council term
Community Engagement Part 2	Two Councillors	Once during the Council term
Health & Safety	Clerk / Two Councillors	Once during the Council term
Creating a Community Plan	Two Councillors	Once during the Council term
Information Management	Clerk / Two Councillors	Once during the Council term
Equality & Diversity	Two Councillors	Once during the Council term
Mediation and Conciliation	Clerk / Two Councillors	Once during the Council term
Planning	Two Councillors	Once during the Council term



Training	H Davies	L Davies	R Garrington	S Hughes	J Matthews	M Roberts	M Sheehan	P Tucker	A Williams	A Wooliscroft	J Parkhouse (Clerk)
Code of Conduct. All: Within 6 months of being elected	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
New Councillor Induction All. Within 1 year of being elected.	✓		✓	✓	✓					✓	
Understanding the Law. All. Within 1 year of being elected			✓	✓		✓				✓	
Chairing Skills. Chairs / Vice-Chairs & Clerk. Within 6 Months of being elected.		✓		✓	✓		✓	✓	✓		
The Council Meeting. All. Within 1 year of being elected			✓			✓	✓				
Local Government Finance. All Finance Cttee. Within 1 year of being elected to the Finance Committee			✓						✓	✓	✓
The Council. All. Once within Council Term.			✓								
The Councillor. All. Once within Council Term.			✓	✓			✓				
Effective Staff Management. All Personnel Cttee. Within 1 year of being elected											
The Council as an Employer. Two Personnel Cttee once within year of being elected				✓			✓				
Advanced Local Government Finance. All Finance Cttee & Clerk. Before the end of 2nd Year of Council Term			✓								✓
Introduction to Community Engagement. Two Cllrs. Once within Council Term			✓	✓			✓				
Community Engagement Part 2. Two Cllrs. Once within Council Term											
Health & Safety. Two Cllrs & Clerk. Once within Council Term											✓



Training	H Davies	L Davies	R Garrington	S Hughes	J Matthews	M Roberts	M Sheehan	P Tucker	A Williams	A Wooliscroft	J Parkhouse (Clerk)
Creating a Community Plan. Two Cllrs. Once within Council Term											
Information Management. Two Cllrs & Clerk. Once within Council Term											
Equality & Diversity. Two Cllrs. Once within Council Term					✓					✓	
Mediation and Conciliation. Two Cllrs & Clerk. Once within Council Term											
Planning. Two Cllrs. Once within Council Term									✓		✓
Use of IT, Websites and Social Media.				✓							
Finance & Governance Toolkit			✓								
Nature Project Management											✓



Item No.11

Annual Council – 21st May 2026

Community Council Fixed Assets – May 2026

Purpose:	This report at Appendix A details the Community Council Fixed Assets to May 2026.
Report Author:	Jeremy Parkhouse
Recommendation:	It is recommended that the Fixed Asset list at Appendix A , be approved.

1. Introduction

- 1.1 The Fixed Assets of the Community Council are attached for approval at Appendix A.
- 1.2 The Council is asked to review and approve the list.

Appendix A – Fixed Assets List – May 2026

Fixed assets list

Appendix A

Asset	Ref.	Description	Location	Purchased date	Purchase	Cost	Current Value	Yr Start Value	Insurance Renewal	Previous
Cemeteries										
15	15	Mount Hermon Chapel & Burial Ground	Hermon Lane, Penclawdd			£1.00	£1.00	£1.00	£1.00	
17	17	Parc Hendy Burial Ground	Off Parc Hendy Crescent, Penclawdd			£1.00	£1.00	£1.00	£1.00	
35	35	Wooden bench	Garden of Remembrance, Mount Hermon Cemetery			£400.00	£400.00	£400.00	£400.00	
36	36	Wooden bench	Mount Hermon Cemetery, near Hermon Lane			£400.00	£400.00	£400.00	£400.00	
Total Values						£802.00	£802.00	£802.00	£802.00	
Community Assets										
14	14	Memorial Gardens, Penclawdd	Seaview Terrace, Penclawdd			£1.00	£1.00	£1.00	£1.00	
Total Values						£1.00	£1.00	£1.00	£1.00	
Dan-Y-Graig Playing Fields										
99	Football Pavilion and Playing Field		Off Hendy Road, Penclawdd			£50,000.00	£130,000.00	£130,000.00	£130,000.00	12/06/18
47	47	Metal bench	Dan Y Graig Playing Fields			£400.00	£400.00	£400.00	£400.00	
60		Container Style Changing and Officials Rooms	Parc Dan Y Graig	MAC Containers	16/10/2023	£82,485.00	£82,485.00	£82,485.00	£82,485.00	
Total Values						£132,885.00	£212,885.00	£212,885.00	£212,885.00	
Graig Y Coed Playing Fields										
00	Graig Y Coed Pavilion & Playing Fields					£0.00	£0.00	£0.00	£340,000.00	
82		Community Shed - 30 ft shipping container	Graig Y Coed Playing Fields		01/04/2025	£4,150.00	£4,150.00	£4,150.00	£4,150.00	01/04/26
83		Community Shed Classroom / Rest Area	Graig Y Coed Playing Fields		01/04/2025	£3,500.00	£3,500.00	£3,500.00	£3,500.00	01/04/26
Total Values						£7,650.00	£7,650.00	£7,650.00	£347,650.00	

Infrastructure

84	Noticeboard	Entrance to Penclawdd Playground	Noticeboard Company Cumbria Ltd	20/09/2024	£1,558.80	£1,558.80	£1,558.80	£1,558.80
Total Values					£1,558.80	£1,558.80	£1,558.80	£1,558.80

Land & Buildings

33	Land at Station Road, Llanmorlais	Top of Station Road, Llanmorlais	Somerset Trust		£1.00	£1.00	£1.00	£1.00
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Llanrhidian Higher Community Council

Asset	Ref.	Description	Location	Purchased date	Purchase	Cost	Current Value	Yr Start Value	Insurance Renewal
44	Graig Y Coed	Community Woodland Project	Behind / Above Graig Y Coed Playing Fields	Leased from Swansea Council	01/07/2020	£1.00	£1.00	£1.00	£1.00
13	13	Land at Dunraven, Penclawdd	Land next to Dunraven Close, Penclawdd			£1.00	£1.00	£1.00	£1.00
16	16	Hermon Car Park	Hermon Lane, Penclawdd	Sketty Park Estate	01/04/2015	£4,000.00	£4,000.00	£4,000.00	£4,000.00
23	23	Leaseholders of Scout Hut, Penclawdd	Hendy Road, Penclawdd			£1.00	£1.00	£1.00	£0.00
50	50	Foreshore Car Park, Penclawdd	Foreshore Car Park, Penclawdd	Leased from Somerset Trust	15/03/2019	£350.00	£10,000.00	£10,000.00	£10,000.00

Total Values £4,354.00 £14,004.00 £14,004.00 £14,003.00

Llanmorlais Recreation Ground

11	11	Pavilion, Car Park, Tennis Courts, MUGA & Recreation Ground	Llanmorlais Recreation Ground			£250,000.00	£415,000.00	£415,000.00	£415,000.00	12/06/18
12	12	Skateboard ramp, Llanmorlais	Llanmorlais Recreation Ground			£2,000.00	£2,000.00	£2,000.00	£2,000.00	

Total Values £252,000.00 £417,000.00 £417,000.00 £417,000.00

Penclawdd Recreataion Ground

77		Rugby Pavilion & Pitch, Tennis Court, Bowls Pavilion & Green	Recreation Ground, Penclawdd			£475,000.00	£1,025,000.00	£1,025,000.00	£1,025,000.00	12/06/18
18	18	Tennis Courts, Recreation Ground, Penclawdd	Recreation Ground, Penclawdd			£35,000.00	£35,000.00	£35,000.00	£35,000.00	
44	44	Metal bench in Bowls Green	Bowls Green, Recreation Ground Penclawdd			£400.00	£400.00	£400.00	£400.00	
44	44	Metal bench	Recreation Ground, Penclawdd			£400.00	£400.00	£400.00	£400.00	
46	46	Metal bench	Overlooking Tennis Courts, Penclawdd Recreation Ground			£400.00	£400.00	£400.00	£400.00	

Total 88 £511,200.00 £1,061,200.00 £1,061,200.00 £1,061,200.00

Playgrounds

11	Penclawdd Playground	Foreshore, Penclawdd	£35,000.00	£150,000.00	£150,000.00	£150,000.00
22	Crofty Playground, Crofty	Off Pencaerfenni Lane, Crofty	£35,000.00	£35,000.00	£35,000.00	£35,000.00
32	32 Metal bench	Inside Crofty Playground, Crofty	£400.00	£400.00	£400.00	£400.00

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Llanrhidian Higher Community Council

Asset	Ref.	Description	Location	Purchased date	Purchase	Cost	Current Value	Yr Start Value	Insurance Renewal
33	33	Wooden bench	Inside Crofty Playground, Crofty			£400.00	£400.00	£400.00	£400.00
41	41	Wooden Picnic Bench	Penclawdd Playground			£600.00	£600.00	£600.00	£600.00
42	42	Metal Picnic Bench	Penclawdd Playground			£600.00	£600.00	£600.00	£600.00
43	43	Wooden bench	Penclawdd Playground			£400.00	£400.00	£400.00	£400.00
Total Values						£72,400.00	£187,400.00	£187,400.00	£187,400.00

Street Furniture

25	25	Metal bench	Opposite St David's Church, Wernfrwd			£400.00	£400.00	£400.00	£400.00
26	26	Wooden bench	Opposite St David's Church, Wernfrwd			£400.00	£400.00	£400.00	£400.00
27	27	Metal bench	Marsh Road near footpath to Kenwood Kennels			£400.00	£400.00	£400.00	£400.00
29	29	Metal bench	Near Former Penuel Chapel, Penuel, Llanmorlais			£400.00	£400.00	£400.00	£400.00
30	30	Wooden bench	Opposite Crofty Playground, Crofty			£400.00	£400.00	£400.00	£400.00
31	31	Wooden bench	Opposite Crofty Playground, Crofty			£400.00	£400.00	£400.00	£400.00
34	34	Wooden bench	On roundabout at top of Station Road, Llanmorlais			£400.00	£400.00	£400.00	£400.00
37	37	Metal bench at Foreshore Car Park	Foreshore Car Park			£400.00	£400.00	£400.00	£400.00
39	39	Metal Bench at Foreshore Car Park	Foreshore Car Park			£400.00	£400.00	£400.00	£400.00
40	40	Metal bench at Foreshore Car Park	Foreshore Car Park			£400.00	£400.00	£400.00	£400.00
48	48	World War One Memorial	Memorial	David Ogilvie	1907/2018	£695.00	£695.00	£695.00	£695.00

49	49	Bench World War One Memorial Bench	Gardens Memorial Gardens	Engineering Ltd David Ogilvie Engineering Ltd	10/07/2018	£695.00	£695.00	£695.00	£695.00
52	52	Noticeboard (New)	Memorial Gardens (Free Standing)	Noticeboards Online Ltd	05/03/2018	£1,513.00	£1,513.00	£1,513.00	£1,513.00
53	53	Noticeboard	Bus Shelter - Llanmorlais Cross	Wayne Williams	24/06/2013	£180.00	£180.00	£180.00	£180.00
54	54	Noticeboard	Bus Shelter - Wernfrwd	Wayne Willaims	24/06/2013	£180.00	£180.00	£180.00	£180.00

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Llanrhidian Higher Community Council

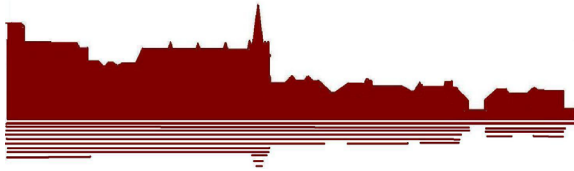
Asset	Ref.	Description	Location	Purchased date	Purchase	Cost	Current Value	Yr Start Value	Insurance Renewal	Appendix A
55	55	Interpretation Panel (1)	Old Station Platform, Penclawdd	Grant - Gower Landscape Partnership (Who Purchased)	02/03/2018	£1,272.00	£1,272.00	£1,272.00	£1,272.00	
56	56	Interpretation Panel (2)	Footpath Neat Gower Timber	Grant - Gower Landscape Partnership (Who Purchased)	02/03/2018	£1,272.00	£1,272.00	£1,272.00	£1,272.00	
57	57	Interpretation Panel (3)	Footpath - Near Old Canal	Grant - Gower Landscape Partnership (Who Purchased)	02/03/2018	£1,272.00	£1,272.00	£1,272.00	£1,272.00	
58	58	'Penclawdd' Sign	Old Station Platform, Penclawdd	Grant - Gower Landscape Partnership (Who Purchased)	15/02/2018	£874.10	£874.10	£874.10	£874.10	
58	58	Interpretation Panel (4)	Footpath - Near old brickworks opposite Rake & Riddle	Grant - Gower Landscape Partnership (Who Purchased)	02/03/2018	£1,272.00	£1,272.00	£1,272.00	£1,272.00	
64		Defibrillator and Cabinet	Memorial Gardens Penclawdd	Life Support Training & Safety	02/04/2025	£1,475.00	£1,475.00	£1,475.00	£1,475.00	02/04/25
65		Defibrillator and Cabinet	Llanmorlais Changing Rooms	Life Support Training and Safety	02/04/2025	£1,475.00	£1,475.00	£1,475.00	£1,475.00	02/04/26
66		Defibrillator and Cabinet	Parc Hendy Cemetery	Life Support Training and Safety	13/02/2024	£1,475.00	£1,475.00	£1,475.00	£1,475.00	13/02/26
67		Defibrillator and Cabinet	Roundabout, Llanmorlais	Life Support Training and Safety	28/01/2023	£1,475.00	£1,475.00	£1,475.00	£1,475.00	31/03/26
68		Replacement (Reconditioned) Defibrillator and Cabinet	Crofty Supermarket and Post Office	Life Support Training and Safety	28/01/2025	£450.00	£450.00	£450.00	£450.00	31/03/26
69		Defibrillator and Cabinet	Bowls Pavilion, Penclawdd	Heartbeat Trust UK	07/06/2021	£1,275.00	£1,275.00	£1,275.00	£1,275.00	31/03/26
70		Defibrillator and Cabinet	Scout Hut, Penclawdd	Cariad	02/04/2017	£900.00	£900.00	£900.00	£900.00	31/03/26
71		Defibrillator and Cabinet	St Davids Church, Wernffrwd	Heartbeat Trust	30/12/2021	£1,275.00	£1,275.00	£1,275.00	£1,275.00	31/03/26
72		Defibrillator and Cabinet	Bus Shelter, Abercedi, Penclawdd	Heartbeat Trust	31/12/2021	£1,275.00	£1,275.00	£1,275.00	£1,275.00	31/03/26
73		Defibrillator and Cabinet	Entrance to Former Municipal Tip, Blue Anchor Road, Blue Anchor,	Heartbeat Trust	30/12/2021	£1,275.00	£1,275.00	£1,275.00	£1,275.00	31/03/26

74	Defibrillator and Cabinet	Penclawdd Bus Shelter, Caban Isaac Road, Penclawdd	Heartbeat Trust	30/12/2021	£1,275.00	£1,275.00	£1,275.00	£1,275.00	31/03/26
75	Defibrillator and Cabinet	Penclawdd Community Centre	Heatbeat Trust	30/12/2021	£1,275.00	£1,275.00	£1,275.00	£1,275.00	31/03/26
76	Defibrillator and Cabinet	Graig Y Coed Pavilion, Penclawdd	Heartbeat Trust	30/12/2021	£1,275.00	£1,275.00	£1,275.00	£1,275.00	31/03/26
77	Defibrillator and Cabinet	Rhyd Y Fenni, Crofty	Heartbeat Trust	30/12/2021	£1,275.00	£1,275.00	£1,275.00	£1,275.00	31/03/26

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Llanrhidian Higher Community Council

Asset	Ref.	Description	Location	Purchased date	Purchase	Cost	Current Value	Yr Start Value	Insurance Renewal	
78		Defibrillator and Cabinet	Bryn Farm, Llanmorlais	Heartbeat Trust	31/12/2021	£1,275.00	£1,275.00	£1,275.00	£1,275.00 31/03/26	
79		Bench	Graig Y Coed Woodland Project	Jonathan Davis	22/04/2025	£450.00	£450.00	£450.00	£450.00 31/03/26	
80		Bench	Graig Y Coed Woodland Project	Jonathan Davis	22/04/2025	£450.00	£450.00	£450.00	£450.00 22/04/25	
81		Bench	Graig Y Coed Woodland Project	Jonathan Davis	22/04/2025	£450.00	£450.00	£450.00	£450.00 31/03/26	
Total Values						£33,300.10	£33,300.10	£33,300.10	£33,300.10	
Vehicles & Equipment										
59	59	Office 1ST Heavy Duty Stapler	Office Equipment	Ningbo Winnprime Import & Export Co Ltd	28/09/2020	£41.99	£41.99	£41.99		
61	61	Wildlife Camera	Penclaedd Recreation Ground	Amazon	06/05/2024	£79.98	£79.98	£79.98		
62		Lenovo Laptop LNV IPS I 5	Homeleigh, Llanmorlais	Currys Llanelli	14/02/2025	£549.00	£549.00	£549.00	£549.00 14/02/26	
63		Sandisk EXNVME 1TB	Homeleigh, Llanmorlais	Currys Llanelli	14/02/2025	£105.00	£105.00	£105.00	£105.00 14/02/26	
Total Values						£775.97	£775.97	£775.97	£654.00	
Grand Total						£1,016,926.87	£1,936,576.87	£1,936,576.87	£2,276,453.90	
+ assets disposed during year								£0.00		
								£1,936,576.87		



Item No. 12

Annual Council – 21st May 2026

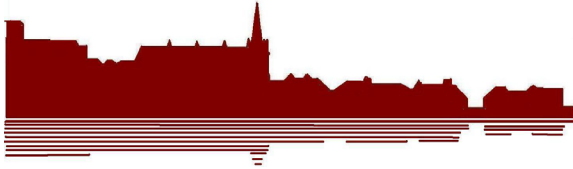
Reports of the Clerk

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.	No further work required.
2.	Removal of ivy from fence at Parc Dan Y Graig and treatment of the roots.	Awaiting additional quotations.
3.	Repair of grave at Parc Hendy Cemetery.	Awaiting additional quotations.
4.	Removal / replacement of stock fencing at Graig Y Coed.	Awaiting additional quotations.
5.	Replacement of tennis court fencing at Llanmorlais.	Awaiting quotation.
6.	Replacement Rugby Posts at Graig Y Coed.	On Hold.
7.	Clearance of run-off ditch at Llanmorlais Recreation Ground.	Awaiting quotation.
8.	Wildflowers at St Gwynour's.	Cemetery not yet under Community Council control.
9.	Repair of Metal Door at Bowls Pavilion.	Awaiting quotation.
10.	WIFI at Penclawdd Community Centre.	For Decision.
11.	Replacement doors at Llanmorlais Changing Rooms.	For Decision.
12.	To appoint solicitors to act for the Council in respect of the transfer of St Gwynour's Cemetery.	For Decision.
13.	Community Shed Insurance 2026/27.	For Decision.
14.	Community Council and Sports Association Insurance.	For Decision.
15.	Memorial Gardens – Upgrade of external box.	For Decision

The report is attached at Appendix A for approval.



- b) **To Monitor the Council Budget 2026-2027**
The report is attached at Appendix B for approval.
- c) **Correspondence**
The list of correspondence for discussion is attached at Appendix C.
- d) **Work Programme 2025/2026**
The report is attached for information at Appendix D.
- e) **Community Council Action Tracker**
The report is attached for information at Appendix E.
- f) **Action Plan – Previous External Audit Recommendations**
The Action Plan is attached at Appendix F for approval.

Jeremy Parkhouse
Clerk to the Community Council
13th May 2026

Appendix A**ACCOUNTS FOR PAYMENT – 21st May 2026**

Salary Costings	£4,745.01
Clerks Expenses	£61.20
Pinnacle - Printing costs - Invoice 193463 (€69.91 Net) (£13.98 VAT)	£83.89
EDF Energy - Electricity at Bowls Pavilion (£64.48 Net) (£3.22 - 5% VAT)	£67.70
J Davis & Son Grounds Maintenance Contractors – Invoice 26/35 - Supply & Erect Galvanised Steel Spectator Barrier System to Dan y Graig Football Field as per Quotation 163/25. Works Carried Out on 16/17 & 18/3/2026. Supply & Install 1no Additional 12ft Wide Galvanised Access Gate including Hanger & Receiver Posts. (£12,654.52 Net) (£2,530.90 VAT)	£15,185.42
Dwr Cymru - Water charges at Llanmorlais Changing Rooms - 1st November 2025 to 30 April 2026	£91.53
Jonathan Davis & Son - Invoice 26/34 - Monthly Costing April 2026 & fence repairs at Parc Hendy Cemetery after fallen tree limb on 4 April 2026 (£6,043.58 Net) (£1,208.71 VAT)	£7,252.29
<u>Total Payments</u>	<u>£27,487.04</u>

Invoices paid since 16th April 2026	
RAWELEC - Emergency work to boiler fault at Rugby Pavilion, Penclawdd Recreation Ground (£66.80 Net) (£13.36 VAT)	£80.16
Amazon - Red litter bags x 200 (For Estuary Pickers) (£35.70 Net) (£7.14 VAT)	£42.84
Dwr Cymru - Water charges at Graig Y Coed Pavilion - 8th October 2025 to 16th April 2026	£333.03
Dwr Cymru - Water charges at Penclawdd Recreation Ground - 8th October 2025 to 16th April 2026	£1,007.91
SSE Energy Solutions - Electricity at Graig Y Coed Pavilion - 1st to 31st March 2026 (£303.92 Net) (£15.20 - 5% VAT)	£319.12
Adobe Systems Software - Acrobat Pro	£19.97
Bank Service Charges	£9.50
Total	£1,812.53
Total Outgoings	£29,299.57
Income since 16th April 2026	
CCLA - Interest for May 2026	£77.25
Reserve Account Interest	£23.67
Projects Account Interest	£2.21
Gowerton RFC - Hire of Graig Y Coed	£80.00
Swansea Junior Football League - Hire of Llanmorlais	£292.00
Penclawdd RFC - Cost of programme printing	£86.40
Swansea Council - Precept Payment	£64,957.39
The Gower Society - Grant payment for gates at Graig Y Coed Woodland Project	£3,013.00
Total Income	£68,531.92

TRANSFERS:	
None	
RECONCILIATION:	
Current Account Balance – 12th May 2026	£72,728.75
Less Approved Payments (May 2026)	£27,487.04
<u>Total</u>	<u>£45,241.71</u>
<u>BANK ACCOUNTS</u>	
Current Account Balance – 12th May 2026	£72,728.75
Reserve Account Balance - 12th May 2026	£54,345.46
CCLA Investment - 12th May 2026	£25,000.00
Memorial Gardens Charity Account -12th May 2026	£1.00
Projects Account Balance - 12th May 2026	£5,051.01
<u>TOTAL</u>	<u>£157,126.22</u>

Financial Budget Comparison

Comparison between 01/04/26 and 12/05/26 inclusive. Includes due and unpaid transactions.

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

		2026/27	Actual Net	Balance
INCOME				
Administration				
100	Precept	£194,872.17	£64,957.39	-£129,914.78
105	Refund of bank charges	£0.00	£0.00	£0.00
120	Bank Interest	£0.00	£0.00	£0.00
121	Bank Interest	£1,600.00	£203.03	-£1,396.97
122	Bank Interest	£1,000.00	£4.35	-£995.65
150	Grants received	£1,500.00	£3,013.00	£1,513.00
155	PWLB Loan	£0.00	£0.00	£0.00
250	Miscellaneous Income	£8,000.00	£0.00	-£8,000.00
251	Miscellaneous Income - Current Account	£20,000.00	£0.00	-£20,000.00
252	Miscellaneous Income - Projects Account	£1,000.00	£0.00	-£1,000.00
Total Administration		£227,972.17	£68,177.77	-£159,794.40
Outside Services				
300	Cemetery Income	£14,500.00	£250.00	-£14,250.00
320	Wayleaves	£130.00	£0.00	-£130.00
330	Recreation Grounds	£6,650.00	£80.00	-£6,570.00
Total Outside Services		£21,280.00	£330.00	-£20,950.00
Total Income		£249,252.17	£68,507.77	-£180,744.40
EXPENDITURE				
Administration				
1001	Salaries	£60,500.00	£4,745.01	£55,754.99

Financial Budget Comparison

Comparison between 01/04/26 and 12/05/26 inclusive. Includes due and unpaid transactions.

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

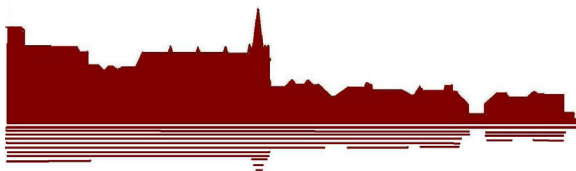
		2026/27	Actual Net	Balance
1002	Clerks Expenses	£550.00	£43.00	£507.00
1010	Subscriptions	£1,500.00	£0.00	£1,500.00
1015	Office Costs	£4,300.00	£0.00	£4,300.00
1020	Web Site	£290.00	£0.00	£290.00
1025	Advertising	£150.00	£0.00	£150.00
1030	Insurance	£8,300.00	£0.00	£8,300.00
1040	Bank Charges	£100.00	£9.50	£90.50
1045	Audit Fees	£1,250.00	£0.00	£1,250.00
1046	Accountancy Services	£260.00	£0.00	£260.00
1050	Legal Costs	£4,500.00	£0.00	£4,500.00
1060	Loan Repayments	£5,844.62	£0.00	£5,844.62
1065	Training	£400.00	£0.00	£400.00
1070	ICO Fee	£35.00	£0.00	£35.00
1075	Consultancy Costs	£0.00	£0.00	£0.00
1076	Signage	£500.00	£0.00	£500.00
Total Administration		£88,479.62	£4,797.51	£83,682.11
Outside Services				
3000	Cemeteries	£5,790.00	£0.00	£5,790.00
3001	Grounds Maintenance	£86,000.00	£0.00	£86,000.00
3010	Playgrounds	£5,100.00	£0.00	£5,100.00
3030	Recreation Grounds	£22,200.00	£146.45	£22,053.55
3040	Annual Plumbing Inspection Checks at Sports Pavilions	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/26 and 12/05/26 inclusive. Includes due and unpaid transactions.

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

		2026/27	Actual Net	Balance
3050	Other Outside services	£23,350.00	£3,259.70	£20,090.30
3051	Remembrance Sunday Service	£2,000.00	£0.00	£2,000.00
3052	War Memorial Charity	£1.00	£0.00	£1.00
3055	Defibrillators	£2,000.00	£0.00	£2,000.00
Total Outside Services		£146,441.00	£3,406.15	£143,034.85
Civic				
2000	Councillor Expenses	£2,400.00	£0.00	£2,400.00
2005	Councillor Training	£500.00	£0.00	£500.00
2010	Meeting Costs	£450.00	£0.00	£450.00
2030	Election Costs	£5,000.00	£0.00	£5,000.00
2040	Financial Settlement	£0.00	£0.00	£0.00
Total Civic		£8,350.00	£0.00	£8,350.00
Grants				
4046	Donations	£600.00	£0.00	£600.00
4047	Section 137 Payments	£0.00	£0.00	£0.00
4048	Power of Well-being (Local Government Act 2000)	£5,000.00	£0.00	£5,000.00
Total Grants		£5,600.00	£0.00	£5,600.00
Total Expenditure		£248,870.62	£8,203.66	£240,666.96
Total Income		£249,252.17	£68,507.77	-£180,744.40
Total Expenditure		£248,870.62	£8,203.66	£240,666.96
Total Net Balance		£381.55	£60,304.11	



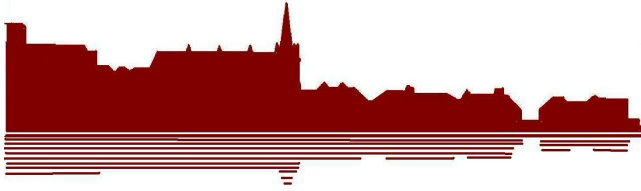
Correspondence – 21st May 2026

1.	Welsh Government - Burry Inlet Cockle Fishery.
2.	One Voice Wales – Finance & Governance Self-Assessment Toolkit.
3.	Welsh Government Fisheries Division – Note of the Burry Inlet Cockle Fishery Pre-Opening Stakeholder Meeting.
4.	Swansea Council - LGPS Pension information from the City & County of Swansea Pension Fund.
5.	Welsh Government - Burry Inlet Cockle Fishery.
6.	David Rees – Request for update regarding outstanding permit fee.
7.	Audit Wales – Town & Community Councils Full Audit Webinar - 16 April 2026.
8.	PES – Report and Certificate – Bowls Pavilion.
9.	One Voice Wales - The Voice - Issue 2.
10.	Alex Glanville - St Gwynour's Churchyard.
11.	One Voice Wales – Biodiversity Packages.

Jeremy Parkhouse

Clerk to the Community Council

13th May 2026



Report of the Clerk

Annual Council – 21st May 2026

Llanrhidian Higher Community Council Work Plan 2026/2027

Purpose: This report details the Community Council Work Plan to May 2027.

Report Author: Jeremy Parkhouse

For Information

1. Introduction

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

1.2 The dates included for the meetings in 2026/27 are subject to approval at the Annual Council meeting.

Appendix 1 – Community Council Workplan 2026/27.

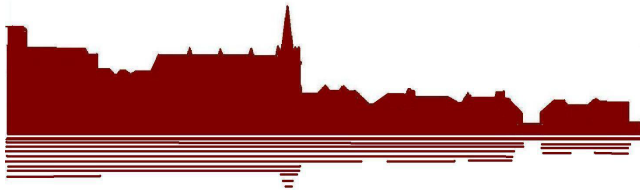
**Jeremy Parkhouse
Clerk to the Community Council
13th May 2026**

	May 2026	June 2026	July 2026	September 2026	October 2026	November 2026	January 2027	February 2027	March 2027	April 2027
Community Reports	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police Report	Police 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 Agree Terms of Reference and Appoint an Internal Auditor for the Financial Year Ending 31st March 2027 To Approve Councillors Allowances for the 2025-2026 Financial Year. Audit Wales - Completion of Audit of Annual Return 2022/23			Audit Wales - Completion of Audit of Annual Return 2025/26		To approve the budget 2026/27 To Set the Precept for 2026/27		To Approve the Draft Annual Report To Approve the Draft Annual Plan	
Clerk's Reports	Financial Report	Financial Report	Financial Report	Financial Report	Financial Report	Financial Report	Financial Report	Financial Report	Financial Report	Financial Report

Llanrhidian Higher Community Council Workplan 2026/27

Appendix 1

	Budget Monitoring	Budget Monitoring	Budget Monitoring	Budget Monitoring	Budget Monitoring	Budget Monitoring	Budget Monitoring	Budget Monitoring	Budget Monitoring	Budget Monitoring
	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence	Correspondence
	Tracker	Tracker	Tracker	Tracker	Tracker	Tracker	Tracker	Tracker	Tracker	Tracker
	Work Plan	Work Plan	Work Plan	Work Plan	Work Plan	Work Plan	Work Plan	Work Plan	Work Plan	Work Plan
Committee Reports		Finance / Personnel Finance - To Approve Grant Payments Finance - To Agree the Annual Charges for Use of Community Council Facilities by Sports Clubs		Finance - To Approve Grant Payments Employers Data Retention Policy		Finance – To approve the draft budget. Finance - To Agree the Annual Burial Charges Finance - To Approve Grant Payments			Finance - To Approve Grant Payments	
Council Assets	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds	Council Property / Community Projects / Burial Grounds
Swansea Council	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way	Penclawdd Ward Member Report Planning Rights of Way
Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies	Reports of Delegate's on Outside Bodies



Report of the Clerk

Annual Council – 21st May 2026

Community Council Action Tracker

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

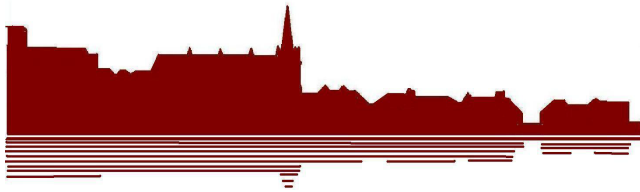
Report Author: Jeremy Parkhouse

For Information

1. Introduction

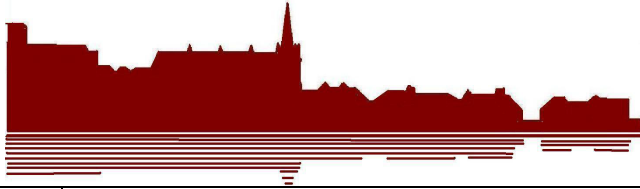
- 1.1 During the course of Community Council and Committee meetings, various actions may be decided which are recorded on the minutes of the meetings.
- 1.2 The Action Tracker has been formulated to allow actions to be monitored.
- 1.3 An Action Tracker has been created which records the decisions taken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

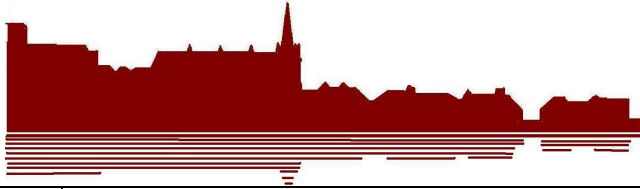


Appendix 1

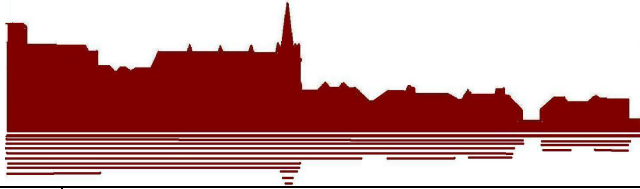
Action Tracker		
	Details	Outcome / Action
1)	24/01/2023 – Finance Committee – Minute 61 - The Finance and Governance Toolkit for Community and Town Councils – To Review Part 1 – The Health Check – Themes A and B	
	Finance & Governance Toolkit	<ul style="list-style-type: none"> Email addresses provided by the Council should be used by all Councillors. ONGOING Clerk to review policies, review policies available on the ACAS website / One Voice Wales. ONGOING The updated Themes A and B sections be reported to a future meeting. ONGOING
2)	12/03/24 – Finance Committee – Minute No. 46 - Quarterly Discussion with the Grounds Maintenance Contractor	
	Drainage at Graig Y Coed	ONGOING 2) Manhole covers to be replaced 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	
	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 – Files removed to Penclawdd Community Centre.
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 reinstated. The work was included into the GMC work programme. 	ONGOING



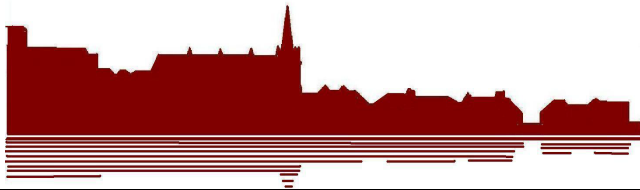
6)	02/09/25 – Finance Committee - Minute No.16 – Quarterly Discussion with the Grounds Maintenance Contractor	
	<ul style="list-style-type: none"> Marking tennis courts. The work was included into the GMC work programme. 	ONGOING
	<ul style="list-style-type: none"> Fencing at Llanmorlais Tennis Courts. A quotation would be forwarded. 	ONGOING
7)	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. 	CLOSED Seeding / repair work undertaken early in Spring 2026.
8)	07/10/25 – Events & Projects Committee – Minute No.12 – Events & Projects Report – Community Shed / Woodland Project	
	<ul style="list-style-type: none"> School equipment - To be stored in metal cabinet. 	CLOSED
9)	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
10)	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. 	CLOSED
11)	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. 	CLOSED Estuary Players will take over the Carnival container.
	<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.
12)	16/10/25 – Council – Minute No.66 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Defibrillator at Crofty Industrial Estate – following a recent incident, the lack of a defibrillator in the Industrial Estate was highlighted. Further discussions were required. 	ONGOING
	<ul style="list-style-type: none"> Noticeboard at Crofty Supermarket – The Clerk would discuss further with Chris Hopkins and report to the next meeting. 	ONGOING – Community Shed are in the process of making a new noticeboard.
13)	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. 	CLOSED – As this is a maintained pitch, limited access is available. This is also due to previous anti-social / drug related incidents in the past.



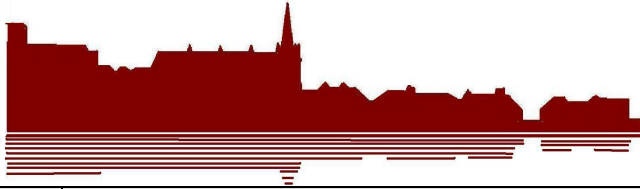
14)	07/11/25 – Finance Committee – Minute No. – 34 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	
	<ul style="list-style-type: none"> Skateboard area at Llanmorlais – The current state of the surface was discussed, including the possibility of laying a temporary 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. 	ONGOING
	<ul style="list-style-type: none"> Land Opposite Graig Y Coed – Swansea Council be approached concerning the options available. 	ONGOING – Email sent.
15)	20/11/25 – Council – Minute No. – 73 - Public Question Time	
	<ul style="list-style-type: none"> Painting Football Pavilion (internally and externally) – The Community Council pays for the paint / painting equipment and Penclawdd AFC carries out the works. 	ONGOING
16)	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
17)	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"> Woodland Project – Options which could be used to attract snakes and other reptiles were discussed. 	ONGOING - Action: Ursula Jones, Swansea Council will attend Finance Committee in June 2026.
18)	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 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
19)	15/01/26 – Council – Minute No. 89 – Council Property / Community Projects / Burial Grounds	
	<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"> 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
20)	15/01/26 – Council – Minute No. 90 – Swansea Council Issues	
	<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



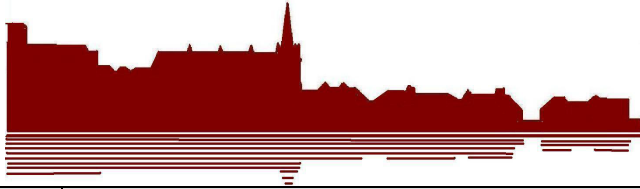
	<ul style="list-style-type: none"> Planning - Councillor Melissa Roberts requested an update regarding the bricked-up windows at the Bellevue Studios, Bellevue, Penclawdd. The Ward Member would seek a progress update. 	ONGOING
21)	12/02/26 – Council – Minute No. 98 – Completion of Audit of Annual Returns 2021/2022, 2023/2024 and 2024/2025 – Audit Wales	
	<ul style="list-style-type: none"> An Action Plan be produced to address the comments made in the reports. 	– Action plan to be reported to Council for approval.
22)	12/02/26 – Council – Minute No. 99 – Reports of the Clerk - Quotations	
	<ul style="list-style-type: none"> Removal of ivy from fence at Parc Dany Graig and treatment of the roots – an additional 2 quotations be sought. 	ONGOING
	<ul style="list-style-type: none"> Repair of grave at Parc Hendy Cemetery – An additional quotation be sought. 	ONGOING – 2 additional quotes requested.
	<ul style="list-style-type: none"> Removal / replacement of stock fencing at Graig Y Coed – 3 quotations be sought. 	ONGOING
23)	12/02/26 – Council – Minute No. 101 – Council Property / Community Projects / Burial Grounds	
	<ul style="list-style-type: none"> Land at Llanmorlais Cross – The possibility of purchasing the land was discussed. The Clerk sought the authority to negotiate with the landowners. It was also proposed that the landowners name be used to name the site, if it was purchased. The Clerk be given the authority to contact the landowner to progress matters. 	ONGOING – Reminder sent to land owners.
24)	03/03/26 – Finance Committee – Minute No. 52 – Quarterly Discussion with the Grounds Maintenance Contractor – Quarter 3 2025-26	
	<ul style="list-style-type: none"> Llanmorlais Recreation Ground - JD to provide a quotation to clear the run-off ditch. 	ONGOING
	<ul style="list-style-type: none"> St Gwynour's Cemetery - JD to provide a quotation to prepare the ground to seed wildflowers. 	ONGOING – Clerk to investigate Swansea Council grants.
	<ul style="list-style-type: none"> Memorial Gardens – A new plinth was required to hold the wreaths on the Memorial stone. The Clerk to investigate the options available. 	ONGOING
	<ul style="list-style-type: none"> Metal door at Bowls Pavilion – This would require repair. JD to provide quotation in respect of the repair. 	ONGOING
25)	03/03/26 – Finance Committee – Minute No. 54 – Financial Report	
	<ul style="list-style-type: none"> Councillor Paul Tucker would contact Penclawdd Forge regarding the required work at Penclawdd Rugby Pavilion. 	ONGOING
	<ul style="list-style-type: none"> Quotation A for 5m aluminium socketed posts for £1,512.00 plus £1,343.20 plus VAT for fitting new rugby posts at Graig Y Coed, be recommended to Council for approval. 	ONGOING – On Hold
26)	03/03/26 – Finance Committee – Minute No. 56 – Grants & Donations	
	<ul style="list-style-type: none"> the Clerk investigates prices for the cost of installation / supply of Wi-Fi at Penclawdd Community Centre. 	ONGOING
27)	03/03/26 – Finance Committee – Minute No. 58 – Property Maintenance Schedule, Capital Works Programme and Health & Safety Action Plan	
	<ul style="list-style-type: none"> the Clerk arranges for an electrician to investigate the faulty emersion heater at Penclawdd Recreation Ground. 	CLOSED – Works completed.
	<ul style="list-style-type: none"> the Clerk discusses with Swansea Council the options in respect of fly-tipping at Mount Hermon Car Park. 	ONGOING



28)	19/03/26 – Council – Minute No. 110a – Reports of the Clerk - Accounts for Payment - Quotations	
	<ul style="list-style-type: none"> The replacement of Rugby Posts at Graig Y Coed be placed on hold, subject to further discussions with the Grounds Maintenance Contractor regarding the longevity of the current repairs. 	ONGOING – On Hold.
	<ul style="list-style-type: none"> Spectator Stand Access Path – The quotation for £7,500 (No VAT) provided by Gower Building Co. be approved. 	ONGOING – Approved subject to grant funding.
	<ul style="list-style-type: none"> Concrete Base for 2 x Dugouts - The quotation for £6,000 (plus VAT) provided by R D Jones Building Ltd, be approved. 	ONGOING – Approved subject to grant funding.
	<ul style="list-style-type: none"> Concrete Base for Spectator Stand - The quotation for £6,000 (plus VAT) provided by R D Jones Building Ltd, be approved. 	ONGOING – Approved subject to grant funding.
	<ul style="list-style-type: none"> Redressing the surface of the Foreshore Car Park – The quotation for £680 (Plus VAT) provided by Jonathan Davis & Son, be approved and the Clerk be requested to write to all businesses near to the Car Park and cackle firms to ask for donations towards the redressing. 	ONGOING – Approved.
	<ul style="list-style-type: none"> General Tidy of Bottom End of the Car Park Area (40m x 9m) – The quotation for £2,193.60 (Plus VAT) provided by Jonathan Davis & Son, be approved. 	ONGOING – Approved.
	<ul style="list-style-type: none"> Annual Playground Inspections of Penclawdd and Crofty Playgrounds – The quotation for £380 (Plus VAT) provided by The Play Inspection Company Ltd, be approved. 	ONGOING – Approved, subject to work being completed in approximately 12 weeks.
29)	16/04/26 – Council – Minute No. 121 – Public Question Time	
	<p>Matthew Tucker, Penclawdd AFC asked the Community Council for financial support towards the final grant submission in respect of improvements to facilities at Parc Dan Y Graig.</p>	<p>CLOSED</p> <ol style="list-style-type: none"> The Council proceeds with the option for a 50-metre path on the Graig side of the pitch (previously agreed), with the addition of 53 metres path on the roadside, plus 13 metre join to the concrete behind the posts (nearest the changing rooms). The Council submits a grant application with a 20% contribution (£11,801.79) (£7,500 – Community Council and £4,301.79 – Penclawdd AFC) and 80% Football Association of Wales contribution (£47,207.16). The grant be submitted prior to the deadline of 30th



		April 2026.
30)	16/04/26 – Council – Minute No. 122 – Community Reports – South Wales Police	
	<ul style="list-style-type: none"> Parking around Parc Dan Y Graig – Residents had highlighted parking issues on match days, particularly parking on pavements, double-parking and parking across residents' driveways. 	<ol style="list-style-type: none"> The Clerk contacts South Wales Police to discuss the issues highlighted by residents and look for solutions. CLOSED Councillor Andrew Williams investigates the cost of installing double yellow lines along a section of Hendy Road. CLOSED The Clerk obtains quotation / proceeds with the installation of a H-bar at the entrance to Parc Dan Y Graig from Swansea Council.
31)	16/04/26 – Council – Minute No. 123a – Reports of the Clerk – Accounts for Payment	
	<ul style="list-style-type: none"> The Clerk queries the amount of the trade waste bill at the Foreshore Car Park. 	CLOSED – There was an error with the bill. An amended invoice would be sent out.
	<ul style="list-style-type: none"> The Clerk writes to businesses in the vicinity of the Foreshore Car Park for donations towards the car park maintenance. 	ONGOING
32)	16/04/26 – Council – Minute No. 123c – Reports of the Clerk – Correspondence	
	<ul style="list-style-type: none"> D Rees – Parc Hendy Cemetery – The Clerk stated that he would write to Jamie Hitchins requesting payment of the permit fee which he had charged Mr Rees for but had not paid the Council or completed the relevant forms. 	ONGOING – Letter sent to Jamie Hitchins.
	<ul style="list-style-type: none"> Ursula Jones, Swansea Council – Graig Y Coed Community Woodland Biodiversity Improvement Plan – Resolved that Ursula Jones be invited to attend the Finance Committee meeting in June 2026. 	ONGOING - Ursula Jones be invited to attend the Finance Committee meeting in June 2026.
33)	16/04/26 – Council – Minute No. 123f – Reports of the Clerk – Draft Annual Report 2025-2026 & 123g - Draft Annual Plan 2026-2027	
	The Draft Annual Report 2025-2026 be agreed and presented to the Annual Meeting with a recommendation of approval	CLOSED
	The Draft Annual Plan 2026-2027 be agreed and presented to the Annual Meeting with a recommendation of approval.	CLOSED
34)	16/04/26 – Council – Minute No. 125 – Council Property / Community Projects / Burial Grounds	
	Memorial Gardens – The need for a new plinth to house the wreaths was highlighted. The Clerk would progress the issue.	ONGOING
	Defibrillators – The possibility of adding a new defibrillator at Llotrog was highlighted. The Clerk investigates the land ownership and reports back to a future meeting.	ONGOING



	Dunraven – An uncut area is to be left at Dunraven to encourage biodiversity and the issue be highlighted to the Ground Maintenance Contractor	CLOSED
35)	16/04/26 – Council – Minute No. 126 – Swansea Council Issues - Footpaths	
	Councillor Melissa Roberts highlighted that there was Himalayan Balsam found on the footpath and riverbank of the Morlais River. She added that the land belonged to Sketty Park Estate and requested that the Clerk contacts the Estate to highlight the issue. She also added that the Balsam found on the riverbank had grave implications for the bank going forward. Agreed that the Clerk contacts Sketty Park Estate to highlight the issue.	ONGOING – Sketty Park Estate representative informed. Awaiting feedback.

Action Plan – Previous External Audit Recommendations

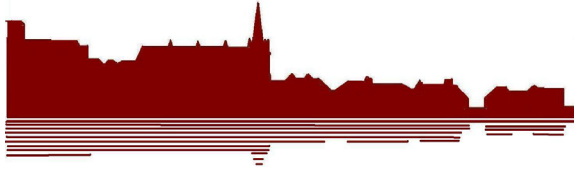
Audit Year	Issue	Action / Recommendation	Progress	Status
2023-24	Explanation of significant variances – the explanation provided for several variances still resulted in a % difference of over 15%.	We recommend that the Council carefully reviews the audit notice and the Practitioners Guide to ensure that it provides the information required for the audit.	The comments have been noted and Practitioners Guide reviewed as suggested.	Completed
2023-24	Inconsistency regarding the fixed and long-term asset value between accounts and explanations 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 £804 difference occurred due to the removal of a Brother multi-functional device (£304) and the old noticeboard at Penclawdd Health Centre (£500). The total of these items is £804.	Completed
		The figure provided for prior fixed and long-term asset value in the account (£1,709,569) does not 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.	This is an error as a result of the above change which has not been accounted for in the explanation of variances. The differences are explained above.	Completed

Appendix F

2023-24	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 funds. 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 is not applicable. We recommend that the Council ensures consistency between the AGS and the IAR.	The comments are noted and the Council will ensure consistency in future years.	Completed
2024-25	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.	<p>The fixed and long term assets figure in the 2023-2024 Annual Return have been restated to £1,710,373 and published on the Council’s website.</p> <p>The £804 difference occurred due to the removal of a Brother multi-functional device (£304) and the old noticeboard at Penclawdd Health Centre (£500).</p> <p>The fixed and long-term assets changed from £1,710,373 in</p>	Completed

Appendix F

			<p>2023-2024 to £1,792,054 in 2024-2025 and did not need restating.</p> <p>Additions to the list included the following: -</p> <ul style="list-style-type: none"> • £1,475 – defibrillator • £82,485 – Container style changing and officials’ room at Parc Dan Y Graig 	
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Council Property / Community Projects / Burial Grounds

1. Dan Y Graig

Penclawdd AFC volunteers have plastered the inside of the café area and will be undertaking painting very soon. The Community Council has agreed to cover the cost of materials.

The planning application in respect of the path, stand and dugouts has been submitted for approval. The final grant application has also been submitted for approval.

The Clerk has discussed options available for match days with South Wales Police. Options available for the club are traffic marshals, using bollards to prevent parking in certain areas and the use of a tannoy during games to make announcements in the ground regarding any parking issues. It was felt that the cost of installing double yellow lines would be expensive and the enforcement is the responsibility of Swansea Council, not the Police.

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.

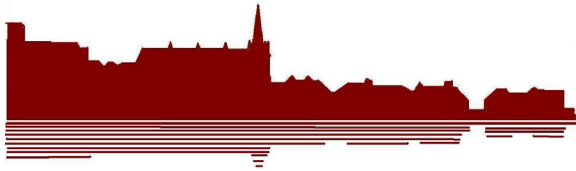
A resident has asked for a solution to a damaged grave which is sliding down the hill and is destabilising their ancestors grave which is adjacent to the damaged grave. The family of the damaged grave cannot be traced. Additional quotations have been requested.

3. Foreshore Car Park / Penclawdd Playground

The boating equipment has been cleared from the car park and the quotation to clear the weeds and redress the area and the main throughfare of the car park, has been approved by the Council.

Benson Estates have responded to Community Council requests and it is hoped a solution to the parking issues during football games at Parc Dan Y Graig can be negotiated.

Councillors Andrew Williams, Melissa Roberts, Adam Woolliscroft and the Clerk met with Welsh Government Officers regarding the forthcoming opening of the cockle beds in the Burry Inlet. The beds have now opened and the parking situation is being monitored closely.



4. Memorial Gardens

The noticeboard is in a poor state of repair owing to a broken seal / lock following storm damage. The Clerk is seeking quotes to install a new plinth to hold wreaths on the Memorial stone.

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. A building surveyor is required to assess the buildings.

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

The Clerk has sought 3 quotations to replace the 3 metal doors on the changing rooms / storage room.

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 have been moved to Penclawdd Community Centre. A building surveyor is required to assess the building.

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.

9. Graig Y Coed Playing Fields / Woodland Project / Community Shed

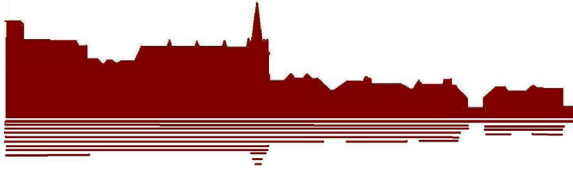
The Community Shed have increased in numbers are completing requests from the community.

Councillor Andrew Williams and the Clerk met with the Deputy Headteacher of Penclawdd Primary School regarding the future use of the facilities by the school.

The Shed is in the process of making a new noticeboard for Crofty Supermarket & Post Office.

10. Defibrillators

New units have been installed at the Memorial Gardens and Llanmorlais Hall, with bleed kits included. The Clerk has been requested to clarify the ownership of land at Llotrog to allow a new unit to be installed.



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.

Playground inspections will be taking place in June / July 2026.

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, but a response has not been provided.

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 Clerk has contacted the owner of the land regarding the Community Council purchasing the land. A response is awaited.

Jeremy Parkhouse
Clerk to Llanrhidian Higher Community Council
13th May 2026

Item No. 15

Annual Council – 21st May 2026

Swansea Council Issues

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

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

1)	I have attended all routine meetings including Council and Cabinet.
2)	I have met with the Local Area Co-ordinator (LAC) to discuss local issues.
3)	An additional area for wildflower planting has been requested.
4)	Road repairs are to be carried out on Hendy Road, The Rhallt, Old Colliery Road and Crofty.
5)	CWOT's team have carried out more work clearing pavements on Gowerton Road.
6)	Litter picking has been carried out through the Ward.
7)	There is a litter issue at Graig y Coed lay-by which has been reported to senior officers. 4 black bags had recently been left, probably from motor homes using the lay-by.
8)	Drainage work is to be carried out on Gowerton Road after issues last winter.
9)	I showed the Deputy Head of Penclawdd Primary School around Graig Y Coed Woodland Project and Community Shed, before the school start using it.
10)	I had a meeting with the local Police team regarding young children on electric scooters on the public highway. Members of the public had reported it and were concerned with their safety.

2) Planning Applications.

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

3) Footpaths, Cycle Paths and Bridleways.

No report.

13th May 2026